

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 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.

Skerrall Wood
28/7/26

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 BUDGETORY 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**.

A handwritten signature in black ink, appearing to be 'J. Harman', is located in the bottom right corner of the page.

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

A handwritten signature in black ink, appearing to be 'J. Wood', written over a horizontal line.