



DRAFT Minutes of the meeting of the Community Engagement Committee meeting held in the Anzac Room, Community House on Tuesday 7th April 2026 at 7.30pm

Councillors: Cllr Veck (Chair), Cllr Wood (Vice Chair), Cllr Studd, Cllr Campbell, Zack Osborne (Mayor's Cadet).

Officers: Zoe Polydorou (Meetings & Projects Officer).

There was 1 member of the public in attendance.

1. CCE633 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:35, 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 expressed that a Town Crier report would be brought to the next meeting and informed the Committee of the following:-

- Mayor's Quiz 11th April 2026
- Tea and Cake Event 17th April 2026

2. CCE634 PUBLIC QUESTIONS

There were no public questions.

3. CCE635 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies from Cllrs Donovan, Sharkey, and Harman. Cllr Campbell substituted for Cllr Harman.

4. CCE636 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE637 TO ADOPT THE MINUTES FROM THE 27th JANUARY 2026

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

6. CCE638 TO NOTE THE BUDGETORY UPDATE

The budgetary update was **noted**.

7. CCE639 TO NOTE THE MAYOR'S FUNDRAISING BUDGET

The fundraising budget was **noted**.

8. CCE640 TO AGREE TO HOLD AN UNDER 18s DISCO AT COMMUNITY HOUSE

The Meetings & Projects Officer commented that caretakers had emphasised the importance of a comprehensive Risk Assessment, and Cllr Wood suggested the car park be monitored closely.

The Chair and the Mayor's Cadet expressed the event could help with the Council with youth engagement.

It was proposed that the event take place.

CCE653

Proposed by: Cllr Wood
All in **favour**

Seconded by: Cllr Campbell

The Mayor's Cadet commented that, apart from The Joff, there was nothing for the Youth to do in Peacehaven, and suggested a disco would help promote the venue, negate antisocial behaviour, and ultimately save money, whereby Cllr Wood did not agree that money would be saved; Cllr Campbell commented that both members were right and suggested the disco could bring opportunities.

It was proposed that the Committee approved the use of Community House at no charge.

Proposed by: Cllr Campbell **Seconded by:** Cllr Studd
All in **favour**

It was proposed that the Committee approved Council volunteers to run a tuck shop during the event, with all net proceeds to be applied to The Joff's Youth Leader Project.

Proposed by: Cllr Veck **Seconded by:** Cllr Campbell

It was discussed that any related subsequent events be treated on their own merit.

9. CCE641 TO NOTE THE EASTER CRAFT FAIR REVIEW

The Meetings & Projects Officer commented that there was to be a verbal report from Cllr Donovan, and that a report would be brought to the next committee.

10. CCE642 TO NOTE THE WELCOME CAFÉ REVIEW

The update was **noted**.

11. CCE643 TO AGREE THE RECIPIENT OF THE WELCOME CAFÉ FUNDS

Cllr Campbell queried what the Chair was looking to do with the funds and thanked them for their work on the Welcome Café.

It was proposed that the money pay for four weeks for the Community Orchard to run a Monday café, and the remaining money be used to purchase flowers for the external Community House area.

Proposed by: Cllr Veck **Seconded by:** Cllr Campbell
All in **favour**

12. CCE644 TO AGREE PROPOSED REFORMS TO THE YOUTH MAYOR ELECTION PROCESS

The Chair outlined the reforms proposed, and the Mayor's Cadet mentioned the Youth Leadership Club, which the Chair confirmed that would be brought to council in due course and Cllr Campbell commented that the division of the Youth Mayor reform and Youth Council were separate items.

The Chair suggested that the related TFG remain ongoing to carry out the reforms.

It was proposed to change the way Youth Mayors were voted in, that the council had overarching control, that the current youth mayors extend their terms, and for this item to be brought to Full Council for agreement.

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

13. CCE645 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The Chair read out an update from the PR Officer which covered the work carried out to-date since the last committee meeting.

Cllr Wood expressed that the recycling regulations would be changed, and it was suggested that Neighbourhood First be invited to Full Council to update on this. The Mayor's Cadet queried how that information would be shared, and Cllr Wood raised that those digitally excluded would need to be considered.

b. Events Working Groups

The Chair expressed the fair was progressing well, that the previous template would be followed, there was good interest in the stalls and stall packs were being produced. Cllr Wood

CCE653

commented that the fair was very successful last year and that the live music at the last fair was very popular and requested that the climate fair be advertised in the Directory.

c. Mayors Working Group

The Meetings & Projects Officer expressed that an Easter Craft Fair report would be brought to the next meeting, and the Mayor's Cadet commented that it was well attended.

d. Communications Working Group

The Chair read out an update from the PR Officer. In view of helping to increase footfall at Community House Cllr Wood queried if the access group had been approached to help improve the outside and the Mayor's Cadet suggested Develop Outdoors being contacted in relation to the flower beds.

e. Youth Mayor TFG

The Chair commented that this was covered by item CCE644.

14. CCE646 TO NOTE THERE ARE NO COMPLAINTS ON THE COMMUNITY ENGAGEMENT COMPLAINTS LOG

The complaints log was **noted**.

15. CCE647 TO REVIEW AND UPDATE THE COMMUNITY ENGAGEMENT ACTION PLAN AND NOTE BUSINESS PLAN PROGRESS

It was proposed that the Youth Mayor item be included on the Action Plan.

Proposed by: Cllr Wood **Seconded by:** Cllr Studd

All in **favour**.

16. CCE648 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 2ND June 2026

The date was **agreed**.

There being no further business the meeting ended at 20:35

Detailed Income & Expenditure by Budget Heading 19/05/2026

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Community Engagement</u>							
4349 Civic Training	0	500	500		500	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
Community Engagement :- Direct Expenditure	0	1,000	1,000	0	1,000	0.0%	0
4331 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4332 Civic Events	1,269	3,000	1,731		1,731	42.3%	1,200
4335 Civic Expenses	114	1,200	1,086		1,086	9.5%	
4339 National Mourning	0	100	100		100	0.0%	
Community Engagement :- Indirect Expenditure	1,383	5,800	4,417	0	4,417	23.8%	1,200
Net Expenditure	(1,383)	(6,800)	(5,417)				
6000 plus Transfer from EMR	1,200	0	(1,200)				
Movement to/(from) Gen Reserve	(183)	(6,800)	(6,617)				
<u>120 Marketing</u>							
1049 Banner Board	0	3,000	3,000			0.0%	
1301 Filming	0	1,500	1,500			0.0%	
Marketing :- Income	0	4,500	4,500			0.0%	0
4306 Printing	72	2,000	1,928		1,928	3.6%	
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	0	500	500		500	0.0%	
Marketing :- Indirect Expenditure	72	4,000	3,928	0	3,928	1.8%	0
Net Income over Expenditure	(72)	500	572				
Grand Totals:- Income	0	4,500	4,500			0.0%	
Expenditure	1,455	10,800	9,345	0	9,345	13.5%	
Net Income over Expenditure	(1,455)	(6,300)	(4,845)				
plus Transfer from EMR	1,200	0	(1,200)				
Movement to/(from) Gen Reserve	(255)	(6,300)	(6,045)				

A/c Code		506 Mayor's Appeal			Annual Budget	0
Centre		(none)			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	2,964.63
1	01/04/2026		Cashbook	QUIZ		30.00
1	10/04/2026		Cashbook	CHA CHA CHA		10.00
1	16/04/2026		Cashbook	CHA CHA CHA		5.00
1	17/04/2026		Cashbook	CHA CHA CHA		10.00
1	20/04/2026		Cashbook	QUIZ RAFFLE		124.00
1	20/04/2026		Cashbook	QUIZ		5.00
1	20/04/2026		Cashbook	CHA CHA CHA		15.00
1	20/04/2026		Cashbook	QUIZ		10.00
1	20/04/2026		Cashbook	AFTERNOON TEA RAFFLE		57.00
1	20/04/2026		Cashbook	CHA CHA CHA		10.00
2	06/05/2026		Cashbook	BINGO		201.00
2	06/05/2026		Cashbook	BOOK SALES		160.63
Account Mayor's Appeal					Account Totals	0.00
Centre					Net Balance Month 3	3,602.26



Peacehaven Town Council

Event Review Form

Event:	Easter Fair		
Date of Event	28/03/2026	Date of meeting	07/04/2025
Committee	Community Engagement	Agenda Item	CCE658a
Report Author(s)	Cllr Donovan		

Summary of event

The Mayor of Peacehaven's Easter Craft Fair, held on Saturday 28th March 2026 at Community House, was a successful community gathering dedicated to supporting the Peacehaven Community Supermarket (Seahaven Community Food).

Financial

Income Stall holders	£365
Expenditure Click or tap here to enter text.	£Click or tap here to enter text.
Total Surplus	£365

Number of people at event	150
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Officers report

There were 26 tables and each stall was £15 unless it was a charity, which was £10. It was for individual makers. A café was run by the RBL in the foyer. Free gifts were donated by the stall holders to encourage early attendance by the public. All the pitches sold and the day was steady as opposed to busy. Attendance is predicted at 150 people throughout the four hours. Stall holders started packing up a bit early.

M&P Officer - It should be noted that, the Civic & Events Officer worked overtime and that with all mayoral events, room costs are not chargeable.

Councillor's report

The fair ran from 11am to 3pm and featured a warm, welcoming environment typical of Peacehaven's Mayoral events.

Early Bird Incentives: The first 20 visitors through the door were treated to a free gift, adding an extra layer of excitement for early attendees.

Charitable Impact: All proceeds from the event were directed toward the Peacehaven Community Supermarket, a vital local resource.

Stalls & Vendors

The Main Hall was filled with a diverse array of handmade goods from local creatives. Notable offerings included:

Food & Drink: Simply Marvellous Cakes provided a variety of sweet treats, while a dedicated café hosted by the local Royal British Legion (RBL) branch offered refreshments throughout the day.

Unique Crafts: Shoppers found African art, hand-knitted items, handmade pens, and embroidery.

Gifts & Accessories: Stalls featured artisan jewellery, photography, bath treats, and even a "doggy bakery" for local pet owners.

Entertainment: The event included a tombola, providing an interactive way for visitors to support the cause.

Practical Information for Visitors

Location: The fair took place in the Main Hall at Community House, Meridian Centre, Peacehaven, BN10 8BB.

Parking: Free parking was provided in the old Meridian Centre car park (entrance via Meridian Way), ensuring easy access for families.

The only criticism I received was that the event wasn't advertised that well. Especially if members of the community didn't have access to social media.

Apart from that, the feedback was positive.

Climate change / sustainability factors

Click or tap here to enter text.

Social value/ impact factors

Click or tap here to enter text.

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

The Civic & Events Officer suggests that, as there were several other maker's fairs being held on the same weekend, it might be an idea to consider a different type of event.



Peacehaven Town Council

Event Review Form

Event:	Mayor's Quiz		
Date of Event	11/04/2026	Date of meeting	Tap to enter date.
Committee	CE Committee	Agenda Item	CCE658b
Report Author(s)	Cllr Donovan & the Civic and Events Officer		

Summary of event

Mayor's Quiz to raise money for the Mayor's chosen charity, SCDA.

Financial

Income
Raffle: £124
Tickets: £190

£314

Expenditure

£Click or tap here
to enter text.

Total Surplus

£314

Number of people at event

60

Officers report

There was very little Officer involvement. The PR Officer made the posters and shared it online. The Information Officer sold tickets.

Meetings and Projects Officer: 2 two-hour events were held in the Community Hall on the following days:-

5th September (Race Night)

11th April (Quiz)

This is a total (hidden) room hire cost of £55.20

Councillor's report

Summary of the Mayor's Charity Quiz Evening

- Final Event: The quiz night marked the final fundraising event for Councillor Donovan's mayoral term.
- Beneficiary: All funds raised from the evening were donated directly to the Seahaven Community Supermarket.
- Turnout: The charity event was highly successful and well attended by the community and dignitaries
- Organisers: A dedicated group of the Mayor's volunteers completely organised and ran the evening.
- Prizes: Councillor Donovan personally provided all the raffle prizes and the rewards for the winning quiz team.

Climate change / sustainability factors

Single use plastic policy was adhered to. Rubbish and recycling were separated.

Social value/ impact factors

It was a well attended event, which got people together.

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

It might have benefitted from being held in the hall, rather than the Anzac Room.



Peacehaven Town Council

Event Review Form

Event:	Monthly bingo		
Date of Event	Monthly	Date of meeting	Tap to enter date.
Committee	CE Committee	Agenda Item	CCE658c
Report Author(s)	Cllr Donovan & The Civic and Events Officer		

Summary of event

Monthly bingo game arranged using a online bingo service for the numbers.

Financial

Income

Click or tap here to enter text.

£1,462.25

Expenditure

Dabbers

££16.66

Total Surplus

£1445.59

Number of people at event

30-40 per month

Officers report

CCE6568c

There was very little Officer time involved in these events. There were volunteers that sold the books and did the bingo calling. The PR Officer designed the flyers and promoted it online. The Information Officer got everything ready for each event and counted the money at the end of the event.

Meetings and Projects Officer: Events were held on the following Wednesdays at 2pm - 4pm:-

9th April (Anzac Room)
7th May (Community Hall)
25th June (Anzac Room)
30th July (Community Hall)
27th August (Community Hall)
24th Sept (Community Hall)
29th Oct (Anzac Room)
26th Nov (Community Hall)
17th Dec (Anzac Room)
28th Jan (Anzac Room)
11th Feb (Anzac Room)
25th March (Anzac Room)

This is a total (hidden) room hire cost of £164.40.

Councillor's report

Event Overview and Structure

- Schedule: Held on a regular monthly basis, typically on Wednesday afternoons from 2:00 PM to 4:00 PM.
- Venue: Hosted in the Anzac Room at Community House on Meridian Way in Peacehaven.
- Pricing & Activities: Admission cost £4 per book for 8 main games, with extra cash-prize games like the "Flyer" and "Snowball" available for purchase. And, free special games during Easter and Christmas, prizes provided by the Mayor.
- Hospitality: Sessions routinely included free refreshments for all participants.
- Raffle money taken each month purchased prizes and refreshments for the following month.
- After overheads, prize money (raised from ticket sales) the sum left was donated directly toward Seahaven Community Food, which operates the Peacehaven Community Supermarket (supported by the Sussex Community Development Association).

Climate change / sustainability factors

Single use plastic policy adhered to.

Social value/ impact factors

Community Support and Attendance

- Turnout: The sessions received strong monthly traction from residents, regularly recording high turnouts such as 42 concurrent attendees at standard sessions.
- Final Event: Cllr Donovan hosted her final mayoral bingo fundraiser on Wednesday, 29th April 2026, marking the conclusion of her second consecutive mayoral year

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

CCE6568c

This event is planning to be continued in its current format for the 2026-27 civic year.



Peacehaven Town Council

Event Review Form

Event:	Coffee, Cake and Cha-Cha-Cha		
Date of Event	17/04/2026	Date of meeting	03/06/2025
Committee	Community Engagement Committee	Agenda Item	CCE658d
Report Author(s)	Cllr Donovan, Civic and events officer and RFO		

Summary of event

A tea dance was held in the Anzac Room for members of the community to come together to drink tea/coffee, eat cake and have a dance to commemorate the centenary of the birth of the late Queen Elizabeth II. Live music was provided by a pianist.

Financial

Income Ticket sales 22@£5 Raffle £57	£167
Expenditure Sainsbury's £27.26	£27.26
Total Surplus	£139.74

Number of people at event	30
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Officers report

The initial plan was to hold the event in the hall but the ticket sales were lower than hoped. The decision was made on 14th April to move the event to the Anzac Room, rather than cancel it. The cake order was adjusted to reflect the lower number. The council owns a dance floor and this was brought out to enable a suitable surface for dancing rather than the carpet in the Anzac Room. Refreshments were served by the RBL. The choice of songs appeared to be a hit with many people singing, humming or toe tapping along.

RFO - It should be noted that, with there being a shortage of volunteers, staff time was used to help the event run smoothly. The Civic & Events Officer worked overtime, the Information Officer stepped away from her duties to assist with the set up for 2 hours, the PR Officer helped with decorating and the Admin Officer worked overtime to assist with pouring teas and coffees. There was a printing cost for the piano music, and with all mayoral events, room costs are not chargeable.

Councillor's report

Event Highlights

Celebration & Reflection: The afternoon was designed as a "delightful" opportunity for residents to come together in shared celebration and reflection of Her late Majesty's legacy.

Music & Movement: Held in the Anzac Room, attendees enjoyed live music and dancing from 3:30pm to 5:30pm.

Community Spirit: For a £5 ticket, guests were treated to tea, coffee, and cakes, with all proceeds donated to the Mayor's chosen charity, Seahaven Community Food (Peacehaven Community Supermarket).

Generally, the feed back was positive, the only comments made were that there wasn't a cha cha dance, and no homemade sponges!

The pianist had a range of music, which was delivered over two sets.

The mayor encouraged dancing and during the interval called the raffle. The mayor's cadet sold the raffle tickets. The youth mayor attended later on in the afternoon.

The RBL did a splendid job serving the refreshments.

Overall a good community event which marked the historic occasion.

Climate change / sustainability factors

Single use plastic policy was adhered to. Tablecloths were washed. Recycling was separated from black bin waste.

Social value/ impact factors

Several single people or couples joined other tables, rather than sitting on their own. There was lots of chatter going on.

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

CCE6568d

The event needed to reach a wider audience, which is difficult due to significant digital exclusion in the area. Having a dance school come in to offer a dance partner would be good.



Peacehaven Town Council

Event Review Form

Event:	Mayor's Civic Reception		
Date of Event	10/05/2026	Date of meeting	Sunday 17th May
Committee	CE Committee	Agenda Item	CCE658e
Report Author(s)	Cllr Donovan & The Civic and Events Officer		

Summary of event

This event was the Mayor's farewell to the community. Guests were chosen based on their service to the community and to The Mayor personally. Gyrohaven was chosen as a location as it is a local business that has been active within Peacehaven.

Financial

Income

Click or tap here to enter text.

£0

Expenditure

£1200

Total Surplus

£Click or tap here to enter text.

Number of people at event

55

Officers report

This was a large event to organise. There were many different people to invite and various food allergies, intolerances and preferences to cater for. The PR Officer designed the invitations and the Civic and Events Officer collated the guest list.

Councillor's report

The mayoral reception at Gyrohaven was an outstanding success. While limited space restricted the guest list, the event achieved a fabulous turnout.

Highlights of the Event:

- Catering: Excellent food provided directly by Gyrohaven.
- Entertainment: High-quality performances hosted by the venue.
- Refreshments: A payable bar was available for guest drinks.
- Overall, the flawless afternoon left everyone having a marvellous time.

CLLr Donovan presented a substitute cheque to her charity for the sum of £3,500, the proper cheque will be given to the charity during May!

Nancy and Michael were perfect hosts.

Climate change / sustainability factors

The venue handled the event on the day.

Social value/ impact factors

The event was held in the community and supported a local business.

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

The venue was quite small, which limited the number to 60. That meant plus ones could not be included. Next time, choosing a larger venue would be good. The PTC staff appreciated not having to work on the day, as the venue was off site.

George Dyson
Town Clerk

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

Committee:	Community Engagement	Agenda Item:	CCE659
Meeting date:	2 June 2026	Authors:	Cllr Veck
Subject:	Youth Disco		
Purpose:	To agree the youth discos as a joint venture with The Joff		

Recommendation(s):

Continue with the current six-weekly format until Christmas, allowing time to assess attendance, strengthen youth–council relationships, and review the programme in the New Year.

1. Background

The Youth Disco held on 25 April at Community House formed part of our ongoing youth initiative aimed at strengthening relationships between young people and the council. The event was delivered in partnership with The Joff and supported by PTC, councillors, and volunteers. A total of 51 young people attended, and the evening was well received with no incidents or safeguarding concerns reported.

PTC provided the venue free of charge and operated a small cash-only tuck shop, taking £13.80 from items priced under 50p. PTC covered the initial stock costs, and all proceeds will be returned to our events budget. Cllr Veck, Cllr Hart, and Hatty volunteered their time, contributing to a positive and well-supported environment. The Joff supplied all equipment, staffing, risk assessments, insurance, and safeguarding cover. Several young people also took turns DJing, which helped build engagement and ownership.

As part of this arrangement, The Joff will run the next Youth Disco on 25 May, again supported by PTC, who will operate the tuck shop using remaining stock. Following the success of the first event, The Joff has proposed continuing the current model on a six-week cycle, rotating between alternative venues to broaden reach. Cllr Veck has confirmed they are happy to continue as lead volunteer. The Joff has also requested Friday 26th June at Community House for a future disco, and this date is currently available.

2. Options for Council

Two options are presented for consideration:

- **Continue** with the current six-weekly format until Christmas, allowing time to assess attendance, strengthen youth–council relationships, and review the programme in the New Year.
- Agree next date at Community House
- **Conclude** the project after the already-agreed event on 25 May.

3. Reason for recommendation

Part of our youth initiative

4. Expected benefits

- Strengthens community relations
- Gives a positive impression of the Council

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 the events budget recouped during the events. Hall and kitchen costs for each event held at PTC to be taken from the Events budget
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	Hall & Kitchen hire cost for each event at PTC, Officer time, printing costs
6.4 Time scales	On-going
6.5 Stakeholders & Social Value	To involve the community
6.6 Contracts	Terms & Conditions for hall and kitchen hire will be signed by the hirer
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 checked="" 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?

Strengthen youth engagement

8. Appendices

None

George Dyson
Town Clerk

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

Committee:	CE Committee	Agenda Item:	CCE660
Meeting date:	2 nd June 2026	Authors:	Civic and Events Officer
Subject:	Mayor's Civic Service		
Purpose:	To welcome the new mayor to their term of office		

Recommendation(s):

To agree the date and location of the mayor's Civic Service.

1. Background

The new mayor, Cllr Aimee Harman, was elected as the new Town Mayor on 12th May 2026. It is customary to welcome the new mayor into their term of office with a Civic Service.

2. Options for Council

To agree a date and location of the mayor's Civic Service.

3. Reason for recommendation

It is an opportunity to be a positive event for the community and the Council.

4. Expected benefits

It will bring residents, councillors, staff, dignitaries and volunteers together.

5. Event Specific Details

5.1 Purpose of the event	To welcome the new Mayor
5.2 How will the event be funded	By the Civic Events Budget
5.3 What resources are needed	Officer time
5.4 Staff time required	Officer time
5.5 Timescale to organise event	Six weeks

5.6 Marketing

5.6i Will print marketing be required?	Yes
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5.6ii What key information will need to be on the event poster?	Invitation, not poster. Time, date, location, dress code
5.6iii What organisation logos need to be on the marketing?*	PTC and Mayor’s charities
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	
6.2 Risks	
6.3 Financial	
6.4 Time scales	
6.5 Stakeholders & Social Value	
6.6 Contracts	
6.7 Climate & Sustainability	
6.8 Crime & Disorder	
8.9 Health & Safety	
6.10 Biodiversity	
6.11 Privacy Impact	
6.12 Equality & Diversity	

7. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
7.1 Empowering and supporting the community	<input 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 type="checkbox"/>
7.5 Supporting residents in need	<input 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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Town Clerk

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

Committee:	CE Committee	Agenda Item:	CCE663
Meeting date:	2 nd June 2026	Authors:	Civic and Events Officer, and Meetings & Projects Officer
Subject:	Civic Events		
Purpose:	To agree the Mayor's Civic Events list		

Recommendation(s):

To agree the events, their locations and dates.

1. Background

The mayor arranges three events in their term of office, in addition to the statutory events. These events are for the community to enjoy, while raising money for the mayor's chosen charities.

BINGO - Wednesdays 2pm – 4pm – 24th June, 22nd July, 26th August, 23rd September, 21st October, 18th November, 16th December, Saturday 19th December*, 27th January 2027, 24th February, 24th March, 28th April, 5th May.

*DISCO BINGO - Saturday 19th December- A disco bingo, in Community House, with use of the kitchen and a screen. Cllr Harman went to one and the Civic and Events Officer attended a different one. Both said they were really fun. It could be fancy-dress theme and have a dance off in the interval. Time TBC.

GHANAIAN NIGHT - Saturday 29th August - The mayor would like to arrange a Ghanaian night, with music, food and dancing, in the hall at Community House, and using the kitchen, to celebrate the heritage of her consort, HRH Judith Nana Frema Appiah-Nti. Time TBC.

QUIZ - Saturday 17th October - Another event is a quiz night linked with Newhaven's Mayor Cllr Mark Wardle. Community House has a larger hall than Newhaven. Cllr Harman attended the last one by Cllr Bishop in Newhaven and said it was good fun and it would bring our towns together! Time TBC.

Statutory Events

REMEMBRANCE AND ARMISTICE DAY - Sunday 8th & Wednesday 11th November

WINTER EVENT (Carol Concert) – 8th December

CIVIC RECEPTION – March 2027 (exact date TBC) - To mark the end of the Mayor's term

2. Options for Council

To agree the events, their locations and dates.

To suggest alternative events, locations and dates.

To not go ahead with detail put forward

3. Reason for recommendation

The new mayor needs to organise three events for the community, and these would be a fun and interesting addition to the usual calendar of events.

4. Expected benefits

To raise money for the mayor's chosen charities and have some fun events for the community.

5. Event Specific Details

5.1 Purpose of the event	To raise money for the mayor's charities or a statutory event
5.2 How will the event be funded	By ticket sales or the Civic budget
5.3 What resources are needed	Officer and caretaker time
5.4 Staff time required	Officer and caretaker time
5.5 Timescale to organise event	Two months per 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?	Time, date, location, ticket price
5.6iii What organisation logos need to be on the marketing?*	PTC and charity logos
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	
6.2 Risks	
6.3 Financial	
6.4 Time scales	
6.5 Stakeholders & Social Value	
6.6 Contracts	
6.7 Climate & Sustainability	
6.8 Crime & Disorder	
8.9 Health & Safety	
6.10 Biodiversity	
6.11 Privacy Impact	
6.12 Equality & Diversity	

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 checked="" 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 checked="" type="checkbox"/>

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

8. Appendices

None