

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 2nd June 2026 at 7.30pm

Councillors: Cllr Wood (Chair), Cllr Rosser (Vice), Cllr Campbell, Cllr Harman, Cllr Hart, Cllr Mills, Cllr Veck, Deputy Youth Mayor (Jacob)

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

There were no members of the public in attendance.

1. CCE649 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, read out the 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, outlined the public questions and confidentiality item processes. The Chair then informed the Committee of the following:

- Bingo on Wednesday 24th June, and made a call for volunteers; the Mayor suggested that the form Mayor's Cadet may be able to call, the Deputy Youth Mayor said he would liaise with the school about participating, and Cllr Mills and Cllr Hart expressed interest in volunteering.
- Community Orchard Cafe every Monday until June at 10am – 1pm
- Sustainable Living Fair, and the Chair reminded committee members of the volunteer meeting at the Gateway Café on Wednesday 3rd June at 4pm

2. CCE650 PUBLIC QUESTIONS

There were no members of the public.

3. CCE651 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were no apologies.

4. CCE652 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. CCE653 TO ADOPT THE MINUTES FROM THE 7th APRIL 2026

The Chair expressed there hadn't been a report from the Town Crier, and Cllr Veck expressed that the Town Crier had recently resigned. The Meetings & Projects Officer updated committee that this had not been formally confirmed, and would be reported back at the next committee meeting.

It was proposed to adopt the minutes.

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

6. CCE654 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed to elect Cllr Rosser as Vice Chair of this Committee.

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

A handwritten signature in blue ink, appearing to be "G. Harman", is written over the bottom right of the page.

7. CCE655 TO NOTE THE BUDGETORY UPDATE

The budgetary update was **noted**.

8. CCE656 TO NOTE THE MAYOR'S FUNDRAISING BUDGET

The fundraising budget was **noted**.

9. CCE657 TO MAKE A CALL FOR AND NOTE THE MAYOR'S TEAM OF VOLUNTEERS

Cllr Harman confirmed she would provide the Information Officer with a list of her volunteers.

10. CCE658 TO NOTE THE MAYORAL EVENT REVIEWS

The Mayor of Peacehaven commented that these were the former Mayor's events.

a. Easter Craft Fair

The Chair expressed that the report was not very good, and expressed there was no breakdown of costs as to how many stalls were charged at £10 or at £15, and it was raised that there had been comments that it had not been advertised enough.

Cllr Veck raised that some negative feedback had been received from stall holders.

The Meetings & Projects Officer confirmed the cost details could be brought back to the next committee.

b. Quiz Evenings

The Chair queried there being zero expenditure, and Cllr Campbell suggested officer time should be included in the reports.

Cllr Veck queried the discrepancy in numbers of attendees against the income of tickets, and Cllr Mills commented that hidden room hire costs were included on the report.

c. Bingo

The Chair queried how the expenditure worked, and the Information Officer expressed that it was carried out on a rolling basis.

Cllr Veck queried the ticket sales and raffle income, and how much was in the kitty, whereby the Information Officer expressed around £80 or £90, and that the book sales went to the Mayor's Charity.

The Chair asked if a monthly full costing could be reported on, and the Information Officer expressed it was around £100 per month with around 30 – 40 people per session.

d. Coffee Cake Cha Cha Cha

The Chair suggested that the number of dignitaries, who received free tickets, should have been noted on the report, asked what the expenditure went toward, asked for a copy of the receipt to be attached to the form, and the cost for the extra caretaker, not mentioned in the report, was questioned.

e. Civic Reception

The Meetings & Projects Officer expressed they would raise the queries with the RFO, and provide the details at the next committee meeting.

The reports were **noted**.

Cllr Rosser thanked the Officers for their work.

11. CCE659 TO AGREE THE YOUTH DISCOS AS A JOINT VENTURE WITH THE JOFF

Cllr Veck provided the background to the previous disco held at PTC, and Cllr Hart expressed that it was well run and seemed to be well enjoyed.

Cllr Veck expressed the tuck shop would be cost neutral, and made a call for volunteers.



Cllr Campbell expressed appreciation for the time put in by others; that the discos were a successful and constructive improvement to community communications; queried the hidden cost of the hire of the rooms and caretaker time; and believed that The Joff covered the insurance.

Cllr Veck confirmed the insurance was covered by The Joff, agreed that costs should be transparent, and that the disco dates would be flexible to allow for paid events to take precedence.

The Deputy Youth Mayor queried whether PTC provided the disco equipment, and Cllrs Veck and Hart confirmed it was supplied by The Joff.

The Chair queried the expiry of the tuck shop products, and Cllr Veck expressed items were purchased with long expiry dates into 2027; by which the Chair gave the example of milk products being close to their expiry date.

It was proposed to agree the youth discos as a joint venture with The Joff until Christmas.

Proposed by: Cllr Veck **Seconded by:** Cllr Mills

All in **favour**.

Cllr Mills commented that, if needed, the church youth club may be able to purchase the tuck shop items.

12. CCE660 TO AGREE THE MAYORS CIVIC SERVICE DATE AND LOCATION

The Mayor expressed that consideration had been given to holding the event in Brighton at the Butterfly Garden, but this had been reconsidered.

It was proposed to hold the event at Community House on 10th July.

Proposed by: Cllr Harman **Seconded by:** Cllr Hart

All in **favour**.

13. CCE661 TO AGREE THE TFG MEMBERS FOR THE MAYORS HANDBOOK REVIEW

Cllr Veck queried whether the Mayor or Deputy could be involved, and the Chair suggested all members should have the opportunity to be invited.

It was proposed the item be brought to Full Council.

Proposed by: Cllr Harman **Proposed by:** Cllr Mills

All in **favour**.

14. CCE662 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Inclusion Working Group

The PR Officer updated members that a report would be brought to the next committee meeting.

b. Events working group

Cllr Veck suggested the working group be replaced with individual TFGs. The Meetings & Projects Officer expressed that the purpose of the Events Working Group was to streamline the management of events, and that individual TFGs could overcomplicate the process. There was general discussion around which would work best, and Cllr Campbell expressed that the Working Group had been set up by the Committee Restructure Working Group to work like a series of TFGs.

The Meetings and Projects Officer reminded committee that the report recommendation was to agree the events in the report.

It was proposed that the Events working group be brought to the next CE Committee meeting.

Proposed by: Cllr Veck **Seconded by:** Cllr Wood

All in **favour**.

Cllr Veck expressed that the biennial date and time had already been agreed for the Halloween party, and the Christmas event was biennial too and ran opposite to the Halloween party.



The Information Officer suggested two Halloween events for different age groups: younger ones, and older ones up to 11 years old. Cllr Veck suggested that there was potential for use of The Joff.

It was proposed that The Joff be contacted to see if was viable at their premises, with a report brought back to committee.

Proposed by: Cllr Veck

Seconded by: Cllr Wood

All in favour.

Cllr Veck expressed that the Summer Fair had already been confirmed.

It was proposed to agree the Wellbeing Event on 30th January 2027, and the Sustainable Fashion Show in March 2027, both at Community House.

Proposed by: Cllr Veck

Seconded by: Cllr Hart

All in favour.

c. Mayors Working Group

The Meetings & Projects Officer read out the members on this Working Group, and Cllr Campbell expressed the group was intended to change at the beginning of each year with the new Mayor.

Cllr Rosser queried whether the Mayor should select the members of the Working Group.

It was proposed that the Mayors Working Group be put forward to Full Council.

Proposed by: Cllr Wood

Seconded by: Cllr Veck

All in favour.

d. Communications Working Group

The PR Officer updated committee that at the last meeting the two councillors present, Cllr Harman and Veck, were presented with other Town Council strategies and chose various points listed in each.

The PR Officer updated members on the new external Community House signage, and commented that any work on the flower bed next to Community House was on hold until the Morrisons plan was agreed. The Chair expressed that the flower bed area belonged to Morrisons, and the PR Officer stated there was confusion over this and was unsure how to find out who owned it. Cllr Rosser expressed Land Registry.

Cllr Campbell apologised for not having participated, and believed the Morrisons planning application allocated 2 metre access to reach community house.

Cllr Veck commented that the Morrisons discussion did not fall within this committee's remit.

e. Youth Mayor TFG

There were no updates.

f. Youth Engagement Working Group

There were no updates.

15. CCE663 TO AGREE TO MAYORAL FUNDRAISING EVENTS

The Mayor ran through various events on her report.

Members queried the suitability of the October Quiz date in view of the numerous other events, and the PR Officer expressed concern it would clash with local bonfire events.

It was proposed to accept the events in the report and for the quiz to be held on the 14th November.

Proposed by: Cllr Veck **Seconded by:** Cllr Mills

All in favour.



16. **CCE664 TO NOTE THERE ARE NO COMPLAINTS ON THE COMMUNITY ENGAGEMENT COMPLAINTS LOG**

It was **noted** that there were no complaints.

17. **CCE665 TO REVIEW AND UPDATE THE COMMUNITY ENGAGEMENT ACTION PLAN AND NOTE BUSINESS PLAN PROGRESS**

The Chair commented that the Meridian Meander should be removed from the Business Plan.

The Chair asked that for Armistice Day and Remembrance Day all the flags were to fly and for there to be no empty poles.

18. **CCE666 TO NOTE THE DATE FOR THE NEXT COMMUNITY ENGAGEMENT COMMITTEE MEETING AS TUESDAY 28TH JULY 2026**

The date was **noted**.

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


28th JULY 2026

