



DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 4th November 2025 at 7.30pm

Councillors: Cllr Veck (Chair), Cllr Wood (Vice Chair), Cllr Harman, Cllr Donovan

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community Facilities Officer), Stephanie Georgalakis (Public relations Officer), Jessa Chapman (Civic & Events Officer).

There were no members of the public in attendance.

1. CCE597 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, read out a Civility & Respect statement, went through the building fire procedure, asked for phones to be put onto silent, informed everyone that the meeting was being recorded, and outlined the public questions process. The Chair then informed the Committee of the following:

- Welcome Cafe every Monday at 10am – 1pm
- Remembrance Sunday 9th November 10:15am – 12:30pm
- Armistice Day Tuesday 11th November at the War Memorial
- Meridian Meander launch Monday 17th November 9:30am, Meridian Monument
- Mayor's Festive Winter Sizzler, Friday 28th Nov 5-7pm
- Children's Christmas Party 12th December, Community House 4:30 - 6pm
- An external event – LD CAN – on 11th November at 4:30pm – 6:30pm
- Looking for volunteers and raffle prizes for bingo

The Chair asked that the LD CAN details to be sent to all committee members.

The Meetings & Projects Officer reminded committee that in 2023 committee agreed that no officer time would be spent on bingo, which meant that if there were no volunteers for a bingo session, it would have to be cancelled.

Members commented that there were enough volunteers for the next couple of bingo sessions, but that a call out to all clrs for volunteers be emailed out.

2. CCE598 PUBLIC QUESTIONS

Cllr Wood was appalled there were no poppies on the south coast road, and that the war memorial and flags were tucked away, especially with the significance of Peacehaven and WW1, and wanted to see more poppies on the south coast road, similar to other locations, including Seaford, Newhaven and Rottingdean.

Cllr Donovan expressed there were poppies now installed at the War Memorial, that PTC had a limited supply, and that there would be a financial implication, which could potentially be included in the budget.

It was suggested that the Information Officer look into this further, including costs, and the Chair thanked Cllr Wood and Cllr Donovan for their comments.

3. CCE599 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies from Cllr Sharkey, the Youth Mayor and Deputy Youth Mayor.

4. CCE600 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE601 TO ADOPT THE MINUTES FROM THE 9th SEPTEMBER 2025

Cllr Donovan updated committee that for item 15 the date had changed from 18th April to 11th April, and that for item 21 the Business Fair, this would be progressed. The Meetings & Projects Officer expressed that if these were not amendments to the minutes they could be brought under the calendar item.

Cllr Donovan updated committee that the quiz night on 11th October had been cancelled due to lack of support.

It was proposed to adopt the minutes.

Proposed by: Cllr Wood Seconded by: Cllr Harman
Committee **resolved** to **adopt** the minutes.

6. CCE602 TO NOTE THE BUDGETORY UPDATE

The budgetary update was **noted**.

7. CCE603 TO NOTE THE MAYOR'S FUNDRAISING BUDGET

The fundraising budget was **noted**.

8. CCE604 TO DISCUSS AND AGREE COMMUNITY ENGAGEMENT COMMITTEE BUDGET REQUIREMENTS FOR 2026/27

The Meetings & Projects Officer confirmed that the Town Crier's outfit had been purchased by Lewes Town, and was a Lewes Town Council Crier outfit, which may not be able to be worn for Peacehaven Town Council.

Cllr Wood queried where PTC stood with the agreement that Lewes Town Council would contribute half of the cost of the PTC outfit, and Cllr Donovan suggested it be found out which outfit would be worn by the Crier in Peacehaven and whether the Crier still wanted to be the Peacehaven Town Crier. The Chair suggested a report be brought to committee to cover these queries.

The Meetings & Projects Officer raised that, with regards to the Marketing Costs budget (Budget 4306/120), the PR Officer had received a quote for £540 per year to print 100 copies of the Peacehaven News. The PR Officer expressed that other quotes were being sought, which would be brought to committee; that there was a need to decide the format of the Peacehaven News; suggested that due to low readership figures advertising costs should not be charged; compared costs with the Telscombe Crier; and agreed a report would be brought back to committee.

The Chair commented that the A1 boards and planter advertising moved from P&H budget, but the figures from their budget were not showing.

It was proposed that the budget requirements for 2026/27 be deferred.

Proposed by: Cllr Wood Seconded by: Cllr Veck
All in **favour**.

9. CCE605 TO NOTE THE COMMUNITY ENGAGEMENT UPDATE

The update was **noted**.

10. CCE606 TO AGREE TO ESTABLISH A COMMUNICATIONS GROUP

Members discussed the options of a TFG or Working Party, and the PR Officer was happy to move forward with either.

It was proposed to set up a Working Party.

Proposed by: Cllr Wood Seconded by: Cllr Harman

The resolution was **carried**.

1 member abstained.

Working Party members were agreed as: Cllr Harman, Cllr Wood, Cllr Veck, with an invite for other members to join.

11. CCE607 TO AGREE THE EVENTS REPORT RECOMMENDATION

The Civic and Events Officer ran through the latest event details, including the Children's Christmas Party, where it was outlined there would be a bouncy assault course, a quiet area, various activities would take place, that insurance surrounding the bouncy assault course was being investigated, and the need for staff and councillor support, whereby the Chair offered to help.

It was commented there was a date change to the tea and cake event to Friday 17th April, and why this had changed from a tea in the park event. Cllr Donovan queried who would be preparing the sandwiches, and agreed there would be a raffle.

It was proposed to agree to the events as outlined in the report.

Proposed by: Cllr Donovan Seconded by: Cllr Wood

Committee **resolved to the proposal**.

12. CCE608 TO AGREE A DATE FOR THE CLIMATE FAIR

The Information Officer expressed that the Telscombe Summer Fair was being held on Saturday 11th July, and would need to check dates of other events and report back to committee with date options. Members discussed the suitability of the event being held in June or August.

It was proposed to defer agreeing the date.

Proposed by: Cllr Veck Seconded by: Cllr Donovan

All in **favour**.

13. CCE609 TO NOTE THE RACE NIGHT EVENT REVIEW

The review was **noted**.

14. CCE610 TO NOTE ANY UPDATES TO THE BUSINESS PLAN

Cllr Donovan commented that the Meridian Meander TFG could close.

There were no updates to the plan.

The Business Plan was **noted**.

15. CCE611 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The Chair expressed that the Welcome Café was going well but commented that food costs had hugely increased which affected the Welcome Café, and that the Inclusion Working Group would meet soon as there were many items to discuss.

b. Community Wall project

Cllr Donovan and the Meetings and Projects Officer outlined the project and its progress, and it was explained that this item would be transferred to P&F, since it related to Community House and would be managed through the Community Buildings Working Party.

c. Health & Awareness Day

The Civic & Events Officer commented that work would begin on this in the new year.

It was proposed to close the Community Wall and Health & Awareness Day TFGs.

Proposed by: Cllr Veck Seconded by: Cllr Harman

It was resolved to **agree** to the proposal.

16. CCE612 TO NOTE THE EVENTS CALENDAR

Cllr Donovan raised the prospect of an event at Community House on 6th December to bring together all faiths and all communities in our town, and agreed that due to time, this would be moved forward by an external party.

The events calendar was **noted**.

Cllr Donovan mentioned a business event in the new year, and that a report would be brought to committee in January.

17. CCE613 TO NOTE THE COMPLAINTS LOG

The Meetings & Projects Officer updated committee that, further to last committee's query, the e-news was not a legal obligation, but the town council had a legal obligation to communicate in terms of minutes, meeting summons and papers, financial information, councillor details, assets, policies and procedures, and a statutory requirement to consult residents on certain issues.

Members were updated that within the Peacehaven Town Council – Statement of intent as to community engagement – that a monthly newsletter was stipulated. The Chair expressed that this statement may have been brought about by the committee restructure and could be reviewed.

The complaints log was **noted**.

18. CCE614 TO REVIEW AND UPDATE THE CE ACTION PLAN AND AGREE ANY ACTIONS REQUIRED

It was proposed that no action was required.

Proposed by: Cllr Veck Seconded by: Cllr Wood

All in **favour**.

19. CCE615 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 27TH JANUARY 2026

The date was **noted**.

There being no further business the meeting ended at 20:52

Detailed Income & Expenditure by Budget Heading 08/01/2026

Month No: 9

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110</u>	<u>Civic Events</u>							
4349	Civic Training	0	500	500		500	0.0%	
4351	Youth Mayor	67	500	433		433	13.3%	
	Civic Events :- Direct Expenditure	67	1,000	933	0	933	6.7%	0
4331	Mayor's Allowance	780	1,500	720		720	52.0%	
4332	Civic Events	1,229	2,700	1,471		1,471	45.5%	
4335	Civic Expenses	315	1,500	1,185		1,185	21.0%	
4339	National Mourning	0	100	100		100	0.0%	
4357	Town Crier Outfit	0	750	750		750	0.0%	
	Civic Events :- Indirect Expenditure	2,324	6,550	4,226	0	4,226	35.5%	0
	Net Expenditure	(2,391)	(7,550)	(5,159)				
<u>120</u>	<u>Marketing</u>							
1047	Other Event Income	78	0	(78)			0.0%	
1048	E-News Advertising	0	180	180			0.0%	
1049	Banner Board	2,360	2,000	(360)			118.0%	
1051	A1 Boards	285	0	(285)			0.0%	
1301	Filming	2,440	1,000	(1,440)			244.0%	
	Marketing :- Income	5,163	3,180	(1,983)			162.4%	0
4306	Printing	92	900	808		808	10.2%	45
4328	Website	540	1,500	960		960	36.0%	
4502	Events	452	500	48		48	90.4%	367
	Marketing :- Indirect Expenditure	1,084	2,900	1,816	0	1,816	37.4%	412
	Net Income over Expenditure	4,079	280	(3,799)				
6000	plus Transfer from EMR	412	0	(412)				
	Movement to/(from) Gen Reserve	4,491	280	(4,211)				
	Grand Totals:- Income	5,163	3,180	(1,983)			162.4%	
	Expenditure	3,474	10,450	6,976	0	6,976	33.2%	
	Net Income over Expenditure	1,689	(7,270)	(8,959)				
	plus Transfer from EMR	412	0	(412)				
	Movement to/(from) Gen Reserve	2,101	(7,270)	(9,371)				

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Nominal Ledger Report by ACCOUNT

User :ZM

A/c Code	506 Mayor's Appeal				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		6,238.48
1	03/04/2025		Cashbook	QUIZ		35.00
1	04/04/2025		Cashbook	QUIZ		25.00
1	16/04/2025		Cashbook	BINGO		155.00
1	16/04/2025		Cashbook	EASTER FAIR RAFFLE		73.00
1	16/04/2025		Cashbook	QUIZ		163.00
2	09/05/2025		Cashbook	BINGO		93.00
2	09/05/2025		Cashbook	BINGO DABBERS		19.00
2	09/05/2025	121158	Cashbook	MAYORAL DONATON	6,782.48	
2	09/05/2025	AMA2	Purchase Ledger	BINGO DABBER	16.66	
3	26/06/2025		Cashbook	BINGO		110.00
4	03/07/2025		Cashbook	MAYORAL DONATION WALK FOOTBALL		20.00
4	21/07/2025		Cashbook	RACE NIGHT		40.00
5	04/08/2025		Cashbook	RACE NIGHT		15.00
5	08/08/2025		Cashbook	BINGO		75.00
5	12/08/2025		Cashbook	RACE NIGHT		30.00
5	14/08/2025		Cashbook	RACE NIGHT		5.00
5	15/08/2025		Cashbook	RACE NIGHT		5.00
5	22/08/2025		Cashbook	RACE NIGHT		25.00
5	22/08/2025		Cashbook	RACE NIGHT		30.00
5	22/08/2025		Cashbook	RACE NIGHT		45.00
5	26/08/2025		Cashbook	RACE NIGHT		35.00
5	26/08/2025		Cashbook	RACE NIGHT		15.00
5	28/08/2025		Cashbook	RACE NIGHT		10.00
5	28/08/2025		Cashbook	BINGO		50.00
5	29/08/2025		Cashbook	RACE NIGHT		20.00
6	04/09/2025		Cashbook	RACE NIGHT		5.00
6	09/09/2025		Cashbook	MAYORS RACE NIGHT BAR REV		125.00
6	10/09/2025		Cashbook	RACE NIGHT		15.00
6	23/09/2025		Cashbook	RACE NIGHT		358.00
6	25/09/2025		Cashbook	BINGO		88.00
6	25/09/2025		Cashbook	QUIZ		5.00
6	25/09/2025		Cashbook	QUIZ		15.00
7	02/10/2025		Cashbook	QUIZ		25.00
7	07/10/2025		Cashbook	QUIZ REFUND	25.00	
7	09/10/2025		Cashbook	QUIZ REFUND	5.00	
7	09/10/2025		Cashbook	QUIZ REFUND	15.00	
7	17/10/2025	BACS	Cashbook	CANCELLATION REFUND	50.00	
7	31/10/2025		Cashbook	bingo		118.00
8	18/11/2025	GRS1	Purchase Ledger	SAUSAGES FOR SIZZLER	13.00	
8	28/11/2025		Cashbook	DONATION		20.00
8	28/11/2025		Cashbook	SIZZLER DONATIONS		169.49
9	15/12/2025		Cashbook	BINGO		136.25

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Nominal Ledger Report by ACCOUNT

User :ZM

A/c Code 506 Mayor's Appeal**Centre** (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
		Account	Mayor's Appeal		Account Totals	6,907.14
		Centre		Net Balance Month 10		8,411.22
						1,504.08

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	CE Committee	Agenda Item:	CCE623
Meeting date:	27 th January 2026	Authors:	Civic and Events Officer
Subject:	Change venue for the Mayor's Civic Reception		
Purpose:	To agree to change of venue		

Recommendation(s):

To agree the change of venue

1. Background

In the Mayor's Handbook, it states that the Civic Reception is to be held in Community House. Cllr Donovan would like to have the option of holding her reception in a different location.

2. Options for Council

To agree the change

To not agree the change

3. Reason for recommendation

Cllr Donovan would like to hold her Civic Reception in a local business premises. She would like to support a local business and would like the officers and staff to have the opportunity to join her to thank them for their cooperation and encouragement over her term of office. The venue hasn't been decided yet, but Cllr Donovan is aware of the budget constraints.

4. Expected benefits

Allowing the reception to be held in a different location allows the officers and staff to attend, rather than work the event.

5. Implications

5.1 Legal	It is ensured that statutory requirements are met
5.2 Risks	
5.3 Financial	Officer time, catering costs, entertainment
5.4 Time scales	ASAP
5.5 Stakeholders & Social Value	Investing in a local business
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices



Committee:	Community Engagement	Agenda Item:	CCE624
Meeting date:	27 th January 2026	Authors:	Civic and Events Officer
Subject:	Youth Mayor		
Purpose:	To agree the way forward for choosing a Youth Mayor		

Recommendation(s):

To agree the way forward

1. Background

This year, PCS asked the Town Council to choose the Youth Mayor. The children were asked to attend a meeting with the Mayor and the Civic and Event's Officer, in the school's library. Eleven children, all from year ten, came to the meeting. They were asked questions and had the opportunity to ask questions. From there, they were asked to write a short piece on why they would like to be Youth Mayor. Three submissions were received and those three children came to the Council Office to be "interviewed". Several councillors took part in the selection process and it was decided that all three should have the opportunity to be Youth Mayor. They have the role for four months each, and the other two are the deputies. It wasn't what happened in previous years, but it seemed to work well this time.

Peacehaven Community School was chosen as it's the only secondary school in Peacehaven. There is a good working relationship with the school, and particularly the assistant head teacher. Fostering a good relationship with the school is essential and maintaining that is crucial.

For discussion is if this way of choosing the Youth Mayor should change. It has been suggested that we could look to the community for applications. There are community groups available, including The Joff and Scouts. This could open up an enormous pool to choose from and it could become challenging. It is prudent for the Youth Mayor and any deputy/ies to know each other. The support they can give to one another is positive.

Another suggestion is if their year should follow the Council year more closely. If PCS continues to be the route into this role, being more aligned with their school year would be preferable. Following the Civic year would potentially cause conflict for exams in year eleven, if the year group they are selected from stays as year ten. At the beginning of September, they have just come back from the summer break and there are school elections. November did feel late this time so starting the process towards the end of September is proposed, to be completed by the Full Council meeting in October, where the selection will be presented to Full Council.

2. Options for Council

To agree a new way forward for choosing the Youth and Deputy Mayor

To retain the current process of choosing the Youth and Deputy Youth Mayor

To put forward different ideas

3. Reason for recommendation

There are positive benefits to having a Youth Mayor. It helps the young people to engage with their community and encourages them to feel proud of their town. It helps the Town Council to hear the voices coming from the children in the community and can help bridge the generational gap that is obviously there.

4. Expected benefits

The youth mayor is a ambassador for the youth of Peacehaven, and they have the opportunity to raise money for their chosen charity.

5. Implications

5.1 Legal	It is ensured that statutory requirements are met
5.2 Risks	Not adhering to safeguarding policy
5.3 Financial	Minimal officer time
5.4 Time scales	On-going
5.5 Stakeholders & Social Value	To involve the community and the youth
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	By engaging young people, this may go some way to mitigate antisocial behaviour
5.9 Health & Safety	Adhere to PTC's Health & Safety policy statement
5.10 Biodiversity	Adhere to PTC's Biodiversity Policy
5.11 Privacy Impact	Adhere to PTC's Data Protection Policy
5.12 Equality & Diversity	Adhere to PTC's Equality & Diversity Policy

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

None



Committee:	Community Engagement	Agenda Item:	CCE625
Meeting date:	27 th January 2026	Authors:	Civic and Events Officer
Subject:	Mayor's Cadet		
Purpose:	To discuss and note the report regarding the Mayor's Cadet		

Recommendation(s):

To note the report

1. Background

This is the first Civic Year that the mayor has had a cadet to accompany them on civic duties. This report is being written at the six-month mark to see how the post is going and to make any recommendations going forward.

Several sea cadets put themselves forward for this role and Peacehaven, Telscombe and Newhaven have taken on a ceremonial sea cadet for civic duties. After speaking with the mayor and Zack Osborne, Peacehaven's Sea Cadet, it is proposed that we continue with this ceremonial role. Zack has found it to be an extremely rewarding experience and has started to look into the options available to him for Youth Parliament. His mother notes that he is more confident and feels pride in representing the council in this way. He has attended seven civic engagements and has proudly stood alongside the mayor in her duties.

Telscombe's Sea Cadet, Jacob Lord, is at PCS and put himself forward to be this year's Youth Mayor. His bid was successful and he is sharing the role with two others. He is thrilled to be part of the council in this duty. He feels more confident and finds talking to adults easier since he has been involved with both town councils.

2. Options for Council

To note the report.

To defer this item for discussion at a future meeting.

3. Reason for recommendation

The benefit for these young people is clear to see. It doesn't create a large amount of additional work for officers, or the mayor, and it is felt it should continue.

4. Expected benefits

This role is primarily ceremonial. There are no costs associated with it. Engaging young people in the work of the council is positive.

5. Implications

5.1 Legal	It is ensured that statutory requirements are met
5.2 Risks	Not adhering to safeguarding policy
5.3 Financial	Minimal officer time
5.4 Time scales	On-going
5.5 Stakeholders & Social Value	To involve the community and the youth
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	By engaging young people, this may go some way to mitigate antisocial behaviour
5.9 Health & Safety	Adhere to PTC's Health & Safety policy statement
5.10 Biodiversity	Adhere to PTC's Biodiversity Policy
5.11 Privacy Impact	Adhere to PTC's Data Protection Policy
5.12 Equality & Diversity	Adhere to PTC's Equality & Diversity Policy

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

Appendix A - Mayor's Cadet Guidelines

Appendix A - CCE625

Mayor's Cadet Guidance.

The Peacehaven Town Mayor may select a Mayor's Cadet to assist with civic duties during their term in office. The cadet's formal duties will be to attend the Mayor as and when appropriate in the course of their official duties within the town.

Selection Process

Cadets are nominated from the organisations they represent. The Mayor's Cadet is a high profile appointment and as such it is expected that the candidate should be of the highest standard with good interpersonal skills and the ability to interact with a wide range of people. The nominated cadet is normally a senior cadet who is under the age of 20.

The elected Mayor can decide which local organisation(s) they wish to appoint a cadet from. These can be from the Nautical Training Corp, Air Training Corp, Army Cadet Force, Police Cadets, Fire Cadets, and from civil uniformed youth organisations – Scouts, Girl Guiding and St. John Ambulance if nominations are available.

Term of Office

The Mayor's Cadet will hold their appointment from the date agreed with the Town Mayor until the end of the civic year.

Duties

It is the responsibility of the organisation that the cadet is appointed from to liaise with the Civic Officer to determine the duties for which the cadet will be required. They assist the Mayor as required and act as ambassadors for their organisations and the young people of the area. Examples of duties would be assisting with events such as the Town Awards, Civic Service, Remembrance Service, and the Winter Event. This is not exhaustive and will be adjusted as required by the Mayor in liaison with the organisation.

The outgoing cadet should, where possible, brief the incoming cadet on their expected duties. It is the responsibility of the organisation of the incoming cadet to arrange this process with the organisation of the outgoing cadet and the Civic Officer.

Badge

The Mayor's Cadet will be presented with a Mayor's Cadet Badge at a mutually agreed date with the Town Mayor and will be expected to wear the Mayor's Cadet Badge while on official duties during their term of office.

Presentation of Town Mayor's Cadet Certificate

At the end of the cadet's term of office they will be presented with a Certificate at the Annual Meeting of the Council.

Guidance Notes for the Mayor's Cadet

Duties will be discussed with the Mayor's Cadet Senior Officer to agree requirements.

The Mayor's Cadet will not be in a situation where they are left on their own with the Mayor and will usually only attend civic matters within Peacehaven.

It should be noted that no DBS check will be undertaken by the Town Council.



Committee:	COMMUNITY ENAGEMENT	Agenda Item:	CCE626
Meeting date:	27 th January 2026	Authors:	Civic and Events Officer
Subject:	Cancelled Children's Christmas Party		
Purpose:	To note the reasons behind the cancelled Christmas party		

Recommendation(s):

To note the report

1. Background

It was agreed by the CE Committee on 9th September 2025, to hold a Children's Christmas Party on 12th December 2025.

Sadly, this event didn't take place. The week before we had only sold 27 tickets and it was decided on 5th December 2025 to pull the event before we needed to pay for the bouncy castle hire. All the officers, and the Town Clerk, agreed that this was the best course of action.

The message went out on social media on 5th December 2025 and the posters in Community House were updated. No one turned up on the 12th December 2025 so the word did get out. Of the tickets sold, 17 have been refunded so far. The costs incurred by cancelling are minimal. It was three sheets of labels. The actual tickets are a generic Christmas event ticket, and will be reused in 2026, with the labels removed.

2. Options for Council

To note the report

3. Reason for recommendation

For Committee to have a record of the details of the cancellation of the party.

4. Expected benefits

This decision was taken before the bouncy castle hire needed to be paid for, which was a cost of £175.

5. Implications

5.1 Legal	It is ensured that statutory requirements are met
5.2 Risks	
5.3 Financial	Officer time, printing costs
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices



Peacehaven Town Council

Event Review Form

Event:	Meridian Line Meander Launch		
Date of Event	17 th November 2025	Date of meeting	27 th January 2026
Committee	Community Engagement	Agenda Item	CCE627
Report Author(s)	Cllr Donovan		

Summary of event

The launch event was an opportunity to promote the new Meridian Line Meander and to publicise the associated leaflets for the first time. The date was chosen far enough in advance to ensure as many people as possible could attend, and it was thought that carrying the walk out on the same day as 'National Take a Hike Day' would tie in well.

The launch, starting at 09:30am at the Meridian Monument, encouraged people to get outdoors, learn about the Meridian Line and find out more about Peacehaven.

The event was promoted through a variety of marketing channels, including local radio.

Financial	
Income	£0
Expenditure	£0
Total Surplus	£0

Number of people at event	23
----------------------------------	----

Officers report

The weather was bracing, yet sunny, for the well-attended launch. The new Meridian Line Meander leaflets were shared out, a ribbon was cut by the Mayor of Peacehaven, held at either end by Graham and Hilda Heap, and a brief East / West dance of jumping back and forth over the line was performed.

Positive feedback was received, including comments about how the walk had informed them of new, and reminded them of, various points of interest along, and near-to, the route.

Refreshments back at the weekly Welcome Café, Community House, was a welcome and warm way to end the launch.



Councillor's report

Successful Launch of the Meridian Line Meander Walk

The Meridian Line Meander Walk successfully launched on November 17th, coinciding with National Walkers Day.

We invited local authors, Graham and Hilda Heap, who were both enthusiastic that our project had come to fruition and who both enjoyed the walk.

Participants gathered to take part in the healthy three mile walk, designed to highlight local history and encourage healthy activity.

The event, which saw enthusiastic participation, benefited from a bright, sunny, but chilly day, providing ideal conditions for the outdoor activity. Feedback from those who took part was overwhelmingly positive, with many referencing the various points of interest along the route.

The creation of the walk was a collaborative community effort:

- **Illustrator Amanda Davidson** was thanked for producing a clear and engaging map for participants.
- **Myself, Councillor Harman**, and local resident **Cathy Norcott-Jones** were instrumental in compiling and establishing the walking route.

The launch has successfully established a new local walking route, offering residents and visitors a healthy and informative way to explore the area's unique geography and history.
I hope that more residents and visitors to the town will take part in this informative easy going Meridian Line Meander.

Climate change / sustainability factors

The event was a way in which to promote leaving ones car at home and walking a new local route.

Social value/ impact factors

The walk is accessible to all, and is a healthy and interesting walk in which to see Peacehaven and learn about the Meridian Line.

What would we do differently if we ran the event again?

There is nothing that can be thought of, but comments and feedback are welcome.



Committee:	Community Engagement	Agenda Item:	CCE628
Meeting date:	27 th January 2026	Authors:	Cllr Wendy Veck
Subject:	Welcome Cafe		
Purpose:	To agree the 2026 end date of the current Welcome Café and its reopening		

Recommendation(s):

It is recommended that the Welcome Café continues in its current format during the winter months, with the café restarting in mid-September 2026 following the summer break.

1. Background

The Welcome Café has been running throughout the winter months on Mondays at Community House. It offers free tea and coffee to residents, with small snacks available for a donation to help cover operating costs. The café provides a warm, welcoming space where residents can meet friends and access information about local services. It operates as part of the Isolation Project run by the C & E Committee.

We have a regular group of residents, mainly older people, who attend weekly to meet, chat, and socialise. The café has proved to be a valuable way of connecting people and identifying the needs of residents within the community.

This year, a range of local charities and organisations have attended the café to offer advice, help, and support. These have included Environment First, Neighbourhood First, the CAB, and the RBL, among others. We have also welcomed several small local stallholders offering affordable items, which has provided an additional point of interest for those attending.

One of our regular stallholders has recently received a cancer diagnosis and has sadly been unable to attend. She has been greatly missed, and several regular café users have sent her get-well cards, demonstrating the strong sense of community that has developed.

Alongside the café, a clothing rail offering warm coats and clothing free of charge has been available to those in need. This has been extremely popular. We would like to thank Karen Bray in the office for collecting and organising the donations.

Havens Food has provided a weekly box of bread, cakes, and some vegetables to support residents, particularly those who struggle to access larger supermarkets. Steph Georgalakis has kindly collected this on her way to work each week, and we would like to thank her for her continued support, which has been a lifeline for several residents.

We would also like to thank Gill Veck for her support. As an older volunteer, she has been instrumental in engaging with more vulnerable residents of a similar age, helping to build trust, connections, and break down barriers.

The final café session before Christmas included a festive get-together, where residents enjoyed mulled wine and a wide selection of Christmas treats. The event was well attended and greatly appreciated.

The Welcome Café is currently running with a small surplus of approximately £20.

2. Options for Council

To agree to the recommendation

To object to the recommendation

To decide another way forward

3. Reason for recommendation

The Welcome Café is considered a success, as evidenced by positive resident testimony and feedback.

The Welcome Café is providing a valued service to residents who are lonely and or are vulnerable.

4. Expected benefits

- Combats isolation
- Information hub for residents
- Provides a warm space

5. Event Specific Details

5.1 Purpose of the event	The Welcome Café forms part of our isolation project, aimed at reducing loneliness, supporting community wellbeing, and strengthening engagement between the Council and local residents. It also serves as an information hub for activities and services in the area.
5.2 How will the event be funded	Self-funded
5.3 What resources are needed	Marketing
5.4 Staff time required	Marketing time from the PR Officer
5.5 Timescale to organise event	

5.6 Marketing	
5.6i Will print marketing be required?	Yes
5.6ii What key information will need to be on the event poster?	
5.6iii What organisation logos need to be on the marketing?*	
5.6iv When will marketing need to begin?	

*Where other organisations/ third parties are involved, please ensure contact details for them are also forwarded onto the Public Relations Officer once this report has been agreed at Committee.

6. Implications

6.1 Legal	It is ensured that statutory requirements are met i.e. Cafe run by trained volunteers with up-to-date Health and Hygiene Certificates. Food supplied from a registered kitchen. The cafe is fully risk assessed.
6.2 Risks	Not adhering to statutory requirements
6.3 Financial	Self-funded
6.4 Time scales	During the winter period (September - March, inclusive)
6.5 Stakeholders & Social Value	To involve the community
6.6 Contracts	None
6.7 Climate & Sustainability	Adhere to PTC's Single Use Plastic Policy and the Café provides has recycled coats hats available, and Havens food provides a food box combating food waste
6.8 Crime & Disorder	By engaging the community this may go some way to mitigate crime & disorder
8.9 Health & Safety	Adhere to PTC's Health & Safety policy statement
6.10 Biodiversity	Adhere to PTC's Biodiversity Policy
6.11 Privacy Impact	Adhere to PTC's Data Protection Policy
6.12 Equality & Diversity	Adhere to PTC's Equality & Diversity Policy

7. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
7.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
7.2 Growing the economy sustainably	<input type="checkbox"/>
7.3 Helping children and young people	<input type="checkbox"/>
7.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
7.5 Supporting residents in need	<input checked="" type="checkbox"/>
7.6 Valuing the environment	<input type="checkbox"/>

7.7 Which business plan item(s) does the recommendation relate to?

Isolation project item under the Business Plan

8. Appendices

None



Committee:	Community Engagement	Agenda Item:	CCE629a
Meeting date:	20 th January 2026	Authors:	Public Relations Officer
Subject:	Inclusion Working Group Key Themes for 2026		
Purpose:	To agree the Inclusion Working Group's key themes		
Recommendation(s): To agree the themes outlined below			

1. Background

The Inclusion Working Group met on Friday 9 January to discuss how the project will be taken forward in 2026. Discussions focused on identifying the key themes for the year, and it was agreed that the programme would be structured around a series of themed quarters, as outlined below. The Welcome Café will run during the first quarter, alongside the Q1: Digital Inclusion.

Key Themes for 2026:

Q1: Digital Inclusion: Digital access is now essential to everyday life, supporting activities such as managing finances and housing, accessing health services, staying connected with family and friends, and finding reliable information. However, as technology continues to change, digital exclusion persists, with many people lacking access to appropriate devices, affordable data, or the confidence and skills needed to use digital services effectively.

Q2: What's on in Peacehaven and the surrounding areas: Ensuring residents are aware of what is happening in their communities is vital to preventing social isolation. Access to clear and timely local information helps people stay connected, engage in community activities, and access support services, fostering a sense of belonging and improving overall wellbeing.

Q3: Attitudes: Isolation is caused not only by physical barriers but also by attitudes that can make people feel uncomfortable, excluded, or unwelcome. It is important to ensure that more marginalised groups are included in what we do in ways that are respectful and inclusive, without singling them out as different.

Q4: The Town Council & Young People: It is important for young people to understand their town council because it helps them feel informed, represented, and connected to their local community. Awareness of how the council works and the decisions it makes encourages civic engagement, builds trust in local democracy, and empowers young people to have a voice in shaping the place where they live.

2. Options for Council

- A) Agree the 4 themes as outlined above.
- B) Identify and agree different themes.

3. Reason for recommendation

Establishing key themes for each quarter enables a more focused and strategic approach. The four selected topics address the broader objectives of the isolation project.

4. Expected benefits

To ensure the local community is better informed, helping to reduce social isolation and strengthen connections.

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

Isolation Project

7. Appendices

N/A



Committee:	Community Engagement	Agenda Item:	CCE629b
Meeting date:	27 th January 2026	Authors:	Cllr. Sue Griffiths on behalf of the Events Working Party
Subject:	The Climate Fair		
Purpose:	To confirm the date and the new name of the Climate Fair		

Recommendation(s):

- 1 To confirm that this year's Climate Fair be held on Sunday, the 7th June and that the event is renamed the Peacehaven Sustainable Living Fair.
- 2 To set up a TFG to organise the Fair.

1. Background

The first Climate Fair took place in 2024 and was very successful. It is scheduled to happen in the year that we don't have a summer Fair. It is in accordance with Peacehaven Town Council's Climate Change pledge and the work of the Environment and Sustainability Committee.

The templates, policies and contact list from 2024 are available to speed the organisation of this year's event, and it would be useful for a TFG to be formed to concentrate on this one event.

There is £1000 set aside in this year's budget for the event, and there is £857 in the reserves from the 2024 event making a total budget of £1,857.

The event would be run by volunteers and local organisations. The Newhaven Bonfire Society were very successful at managing the car parking two years ago. Council staff would not be required on the day, but as last time, the gazebos could be erected during work time before and after the event.

The choice of day and date was informed by FREEGLE, an important Reuse Group, always being busy on a Saturday, and the opportunity to work with the national annual event called The Big Lunch, which is organised by the Eden Project, which will bring a much greater footfall to the event.

2. Options for Committee

To agree that the event is held on 7th June 2026

To agree on the change of name to Peacehaven Sustainable Living Fair

To agree to the setting up of a TFG

3. Reason for recommendations

To optimise the opportunities for the success of the event and to provide a clearer name to describe its purpose.

4. Expected benefits

- Provision of an enjoyable day for residents.
- Providing Knowledge on sustainability and its benefits
- Promoting local organisations

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?

6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input checked="" type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input checked="" type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to?

7. Appendices

George Dyson
Town Clerk

✉ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Community Engagement	Agenda Item:	CCE629c
Meeting date:	27 th January 2026	Authors:	Civic and Events Officer
Subject:	Mayor's Working Group Report		
Purpose:	To update committee		

Recommendation(s):

To receive the Mayoral Events report updates

1. Events

I. Mayoral Easter Fair – Saturday 28th March 2026

The terms and conditions for the fair are being produced for agreement at P&F, and once agreed will be sent out with the invites for stall holders. There is space for 26 stall holders and we are looking for a mix of sellers. The time is proposed to be 11-3pm, in the main hall. The kitchen may be used for refreshments.

II. Mayor's Quiz – Saturday 11th April 2026

Please note the event date has changed to 11th April allow for the Tea and Cake Event date change. Mayor's Quiz to benefit her chosen charity, SCDA. 6.30-9pm.

III. Mayoral Tea and Cake Event – Friday 17th April 2026

Please note the event date has changed from 24th April to 17th April 2026, as the pianist could not commit to the 24th April. The pianist knows some cabaret singers and is going to approach them to see if they are interested in joining us. Any tips for dance teachers, and budding fox trotters welcome.

IV. Queen's Centenary Event – 21st April 2026

PTC to plant a commemorative tree in a lasting tribute to the late Queen on, what would have been, her 100th birthday, with the installation of a plaque, to serve as a lasting reminder of this historic anniversary for future generations. The tree and plaque will be in Centenary Park and installed by the Grounds Maintenance Team.

V. Mayor's Civic Reception – Saturday 16th May 2026

Cllr Donovan would like to hold her Civic Reception in a local business in Peacehaven, rather than in the council's hall. It will give the staff an opportunity to attend in a guest role, rather than working the event.

VI. Business to Business event – TBC

Business to business event in conjunction with Peacehaven Chamber of Commerce. Details to come.

NOTE FOR ALL EVENTS: Through delegated powers, the Civic & Events Officer will monitor finances, reporting to their line manager.

2. Options for Council

To receive the Mayoral Events report updates

To reject the Mayoral Events report

3. Reason for recommendation

To enable each event to progress.

4. Expected benefits

To help encourage community cohesion, inclusion and social interaction, and go towards alleviating social isolation.

5. Event Specific Details

5.1 Purpose of the event	As per each item's description
5.2 How will the event be funded	As mentioned per event
5.3 What resources are needed	As per each event
5.4 Staff time required	Officer and councillor time to attend and promote
5.5 Timescale to organise event	Approximately between one to two months each

5.6 Marketing	
5.6i Will print marketing be required?	Yes
5.6ii What key information will need to be on the event poster?	Time, date, location, price (if relevant)
5.6iii What organisation logos need to be on the marketing?*	The Civic and Events Officer will communicate details to the PR Officer
5.6iv When will marketing need to begin?	In succession, once events are agreed

*Where other organisations/ third parties are involved, please ensure contact details for them are also forwarded onto the Public Relations Officer once this report has been agreed at Committee.

6. Implications

6.1 Legal	-
6.2 Risks	Risk assessments to be completed
6.3 Financial	As indicated per event above
6.4 Time scales	Around 1-2 months per event
6.5 Stakeholders & Social Value	As item 4
6.6 Contracts	-
6.7 Climate & Sustainability	Adhere to PTC's Single Use Plastic Policy
6.8 Crime & Disorder	By engaging the community this may go some way to mitigate crime & disorder
8.9 Health & Safety	Adhere to PTC's Health & Safety policy statement
6.10 Biodiversity	Adhere to PTC's Biodiversity Policy

6.11 Privacy Impact	Adhere to PTC's Data Protection Policy
6.12 Equality & Diversity	Adhere to PTC's Equality & Diversity Policy

7. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
7.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
7.2 Growing the economy sustainably	<input type="checkbox"/>
7.3 Helping children and young people	<input checked="" type="checkbox"/>
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7.6 Valuing the environment	<input checked="" type="checkbox"/>

7.7 Which business plan item(s) does the recommendation relate to?

Aspects of the events tie in with the Isolation Business Plan item

8. Appendices

None

Date Received	Method of contact	Area	Category	Details of Complaint	Actions taken	Current Status	Days taken to close
04/11/2025	Phone	Misc/ Other	Misc/Other	There's not been a Peacehaven Enews for a while	Updated the PR Officer	Closed	1

Committee:	Community & Civic Events
Start Date:	01/10/2025
End Date:	15/01/2026
Status:	All



Peacehaven Town Council

Agenda Item: CCE631 **Title:** Committee Action Plan
Committee: Community Engagement **Purpose of Report:** To Inform
Date: 27th JANUARY 2025

General Action Plan					
Start Date	Projected End Date	Task	Action	Responsible Person(s)	Update
November 2023	End of 2024/25 Mayoral term	Meridian Walk	To promote the Meridian Line Meander	Meridian Line Meander TFG	The launch date is 17 th November 2025
November 2024	29 April 2025	Event Sales	PR to look into using EventBrite and such platforms, and advertising at the gateway café, Sainsburys, and to ramp up leaflet dropping.	PR Officer	Eventbrite charges etc are very expensive
	Ongoing	To hold a biennial Summer Fair	To promote the town	CCE	Underway
January 2025	May 2025	Future Events	To review how future events are administered	Chair of CCE	Completed as per working groups set up 09/09/25

Civic & Community Events Committee

CCE631 Business Plan

Project	Isolation		
Description	Develop the community space, increase community coffee mornings, and support local groups running community activities where necessary		
Target Completion	December 2024	Current Position	Some coffee mornings
Resource Allocation	Persons to run the community space, printing, officer time, and use of rooms in Community House		
Measure of Success	Amount of people using Community House and attending events		

Project	The Meridian Meander		
Description	Promote the Meridian Meander, with the benefits of healthy lifestyle, recognising local heritage, enjoyment of nature, and encouraging tourism to the town		
Target Completion	2025	Current Position	TFG Active
Resource Allocation	Councillor and Officer time		
Measure of Success	Demand for Meridian Meander leaflets, monitoring of website traffic via proposed QR codes		



Civic & Community Events Committee

Project	Contact with the Chamber of Commerce		
Description	Representatives from Peacehaven Town Council attending Chamber of Commerce meetings, regular updates from the Chamber and joint projects with the Chamber		
Target Completion	2025	Current Position	Outside body reps in place.
Resource Allocation	Officer and Councillor time, cost of breakfast meetings		
Measure of Success	Survey of local businesses and annual review meetings with the Chamber of Commerce		

Project	Closer working with Schools & Nurseries		
Description	Continue developing the role of the Youth Mayor and School/ Nursery projects. Collaborate with the School Council, and provide work experience placements		
Target Completion	2026	Current Position	In progress
Resource Allocation	Officer time		
Measure of Success	Lines of Communication in place with Schools and Nurseries		

