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Town Clerk

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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 28th July 2026 at 7.30pm

Councillors: Cllr Wood (Chair), Cllr Rosser (Vice Chair), Cllr Harman, Cllr Hart, Cllr Mills, Cllr Veck, Mayor's Cadet (Zack Osborne).

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community Facilities Officer).

There were 2 members of the public in attendance.

1. CCE667 CHAIR'S 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, reminded members of the 3-minute rule as per Standing Orders, informed everyone that the meeting was being recorded and to speak up, and outlined the public questions process. The Chair then informed the Committee of the following:

- Bingo 26th August 2pm – 4pm
- Ghana Be a Good Night on 29th August 6pm – 9:30pm
- PTC's Road Safety Consultation, closing 20th September
- Meridian Meander – a reminder of the walk
- Availability to hire The Dell, and to let the office know if interested.

Cllr Veck raised that the Ghana Be a Good Night poster only showed information for over 18s and under 12s, whereby the Mayor of Peacehaven informed committee this would be looked into.

2. CCE668 PUBLIC QUESTIONS

The founder of the ABC Fund, Peacehaven expressed the current status of the charity, including the recent murder mystery evening which raised £1,700, and a ghost hunt that raised £2,100. They expressed it had been a tough year, were delighted their charity would be sponsored by the Mayor of Peacehaven, would try to become involved in the events, and could volunteer for the bingo on 26th August.

They ran through their charity's upcoming events, including a fully booked coach children's trip from the Meridian Centre to London's Natural History Museum, a free information day at the Gateway Café, a coach trip to Wakehurst Place, the regular Christmas pantomime, food hampers and that, if funds were available, a trip to meet Father Christmas at the Chichester Canal.

The questioner continued that the charity had been established for 35 years, they now had a new website and logo, and that the charity was in need for volunteers.

Cllr Wood queried the contents on the Christmas hampers and whether it was Peacehaven children that were supported, to which the questioner expressed the hampers were made up of around £50 worth of basics items and Christmas treats, were supported by Bede school, explained the hampers' logistics, and clarified that, wherever money was raised that was where it would be spent i.e. the coach to Wakehurst was sponsored by Lewes District Community Action Network, so would specifically benefit children from the Lewes District area.

Cllr Harman suggested that more money needed to be raised in Peacehaven so that Peacehaven children were supported, and the questioner expressed they work with family support workers covering Peacehaven, as well as police, young carers, and widowed and young (WAY) in the area.

Members thanked the public questioner.

3. CCE669 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies.

4. CCE670 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE671 TO ADOPT THE MINUTES FROM THE 2nd JUNE 2026

Proposed by: Cllr Mills Seconded by: Cllr Veck
Committee **resolved** to **adopt** the minutes.

6. CCE672 TO NOTE THE BUDGETARY UPDATE

The budgetary update was **noted**.

7. CCE673 TO NOTE THE MAYOR'S FUNDRAISING BUDGET

The fundraising budget was **noted**.

19:44 – 2 members of public left the meeting.

8. CCE674 TO AGREE REMAINING 2206-27 EVENTS

The Meetings & Projects Officer outlined the report, and Cllr Veck expressed that Lee at The Joff seemed happy to host a Halloween event, of the potential of tying it in with the craft fair booked at The Joff on 31st October, that Lee was looking to host a youth disco around that time too, and added that this was to be discussed with Lee.

In reference to the Children's Christmas party, Cllr Veck raised that, at the beginning of last year it had been agreed for the Christmas party to be held alternate years to the Halloween party as it was too much for officers to manage both events, to which the Information and Community Facilities Officer agreed, whereby the Meetings & Projects Officer expressed not having been able to find this resolution.

Therefore the Chair commented that this year would be the Halloween party, and Cllr Harman raised that the agreed Mayor's disco on 19th December could be a Christmas themed, host children, and involve the ABC Fund.

Cllr Veck commented that if the Halloween party was handed over to The Joff at their premises, PTC would have to work alongside them, and suggested the Information and Community Facilities Officer converse with Lee and bring a report back to committee. The Meetings & Projects officer commented that a report could be brought back to committee by an officer, whether it be the Information and Community Facilities Officer or the Civic & Events Officer.

Cllr Hart commented on the important financial benefit for families of holding a Christmas event this year, and reminded committee that last year's was cancelled.

It was proposed that the Information and Community Facilities Officer liaise with The Joff about the Halloween event, with the date to be agreed at the next meeting.

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

It was proposed that the Mayor organise a children's Christmas event as part of the agreed Mayor's disco bingo on 19th December.

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

It was proposed to hold the PTC Sustainable Fashion Show on Saturday 6th March, the PTC Summer Fair on Saturday 10th July 2027, and Mayoral Civic Reception on Saturday 20th March.

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

9. CCE675 TO NOTE THE EVENT COSTS UPDATE REPORT

The update was **noted**.

10. CCE676 TO NOTE THE SUSTAINABLE LIVING RAIR REVIEW REPORT

The update was **noted**.

11. CCE677 TO DECIDE ON POSSIBLE PROPOSALS TO MARK THE NEW NATIONAL DAY FOR VICTIMS OF TERRORISM

The Chair outlined the report, and commented that it would not be right to have flowers laid at the memorial.

Members discussed low key options, including flowers, tea lights in the shape of a heart, a condolence book, a tree branch with commemorative messages, not to have refreshments, and displaying the PTC's official flower – the thrift.

It was proposed to have a flower display of thrift, a card written by the Mayor, a branch, something to write messages on, candles, to decide on the following year's event, next year, and to produce a mailing list.

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

12. CCE678 TO AGREE THE CHANGE OF DETAILS FOR A MAYORAL EVENT

Cllr Harman outlined the report, and that, due to a clash of hall bookings, the date had to change to Friday 13th November.

Cllr Rosser updated members that he had invented and copyrighted an appropriate board game, and offered it for the event, and members discussed alternative ideas for the theme.

It was proposed to change the previously agreed Mayoral Event on 14 November 2026 from a traditional quiz night to a spy themed evening with quiz on Friday 13th November.

Proposed by: Cllr Hart **Seconded by:** Cllr Rosser
All in **favour**.

13. CCE679 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

Cllr Veck updated members that a meeting would be held with the Communications Working Group when the PR Officer returned from leave.

b. Events working group

There was no update, and members agreed that a meeting date would be set. The Chair emphasised the need to meet, as there were numerous events coming up, and Cllr Veck commented that a meeting needed to be scheduled by the Civic & Events Officer.

Members raised having received meeting date invites from the Civic & Events Officer for September, which was too late. The Meetings & Projects officer suggested putting forward alternative dates if preferable.

c. Mayors Working Group

The details discussed at item CCE679 b) above were also in reference to this item. In addition, members discussed the role of the Mayor's Cadet in view of how long a Cadet should be in post, along with there being confusion with the PTC Youth Mayor also being the TTC's Mayor's Cadet. Cllr Veck reminded committee that a Mayor's Cadet could be chosen from any organisation, so changing organisations could be a consideration to mitigate similar confusion. In view of

the discussion, the Meetings & Projects Officer agreed to speak with the Town Clerk, and update all members.

The Mayor's Cadet updated committee that at some point soon he may no longer be a Sea Cadet, and Cllr Rosser suggested that a similar timetable as the Youth Mayor be introduced for the Mayor's Cadet.

d. Communications Working Group

As item 13. CCE679 a)

e. Youth Mayor Election TFG

Cllr Hart updated committee that she would like to join the TFG, and Cllr Veck raised that an urgent meeting was needed.

f. Youth Engagement Working Group

No update was made.

g. Sustainable Living Fair TFG

It was proposed to close the TFG.

Proposed by: Cllr Veck

Seconded by: Cllr Wood

All in **favour**.

h. Mayor's Handbook Review TFG

Cllr Veck suggested that the Mayor's Cadet guidance be part of the review, and members discussed whether it was correct for a current, exiting or former Mayor to be part of the TFG.

14. CCE680 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 29TH SEPTEMBER 2026

The date was **noted**.

There being no further business the meeting ended at 20:51

Detailed Income & Expenditure by Budget Heading 22/09/2026

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Community Engagement							
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	181	1,500	1,319		1,319	12.1%	
4332 Civic Events	1,453	3,000	1,547		1,547	48.4%	1,200
4335 Civic Expenses	387	1,200	813		813	32.2%	
4339 National Mourning	0	100	100		100	0.0%	
Community Engagement :- Indirect Expenditure	2,021	5,800	3,779	0	3,779	34.8%	1,200
Net Expenditure	(2,021)	(6,800)	(4,779)				
6000 plus Transfer from EMR	1,200	0	(1,200)				
Movement to/(from) Gen Reserve	(821)	(6,800)	(5,979)				
120 Marketing							
1047 Other Event Income	63	0	(63)			0.0%	
1049 Banner Board	960	3,000	2,040			32.0%	
1051 A1 Boards	120	0	(120)			0.0%	
1301 Filming	160	1,500	1,340			10.7%	
Marketing :- Income	1,303	4,500	3,197			29.0%	0
4306 Printing	160	2,000	1,840		1,840	8.0%	
4328 Website	0	1,500	1,500		1,500	0.0%	
4502 Events	238	500	262		262	47.5%	104
Marketing :- Indirect Expenditure	398	4,000	3,602	0	3,602	10.0%	104
Net Income over Expenditure	905	500	(405)				
6000 plus Transfer from EMR	104	0	(104)				
Movement to/(from) Gen Reserve	1,010	500	(510)				
Grand Totals:- Income	1,303	4,500	3,197			29.0%	
Expenditure	2,419	10,800	8,381	0	8,381	22.4%	
Net Income over Expenditure	(1,116)	(6,300)	(5,184)				
plus Transfer from EMR	1,304	0	(1,304)				
Movement to/(from) Gen Reserve	188	(6,300)	(6,488)				

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	16/04/2026	CC1	Cashbook	CHA CHA CHA CAKES	27.28	
2	06/05/2026		Cashbook	BINGO		201.00
2	06/05/2026		Cashbook	BOOK SALES		160.63
2	29/05/2026		Cashbook	ANNUAL MEETING DONATIONS		3.55
3	03/06/2026	121073	Cashbook	MAYORS APPEAL - SCDA	3,574.98	
3	16/06/2026		Cashbook	TOMBOLA AT JOFF FAIR		30.00
4	07/07/2026		Cashbook	JUNE BINGO		52.00
4	27/07/2026		Cashbook	GHANA		81.00
4	31/07/2026		Cashbook	GHANA		15.00
5	31/07/2026		Cashbook	BINGO		130.00
5	31/07/2026		Cashbook	BINGO DABBERS		8.00
5	31/07/2026		Cashbook	GHANA		10.00
5	31/07/2026		Cashbook	GHANA		35.00
5	06/08/2026		Cashbook	GHANA		30.00
5	07/08/2026		Cashbook	GHANA		15.00
5	07/08/2026		Cashbook	GHANA REFUND	20.00	
5	11/08/2026		Cashbook	GHANA		16.00
5	17/08/2026		Cashbook	GHANA		20.00
5	20/08/2026	BACS6	Cashbook	J.NEWMAN REFUND	50.00	
5	20/08/2026	503	Journal	MR NEWMAN REFUND		50.00
5	20/08/2026		Cashbook	GHANA		25.00
5	20/08/2026		Cashbook	GHANA		20.00
5	20/08/2026		Cashbook	GHANA		53.00
5	21/08/2026		Cashbook	GHANA		45.00
5	24/08/2026		Cashbook	GHANA	5.00	
5	26/08/2026		Cashbook	GHANA		28.00
5	26/08/2026		Cashbook	GHANA DONATION		100.00
5	26/08/2026		Cashbook	GHANA REFUND	8.00	
5	28/08/2026		Cashbook	GHANA		10.00
5	28/08/2026		Cashbook	GHANA		5.00
5	28/08/2026		Cashbook	BINGO		100.00
5	28/08/2026		Cashbook	GHANA		30.00
5	28/08/2026		Cashbook	GHANA REFUND	15.00	
6	27/08/2026	AMA2	Purchase Ledger	GHANA FLAGS	28.12	

A/c Code		506 Mayor's Appeal						
Centre		(none)						
Month	Date	Reference	Source	Transaction Detail	Debit	Credit		
6	27/08/2026	AMA2	Purchase Ledger	GHANA FLAGS	7.03			
6	27/08/2026	AMA2	Purchase Ledger	MINI GHANA FLAGS	7.87			
6	01/09/2026		Cashbook	BAR & RAFFLE - CASH		370.50		
6	01/09/2026		Cashbook	GHANA BAR & RAFFLE CARD		397.50		
6	01/09/2026		Cashbook	GHANA REFUND	15.00			
6	02/09/2026		Cashbook	GHANA NIGHT TICKETS		1,262.90		
6	03/09/2026		Cashbook	GHANA DONATION		50.00		
6	11/09/2026	BACS	Cashbook	GHAN PROJECTOR	10.00			
		Account	Mayor's Appeal		Account Totals	3,768.28	6,594.71	
		Centre			Net Balance Month 7		2,826.43	

CCE687 TO DISCUSS AND AGREE THE PROPOSED COMMUNITY ENGAGEMENT COMMIT-TEE BUDGET FOR 2027/28

COMMUNITY ENGAGEMENT

	2026/27 Budget	Draft 2027/28 Budget	% Change
110 Civic Events			
4331 Mayor's Allowance	1,500	1,500	0.0%
4332 Civic Events (inc mayors reception, service & remembrance	3,000	3,000	0.0%
4335 Civic Expenses (Inc mayors badge, Deputy Mayor Gifts, Mayoral Boards etc)	1,200	1,200	0.0%
4339 National Mourning	100	100	0.0%
4349 Civic Training	500	500	0.0%
4351 Youth Mayor	500	500	0.0%
Civic Expenses: Expenditure	6,800	6,800	0.0%
Net Expenditure over Income	6,800	6,800	0.0%
120 Marketing			
4328 Website	1,500	1,500	0.0%
4502 Events	500	500	0.0%
4306 Marketing Costs	2,000	2,000	0.0%
Marketing: Expenditure	4,000	4,000	0.0%
1048 Peacehaven News advertising	0	0	#DIV/0!
1301 Filming	1,500	1,500	0.0%
1051 A1 Boards	1,100	1,100	0.0%
1022 Planter Advertising	1,100	1,100	0.0%
1049 Banner Board Income	3,000	3,000	0.0%
Marketing: Income	6,700	6,700	0.0%
Net Expenditure over Income	-2,700	-2,700	0.0%
430 Summer Fair			
4502 Event Costs	2,500	2,500	0.0%
4500 Event Staff Overtime	1,500	1,500	0.0%
4900 Miscellaneous Expenses	0	0	#DIV/0!
Summer Fair: Expenditure	4,000	4,000	
1045 Event Sponsorship	0	500	#DIV/0!
1046 Stall Income (Events)	0	900	#DIV/0!
1094 Other Customer & Client Receipts	0	500	#DIV/0!
Summer Fair: Income	0	1,900	
Net Expenditure over Income	4,000	2,100	-47.5%
COMMUNITY ENGAGEMENT: Total Expenditure	14,800	14,800	0.0%
COMMUNITY ENGAGEMENT: Total Income	6,700	8,600	28.4%
Net Expenditure over Income	8,100	6,200	-23.5%

Event Type	Event	Date	Day	Time
Mayoral	Bingo	23/09/2026	Wednesday	2pm - 4pm
Mayoral	Bingo	21/10/2026	Wednesday	2pm - 4pm
Mayoral	Remembrance	08/11/2026	Sunday	TBC
Mayoral	Armistice Day	11/11/2026	Wednesday	TBC
Mayoral	Quiz	13/11/2026	Friday	TBC
Mayoral	Bingo	18/11/2026	Wednesday	2pm - 4pm
PTC	Repair Cafe	21/11/2026	Saturday	10-2 (hire time: 9-2)
Mayoral	Winter Event (Carol Concert)	08/12/2026	Tuesday	TBC
Mayoral	Bingo	16/12/2026	Wednesday	2pm - 4pm
Mayoral	Disco Bingo	19/12/2026	Saturday	TBC
PTC	Repair Cafe	16/01/2027	Saturday	10-2 (hire time: 9-2)
Mayoral	Bingo	27/01/2027	Wednesday	2pm - 4pm
PTC	Wellbeing Event	30/01/2027	Saturday	TBC
Mayoral	Bingo	24/02/2027	Wednesday	2pm - 4pm
PTC	Sustainable Fashion Show	06/03/2027	TBC	TBC
Mayoral	Civic Reception	20/03/2027	TBC	TBC
Mayoral	Bingo	24/03/2027	Wednesday	2pm - 4pm
Mayoral	Bingo	28/04/2027	Wednesday	2pm - 4pm
Mayoral	Bingo	05/05/2027	Wednesday	2pm - 4pm
PTC	Summer Fair	10/07/2027	Saturday	11-3pm



Peacehaven Town Council

Event Review Form

Event:	Ghana Be a Good Night		
Date of Event	29/08/2026	Date of meeting	29/09/2026
Committee	CE Committee	Agenda Item	CCE689
Report Author(s)	Cllr Harmans and Hart, and the Civic and Events Officer		

Summary of event

This event was put on to celebrate the Ghanaian heritage of the Mayor's Consort. It was billed as an event with music, dancing, drumming and food. The food was cooked in Community House on the day and served directly to guests. There was a DJ for the music.

Financial

Income Ticket Sales & Donations - £1,787.90 Bar & Raffle £768.00	£2,555.90
Expenditure Decorations & projector hire £53.02 Additional ambient items £299.72 Food / beverages £597.67 Staff costs - £748.04	£1,698.45
Total Surplus	£857.45

Number of people at event	150
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Officers report

The staff worked hard to make the event a success, which it was from a front-of-house perspective. However, behind the scenes staff were given limited control over the event's management, which resulted in a lack of joined up communication and made the event difficult and last-minute for staff to manage. With regards to finances, the lack of volunteers meant staff were needed to support the event more than originally anticipated, the organisers had to be reminded of the financial process, and there were several guests without tickets.

Councillor's report

Ghanaian Night was an absolutely wonderful event and, in my view, one of the most memorable community events I have attended.

The evening was filled with colour, culture, music, dancing and fantastic food. The beautifully decorated tables, variety of stalls and fascinating insights into Ghanaian history created a vibrant and welcoming atmosphere. It was particularly heartwarming to see people of all ages and backgrounds coming together, learning traditional dances and filling the dance floor.

What stood out most was the extraordinary sense of community. Everyone pulled together to ensure that everybody was fed, looked after and included. There was a genuine spirit of generosity and togetherness, with people naturally stepping forward to help one another. To me, this was community cohesion in its truest form: people from different backgrounds coming together, sharing what they had and making sure nobody was left out. Whilst I acknowledge there were organisational challenges, I believe these should be considered alongside the exceptionally difficult personal circumstances surrounding the event and the tremendous efforts of everyone involved. The organisers, volunteers, community and council staff worked together to deliver an evening that brought genuine joy to so many people.

The event demonstrated the enormous value of multicultural celebrations in strengthening community cohesion, reducing social isolation and bringing different generations and cultures together.

I would wholeheartedly welcome similar events in the future and encourage the Council to explore regular multicultural community gatherings centred around food, music, dance and cultural exchange.

My sincere thanks and congratulations go to everyone involved in making this such a special and memorable evening.

Climate change / sustainability factors

Crockery, glasses and cutlery used and washed up.

Social value/ impact factors

It brought the community together for a fun night.

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

From C&E Officer: It either needs to be a hirer's event or a PTC event. Having so little control wasn't acceptable.

From the Mayor of Peacehaven: For future events, a cohesive relationship between volunteers and the C&E officer should include ensuring that everyone knows what their role is and tasks are, including holding volunteer briefings; this should help run events smoothly. Also, having regular meetings for all involved, along with having back up volunteers would be helpful. The more insight there is to who is doing what, and the more support there is, the easier it should be to facilitate events.

Forward planning regarding the details of the closure of events is essential too, including roles, tasks and what is done with left-over items. Alongside this, forward financial planning would be useful to help with projected costs.

For all PTC and Mayoral events, the C&E Officer will take the lead on planning & delivering events and ensure clarity for all involved; this will enable officers to have event oversight to help ensure that the management of events, as well as the events themselves, is a success.

George Dyson
Town Clerk

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

Committee:	COMMUNITY ENGAGEMENT	Agenda Item:	CCE691
Meeting date:	29 th September 2026	Authors:	Meetings & Projects Officer
Subject:	Town Crier		
Purpose:	To discuss and agree any actions relation a Town Crier		

Recommendation(s): To agree the way forward

1. Background

The Town Crier is a ceremonial role for official engagements. The previous Civic Year 2025-26 they led the Remembrance Sunday parade. In previous years they were part of the children’s Christmas party and the carol concert. PTC’s Town Crier has stepped away from the role.

£1,500 has been allocated for a Town Crier’s outfit, and each year there is a cost of £35 for them to be a member of The Ancient & Honourable Guild of Town Criers.

2. Options for Council

To agree the way forward.

3. Reason for recommendation

To decide how to proceed.

4. Expected benefits

A Town Crier can bring the community together and provide a focal point for the residents.

5. Implications

5.1 Legal	A Town Crier is bound by local council policies, job description, and a code of conduct and would be aligned with the professional body of the Ancient and Honourable Guild of Town Criers
5.2 Risks	-
5.3 Financial	Honorarium of uniform and membership of professional body
5.4 Time scales	If a Town Crier is agreed, the recruitment process will begin
5.5 Stakeholders & Social Value	To involve the community
5.6 Contracts	A Town Crier has a voluntary agreement
5.7 Climate & Sustainability	-
5.8 Crime & Disorder	-
5.9 Health & Safety	-
5.10 Biodiversity	-
5.11 Privacy Impact	PTC's 2026 Data Protection Policy will be adhered to
5.12 Equality & Diversity	The Town Crier position is open to all

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	☒
6.2 Growing the economy sustainably	☐
6.3 Helping children and young people	☒
6.4 Improving the quality of life for residents and visitors to Peacehaven	☒
6.5 Supporting residents in need	☐
6.6 Valuing the environment	☐

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

7. Appendices

None

CE ACTION PLAN

MEETING DATE/AGENDA ITEM	ITEM	ACTION	ESTIMATED COSTS	FUNDING SOURCE	TARGET DATE	PERSON RESPONSIBLE	NOTES (Including reason if there is a blocker)	STATUS	COMPLETED DATE
January 2026 CCE631	Biennial Sustainability Living Fair 2026	Organise for Sunday 7 th June 2026	TBC	TBC	TBC	Sustainability Living Fair TFG & Civic & Events Officer		Completed	Jun-26
	Biennial Summer Fair		TBC	TBC	Jul-27	CCE and Civic & Events Officer	Date agreed as Saturday 10th July 2027.	In progress	
January 2026 CCE631	Inclusion Project		TBC	TBC	TBC	Inclusion Working Group		In progress	
	Community House	Increase footfall	TBC	TBC	TBC	Communications Working Group		In progress	
7th April 2026	Youth Mayor	If agreed at FC 12th May 2026, progress this item	TBC	Default to Civic Events	Apr-27	Youth Mayor TFG	Dates agreed at P&F 15.09.26. Youth Handbook needs to worked on through the Mayor's Handbook TFG	In progress	
01/01/2025	Future Events	Review how events are administered	N/A	N/A	May-25	Chair of CCE		No progress made	
January 2026 CCE631	Biennial Halloween Party	Organise for 2026	TBC	TBC	TBC	Events Working Party		No progress made	
January 2026 CCE631	Peacehaven News	Increase the reach	TBC	TBC	TBC	TBC			

Civic & Community Events Committee

CCE694

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

CCE694

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		

