

George Dyson
Town Clerk

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



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

DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 27th January 2026 at 7.30pm

Councillors: Cllr Veck (Chair), Cllr Wood (Vice Chair), Cllr Studd, Cllr Donovan, Cllr Harman, Cllr Alexander, Ruby Papanicolaou (Youth Mayor), Daniel Gill (Deputy Youth Mayor), Jacob Lord (Deputy Youth Mayor), Zack Osborne (Mayor's Cadet).

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

There were 2 members of the public in attendance.

1. CCE616 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
- Easter Craft Fair on 28th March
- Mayor's Quiz 11th April
- Tea and Cake Event 17th April
- Wellness Event 2nd May
- A call out for bingo volunteers

2. CCE617 PUBLIC QUESTIONS

There were no public questions.

3. CCE618 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies from Cllr Sharkey, and Cllr Alexander substituted.

4. CCE619 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE620 TO ADOPT THE MINUTES FROM THE 4th NOVEMBER 2025

Cllr Donovan commented that she had said that poppies were positioned along Sutton Road, not at the war memorial, and queried where the report was for the Town Crier outfit and his role as Peacehaven Town Crier. The Chair confirmed a report would be brought to the next meeting.

It was proposed to adopt the minutes.

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

6. CCE621 TO NOTE THE BUDGETARY UPDATE

Cllr Donovan queried whether the Civic training had been booked for the Civic & Events Officer, whereby it was expressed they would not participate due to personal reasons.

Cllr Alexander commented positively on the increase of filming income.

The budgetary update was **noted**.

7. CCE622 TO NOTE THE MAYOR'S FUNDRAISING BUDGET

Cllr Donovan expressed that an additional amount had been made at the last engagement on 21st December for around £120.

The fundraising budget was **noted**.

8. CCE623 TO AGREE THE MAYOR'S CIVIC RECEPTION CHANGE OF LOCATION

Cllr Wood queried where the external location might be and expressed concern over parking at a particular local external location.

It was proposed to agree the Mayor's Civic Reception change of location.

Proposed by: Cllr Alexander **Seconded by:** Cllr Harman

All in **favour**.

9. CCE624 TO DISCUSS AND AGREE THE WAY FORWARD FOR CHOOSING A YOUTH MAYOR

Cllr Wood expressed that electing Youth Mayors through PCS was limited and suggested working with the Joff too. The Deputy Youth Mayors Jacob and Daniel commented that the Peacehaven Town Council newsletter and email to local school could assist with advertising the roles. The Chair advised they liaise with the PR Officer and Civic & Events Officer.

It was proposed to set up a TFG to look into ways of choosing a Youth Mayor.

Proposed by: Cllr Harman **Seconded by:** Cllr Wood

All in **favour**.

TFG members were agreed as: Cllr Haman, Cllr Veck, The Youth and Deputy Youth Mayors and the Mayor's Cadet.

10. CCE625 TO DISCUSS AND NOTE THE MAYOR'S CADET REPORT

The Mayor's Cadet expressed that the position had provided him with a fantastic opportunity.

The report was **noted**.

11. CCE626 TO NOTE THE CANCELLED CHRISTMAS PARTY

Cllr Wood queried why the event had been cancelled and suggested that nibbles instead of hot food contributed to low sales. The Civic & Events, and PR Officer highlighted marketing efforts involved, and cited competition with other events, and people financially stretched.

The Deputy Youth Mayors raised digital marketing suggestions, and the PR Officer commented it would be useful to work with them in terms of youth engagement.

Cllr Studd queried whether accessibility to Community House was the issue, whereby Cllr Wood reminded committee that the supermarket had been closed the previous years too, and Cllr Alexander commented that the road barriers might have alluded to Community House being closed and suggested 'Community House is Still Open' signage be installed, and to involve the Youth Mayors and Cadet in digital marketing.

The Chair expressed the communications group would like to invite the Youth Mayors and Cadets and thanked them for their valid points.

The PR Officer informed members that the Civic & Events Officer start date had potentially resulted in late advertising, and that previous Christmas Children's parties had not advertised hot food.

The report was **noted**.

12. CCE627 TO NOTE MERIDIAN MEANDER LAUNCH REVIEW

Cllr Donovan expressed they would promote the event at Peacehaven Heights Infants next week, and the PR Officer commented it would also be promoted in spring.

The report was **noted**.

13. CCE628 TO NOTE THE WELCOME CAFÉ REPORT AND AGREE THE 2026 END DATE AND ITS REOPENING

The Chair expressed that the café was well attended, and the PR Officer confirmed participating organisations had been advertised when their attendance was known.

Deputy Youth Mayor Jacob expressed interest in the café and the Chair explained the project, whereby the Cadet Zack commented that it was a fantastic initiative.

It was proposed to end the café this year on 30th March and to reopen on 5th of October.

Proposed by: Cllr Veck Seconded by: Cllr Wood

All in **favour**.

The PR Officer listed organisations who had been invited and suggested a new marketing strategy to increase organisation participation.

14. CCE629 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The PR Officer commented that the group was looking to focus their work using the themes in their report, and Cllr Alexander expressed the reason for the 4 themes.

The Cadet, Zack, suggested involving of Duke of Edinburgh volunteers, and that the Sea Cadets were looking for volunteer dog walkers.

The Chair suggested the PR Officer invite the Youth Mayors and Mayor's Cadet to the Welcome Café during the half term, and thanked members for their contribution to this item.

b. Events working group

Cllr Wood queried if a grant application would be made for the Climate Fair, and the Civic & Events officer confirmed there were no current plans. The Chair expressed there would likely be school involvement.

It was proposed to confirm this year's Climate Fair be held on Sunday 7th June, that the event was renamed the Peacehaven Sustainable Living Fair, and to set up a TFG to organise the Fair

Proposed by: Cllr Donovan **Seconded by:** Cllr Veck

All in **favour**.

TFG Members confirmed as: Cllr Griffiths.

c. Mayors Working Group

The Civic & Events Officer updated committee on the progress of events. It was commented that the Quizzes in the past have been well attended.

It was proposed to agree to the Mayor's Quiz date change of 11th April

Proposed by: Cllr Donovan. **Seconded by:** Cllr Alexander.

All in **favour**.

The Civic and Events Officer outlined the Mayoral Tea and Cake Event, explained it would be self-funded, and answered various questions. Cllr Wood queried whether staff would be required to work, and Cllr Donovan commented no staff was preferable, and instead that it would be great for the Youth Mayors and Cadet to assist.

The Chair asked for full Tea & Cake, and the Queen's Centenary event reports to be brought to the next committee.

The Meetings & Projects Officer expressed that under the terms of reference for all committees, it was agreed that officers had the power of delegation, including financial, and anything deemed by officers, working with the Events or Mayors Working Groups, as a financial or reputational risk would go to committee for agreement. Cllr Wood raised concern with this, and Cllr Donovan raised that full reports had been submitted to officers.

It was proposed to plant a tree in Centenary Park for the Queen's Centenary Event.

Proposed by: Cllr Wood **Seconded by:** Cllr Donovan

All in **favour**.

d. Communications Working Group

The PR Officer expressed there was no report but that a meeting was being arranged and expressed enthusiasm for future working with the Youth Mayors and Mayor's Cadet.

15. CCE630 TO NOTE THE COMMUNITY ENGAGEMENT COMPLAINTS LOG

The Meetings & Projects Officer commented that, since the complaint, a Peacehaven News had been produced, and that the latest publication was in progress.

16. CCE631 TO REVIEW AND UPDATE THE COMMUNITY ENGAGEMENT ACTION PLAN AND NOTE BUSINESS PLAN PROGRESS

In relation to event sales, Mayor's Cadet Zack suggested that low ticket sales may have been due to in-person only sales, and Deputy Youth Mayor Daniel suggested tickets be sold through the Peacehaven Town Council website.

It was proposed to remove the Meridian Meander and Event Sales items; retain the 'Future Events' item for when committee restructuring was reviewed; and add the following items:-

- Isolation Project
- Increase the reach of Peacehaven News,
- The Communications Group to work on increasing the footfall to Community House,
- The biennial Halloween party and Sustainability Living Fair.

Proposed by: Cllr Veck

Seconded by: Cllr Wood

All in **favour**.

The Chair expressed that the business plan was set every four years.

The Business Plan was **noted**.

17. CCE632 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 7TH APRIL 2026

The date was **noted**.

Cllr Alexander announced the Residents Association's AGM meeting was to be on 7th February at 7pm at Community House. The Chair requested future announcements to be provided to the Chair or Meetings & Projects Officer for placement under Chairs Announcements.

There being no further business the meeting ended at 21:05

Detailed Income & Expenditure by Budget Heading 25/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 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	1,500	1,500	0		0	100.0%	
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	3,044	6,550	3,506	0	3,506	46.5%	0
Net Expenditure	(3,111)	(7,550)	(4,439)				
<u>120 Marketing</u>							
1047 Other Event Income	24	0	(24)			0.0%	
1048 E-News Advertising	0	180	180			0.0%	
1049 Banner Board	3,000	2,000	(1,000)			150.0%	
1051 A1 Boards	405	0	(405)			0.0%	
1301 Filming	2,440	1,000	(1,440)			244.0%	
Marketing :- Income	5,869	3,180	(2,689)			184.6%	0
4306 Printing	200	900	700		700	22.3%	45
4328 Website	540	1,500	960		960	36.0%	
4502 Events	452	500	48		48	90.4%	367
Marketing :- Indirect Expenditure	1,192	2,900	1,708	0	1,708	41.1%	412
Net Income over Expenditure	4,677	280	(4,397)				
6000 plus Transfer from EMR	412	0	(412)				
Movement to/(from) Gen Reserve	5,089	280	(4,809)				
Grand Totals:- Income	5,869	3,180	(2,689)			184.6%	
Expenditure	4,303	10,450	6,147	0	6,147	41.2%	
Net Income over Expenditure	1,566	(7,270)	(8,836)				
plus Transfer from EMR	412	0	(412)				
Movement to/(from) Gen Reserve	1,978	(7,270)	(9,248)				

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
10	22/12/2025		Cashbook	BINGO		250.00
10	22/12/2025		Cashbook	BINGO DABBERS		10.00

A/c Code 506 Mayor's Appeal

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
10	22/12/2025		Cashbook	EVANGELICAL DONATIONS		224.55
10	16/01/2026	BACS1	Cashbook	P/HAVEN PLAYERS REFUND	100.00	
10	16/01/2026	448	Journal	REFUND POSTED TO WRONG ACC		100.00
10	19/01/2026		Cashbook	EASTER FAIR		30.00
10	30/01/2026		Cashbook	BINGO		120.00
11	16/02/2026		Cashbook	CHACHA CHA		10.00
11	20/02/2026		Cashbook	BINGO		82.00
11	20/02/2026		Cashbook	EASTER FAIR		15.00
11	20/02/2026		Cashbook	CHA CHA CHA		20.00
11	25/02/2026		Cashbook	EASTER FAIR		15.00
11	25/02/2026		Cashbook	EASTER FAIR		15.00
11	25/02/2026		Cashbook	EASTER FAIR		15.00
11	26/02/2026		Cashbook	EASTER FAIR		15.00
12	03/03/2026		Cashbook	EASTER FAIR		15.00
12	05/03/2026		Cashbook	QUIZ		40.00
12	05/03/2026		Cashbook	EASTER FAIR		25.00
12	06/03/2026		Cashbook	EASTER FAIR		40.00
12	06/03/2026		Cashbook	easter fair		15.00
12	10/03/2026		Cashbook	EASTER FAIR		10.00
12	13/03/2026		Cashbook	EASTER FAIR		15.00
12	17/03/2026		Cashbook	QUIZ		25.00
12	17/03/2026		Cashbook	QUIZ		40.00
12	17/03/2026		Cashbook	EASTER FAIR		15.00
12	17/03/2026		Cashbook	CHA CHA		10.00
12	17/03/2026		Cashbook	EASTER FAIR		30.00
12	17/03/2026		Cashbook	EASTER FAIR H.HUBBARD		15.00
12	19/03/2026		Cashbook	EASTER FAIR S.TUTT		15.00
12	20/03/2026		Cashbook	QUIZ TICKETS		10.00

Account **Mayor's Appeal****Account Totals****7,007.14****9,652.77**

Centre

Net Balance Month 12**2,645.63**

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Community House,
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Committee:	Community Engagement	Agenda Item:	CCE640
Meeting date:	7 th April 2026	Authors:	Cllr Wendy Veck
Subject:	Request to put on an underage Disco in conjunction with The Joff		
Purpose:	To raise funds for The Joff's youth leader project		

Recommendation(s):

1. That the Committee approves, in principle, the organisation of a free to enter under-18s disco at Community House in partnership with The Joff on 25th April 2026 (7:00pm–9:30pm).
2. That the Committee approves the use of Community House at no charge for the purposes of the event (main hall, kitchen and reception).
3. That the Committee approves Council volunteers to run a tuck shop during the event, with all net proceeds to be applied to The Joff's Youth Leader Project.

1. Background

We have been approached by The Joff with a request to jointly run a free-to-enter underage disco at Community House, intended to raise funds for their youth leader project. They have committed to fully staff the event with trained youth leaders throughout the evening and will cover the cost of a DJ. The purpose of the event is to encourage youth engagement with the Council. Additionally, they have asked us to help run a tuck shop, which will support their fundraising efforts and foster stronger community relations between Joff members and Councillors. Should this event prove successful, The Joff is interested in replicating it at their venue later in the year.

2. Options for Council

To accept everything mentioned above.

3. Reason for recommendation

The purpose of this event is to promote stronger relationships with the town's youth. Additionally, it will contribute positively to the Council's reputation within the community.

4. Expected benefits.

To enhance the reputation of the Council and cultivate stronger working relationships with The Joff, as well as to promote Community House as an accessible and suitable venue within Peacehaven.

5. Event Specific Details

5.1 Purpose of the event	Promote the use of community house and The Joff
5.2 How will the event be funded	Initial cost of tuck shop from events budget to be recouped during event.

5.3 What resources are needed	Free use of main hall, kitchen and reception
5.4 Staff time required	Caretaker 6pm – 10pm. Volunteer Cllrs to assist
5.5 Timescale to organise event	6 weeks

5.6 Marketing	
5.6i Will print marketing be required?	Shared with Joff (minimal)
5.6ii What key information will need to be on the event poster?	Joff to promote and design posters to include PTC Logo
5.6iii What organisation logos need to be on the marketing? *	The Joff and Peacehaven town Council
5.6iv When will marketing need to begin?	ASAP

*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
6.2 Risks	Not adhering to statutory requirements
6.3 Financial	Officer time, printing costs
6.4 Time scales	On-going
6.5 Stakeholders & Social Value	To involve the community
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
6.9 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"/>
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?

8. Appendices

None

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Community House,
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Committee:	Community Engagement	Agenda Item:	CCE644
Meeting date:	7 th April 2026	Authors:	Cllr(s) Veck and Harman
Subject:	Youth Mayor Selection Process Reform Report		
Purpose:	To seek Council approval for proposed reforms to the Youth Mayor and Deputy Youth Mayor selection process aimed at increasing youth engagement, inclusivity, and alignment with the Council's civic calendar.		

Recommendation(s):

- **Agree** to align Youth Mayor and Deputy terms with the Council's civic year.
- **Agree** to extend current Youth Mayor and Deputy terms to align with the civic calendar.
- **Agree** to the new selection process and proposed timeline.
- **Agree** to the continuation of the Task and Finish Group (TFG) to facilitate the new selection process with guidance from the Civic Officer.
- **Agree** to PTC taking overarching responsibility for the Youth Mayor processes, with support from stakeholders, and under the guidance of the Civic Officer.

1. Background

This item follows consultations held with The Joff youth centre and Peacehaven School, which identified the need to broaden candidate pathways beyond the current school-centric model and introduce a formal ballot-based election process. Two key meetings were held to gather insights and recommendations: one with The Joff youth centre on 27 February 2026 (appendix A), and another with Peacehaven Community School on 11 March 2026 (appendix B). These discussions focused on reviewing the existing selection process and exploring opportunities for improvement.

Key Findings from both meetings:

- The current school-centric candidate route limits access.
- A multi-route selection process was widely supported to increase inclusivity.
- The Joff offers valuable development opportunities including Duke of Edinburgh awards, references, and employability skills.
- Collaboration with youth organisations can enhance candidate preparation and support.
- The school supports formal ballot-based elections to provide an authentic electoral experience; use of ballot boxes and lowering of voting age were highlighted.
- Council needs to work more closely with all youth organisations.
- Youth contributions to local news and events should be encouraged.

Key Proposals

- Adoption of a multi-route candidate selection model from all youth organisations in the area.
- Implementation of a formal election night with public speeches hosted by the Mayor.
- Alignment of Youth Mayor and Deputy terms with the Council's civic year, including extension of current terms.

Proposed Selection Timeline to Elect Youth Mayor and Deputy (Proposed by The Joff and School)

- Feb 2027: Launch event to introduce the role and engage prospective candidates, to be held at Community House.
- March 2027: Application and pitch preparation phase.
- April 2027: Election night at Community House hosted by the Mayor, with short pitches given by prospective candidates and formal ballot boxes. Announcement on the night. Votes taken from all those present.
- Shadowing period for newly elected Youth Mayor and Deputy.
- Formal swearing-in at Annual Full Council in May.

Financial Implications

- Moving forward, officer time would be required for the administration and organisation of the new processes.
- Teas, coffees and biscuits for the election event.
- Any costs related to events or materials will be managed within existing budgets.

2. Options for Council

Agree recommendations

3. Reason for recommendation

As per findings from the meeting discussions.

4. Expected benefits

The proposed reforms aim to enhance youth engagement and inclusivity in the Youth Mayor selection process, better reflecting the diverse youth community of Peacehaven.

5. Event Specific Details

5.1 Purpose of the event	To elect a Youth Mayor
5.2 How will the event be funded	Civic Budget
5.3 What resources are needed	Tea, coffee, biscuits, marketing
5.4 Staff time required	PR and Civic Officer
5.5 Timescale to organise event	As above

5.6 Marketing	
5.6i Will print marketing be required?	Yes
5.6ii What key information will need to be on the event poster?	Date/Time/links to forms/general info
5.6iii What organisation logos need to be on the marketing? *	PTC
5.6iv When will marketing need to begin?	As above

*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	Reputation
6.3 Financial	Officer Time / Civic Budget
6.4 Time scales	As Above
6.5 Stakeholders & Social Value	Inclusion Project / Action Plan
6.6 Contracts	To be signed on acceptance
6.7 Climate & Sustainability	-
6.8 Crime & Disorder	Youth engagement reduce crime
8.9 Health & Safety	Risk Assessed, 2025 Health Safety Policy , Safeguarding Policy
6.10 Biodiversity	-
6.11 Privacy Impact	2025 Data Protection Policy
6.12 Equality & Diversity	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"/>
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?
Inclusion

8. Appendices

Appendix A - Notes from Meeting with The Joff youth centre

Appendix B – Notes from Meeting with Peacehaven Community School

Meeting notes

Date: 27 February 2025 **Location:** Community House

1. Attendees

- Lee (The Joff)
- Izzy (The Joff)
- Cllr Aimee Harman
- Cllr Wendy Veck
- Youth Cadet and his mum

2. Purpose

To review and redesign the process for selecting the Youth Mayor and Deputy Youth Mayor, with a view to widening participation beyond the school.

3. Key Discussion Points

3.1 Broadening Candidate Sources

- Lee confirmed The Joff is willing to support a move away from the school being the sole route for candidates.
- The Joff operates **7 days a week**, including holidays, making it a viable alternative engagement hub.

3.2 Youth Development Capacity at The Joff

- Existing **Young Leaders Programme** (ages 14–18) already provides:
 - DV awards
 - Reference support
 - Skills and personal development
- Two levels: **L1:** Basic volunteering **L2:** Employability
- Strong alignment with Youth Council age range.

3.3 Previous Models

- Lee has previously run a joint model with Newhaven Town Council and Tideway School and is happy to replicate/adapt it.

3.4 Multi-Pathway Approach

- Youth Cadet suggested joint school/Joff involvement.
- Cllr Harman supported a multi-route approach.
- General agreement that the Youth Council should be more actively engaged.

4. Proposed Timeline (Subject to School Agreement)

4.1 Launch – 26 February

- Informal meeting at Community House with all youth agencies and prospective candidates.
- Current Youth Mayor to outline role and benefits.
- Meet-and-greet with Mayor, Deputy Mayor, and councillors.

4.2 March – Candidate Preparation

- Application forms available via youth organisations, school, in person, or email.
- Candidates prepare pitches.

4.3 April – Election Night

- Held at Community House.
- Tea/coffee welcome.
- Panel: youth leaders, school rep, current Youth Mayor.
- Each candidate: **3-minute speech**.
- Break, then panel announces Youth Mayor and Deputy.
- Hosted by our Mayor

4.4 Shadowing Period

- New Youth Mayor/Deputy to shadow current post-holders until **Annual Full Council (May)**.
- Formal swearing-in at the same meeting as the new Town Mayor and Deputy.

5. Additional Youth Engagement Proposal

5.1 Joff-Led Disco – 25 April

- Fundraiser for Young Leaders Programme.
- Time: **7.00–9.30pm**.
- Staffed and managed by Joff Youth Leaders; DJ provided.
- Free entry.
- Council to run tuck shop (income to council youth funds).
- Hall availability confirmed during meeting.
- Joff keen to collaborate and willing to host a follow-up event at their venue.

6. Additional Operational Points

6.1 Urgent School Meeting

- A follow-up meeting with the school is required **as soon as possible** to discuss:
 - Their role in the new process
 - Their involvement in the panel

- Their agreement to the revised timeline

6.2 Term Alignment

- Proposal to align Youth Mayor's term with the council civic year.
- This would require **extending the current Youth Mayor's term to May 2026.**
- **School approval is essential.**

6.3 Oversight of the Youth Mayor Programme

- No final decision on which organisation holds overall responsibility.
- The Joff expressed willingness to take on a **significant operational role.**

7. Close of Meeting

- Meeting ended with the Youth Cadet joining Lee and Izzy for a tour of The Joff.

CCE644 – Appendix B

Notes from Meeting with School

Wednesday, 11th March 2026

Present: Councillor Aimee Harman, Councillor Wendy Veck, Josie Turner, Ruby (Youth Mayor), Jacob (Deputy Youth Mayor)

Councillor Veck opened the meeting by reviewing the minutes from the previous discussion with The Joff regarding the future selection process for Youth Mayor and Deputy Youth Mayor. Josie Turner concurred that adopting the recommendations from the prior meeting would make the process more inclusive. She suggested implementing formal elections using ballot boxes for both positions, rather than selecting through a panel, as the voting age is being lowered. This approach would provide young people valuable insight into electoral processes.

Josie further proposed establishing a group to enable young people to express their perspectives, an initiative supported by The Joff. She offered to promote and assist students during the selection process. Additionally, she recommended disseminating information via Facebook, the Council website, and Peacehaven News. It was noted that the youth would be willing to contribute articles to Peacehaven News if requested, a topic previously discussed with Steph.

The attendees considered involving young people in creating a “launch package” should the new process be accepted. Concerns were raised regarding the limited representation of youth in council events, suggesting the need for improved engagement.

Both the Youth Mayor and Deputy Youth Mayor expressed willingness to extend their tenure to correspond with the Council's annual calendar. The meeting also highlighted Ruby's fundraising activities and her participation in a band; she indicated interest in performing at upcoming youth discos, should they proceed.

A discussion ensued about Josie's unawareness of Councillor Veck's role as school representative. Contact details were exchanged, and Josie committed to sending an invitation to the school to showcase forthcoming initiatives.

Although brief, Councillors Harman and Veck found the meeting insightful and informative.

Cllr. Wendy Veck



Peacehaven Town Council

Agenda Item: CCE647 **Title:** Committee Action Plan
Committee: Community Engagement **Purpose of Report:** To Inform
Date: 7th April 2026

General Action Plan					
Start Date	Projected End Date	Task	Action	Responsible Person(s)	Update
Biennial	Ongoing	To hold a biennial Summer Fair	To promote the town	CCE	Underway
January 2025	May 2025	Future Events	Review how events are administered	Chair of CCE	On 27 th Jan 2026 CCE631 it was agreed to be reviewed when committee restructuring is reviewed
January 2026 CCE631		Isolation Project		Isolation Working Group	
January 2026 CCE631		Peacehaven News	Increase its reach		
		Community House	Increase footfall	The Communications Working Group	
January 2026 CCE631		Biennial Halloween Party	Organise for 2026	Events Working Party	
January 2026 CCE631		Biennial Sustainability Living Fair	Organise for Sunday 7 th June 2026	Sustainability Living Fair TFG & Civic & Events Officer	

Civic & Community Events Committee

CCE647 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

CCE647

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		

