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DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 25th June 2024 at 7.30pm

Present: Cllr Veck (Chair), Cllr Ashby Parkin, Cllr Seabrook, Cllr Studd, Cllr Donovan, Cllr Campbell, Cllr Sharkey.

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

1 member of the public was in attendance.

CCE431 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30 and made the following announcements:-

- 5th July Meet the Mayor in the Mini Market, Community House
- 17th July - Bingo, and also an afternoon tea fundraiser for breast cancer.
- 13th July Towards Zero Carbon Peacehaven
- 24th July Film 'Living'
- 28th July 2:15pm - Raising the flag to mark armed forces, no ceremony, and all welcome.

CCE432 PUBLIC QUESTIONS

Members of the public may ask questions on any relevant Civic & Community Events matter.

There were 0 public questions.

Councillor Campbell requested that as soon as the new MP is elected that they are invited to speak to the Peacehaven Town Council.

The Chair confirmed this could be carried out.

CCE433 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were 2 apologies for absence from:-

- Cllr Evans, Cllr Campbell substituted.
- Cllr Harman, Cllr Seabrook substituted.

Cllr Donovan apologised on behalf of the Youth Mayor due to school commitments.

CCE434 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

No interests were declared.

CCE435 TO ELECT A VICE CHAIR OF THIS COMMITTEE

It was proposed to elect Cllr Harman

Proposed by: Cllr Seabrook Seconded: Ashby Parkin

All in favour.

CCE436 TO ADOPT THE MINUTES FROM THE 16TH APRIL 2024

The minutes were not included in the papers, and were deferred to the next relevant meeting for adoption.

CCE437 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY UPDATE

Cllr Donovan queried where the Mayors Fundraising was shown on the budget.

The Chair expressed that it is understood that the fundraising was separate.

The Chair agreed to a separate paper for the Mayors Fundraising for each CCE paper.

The budget report was **noted**.

CCE438 TO AGREE TO THE RECOMMENDATION IN THE COUNCIL COMMUNICATION SUPPORT REPORT

It was proposed to allow the new Public Relations Officer to review this topic, and then inform and support the TFG and move it forward.

Proposed by: Cllr Seabrook Seconded by: Cllr Donovan

1 member abstained

The Committee resolved to **agree** to the proposal.

CCE439 TO NOTE THE D-DAY 80 REVIEW

Cllr Donovan reported that the lanterns contributed effectively to the event, and thanked the workshop organisers for their work.

The Chair extended thanks to the RBL and the town crier.

Cllr Sharkey queried if the lanterns could be upcycled, and it was agreed they could where available.

The D-day 80 Review was **noted**.

CCE440 TO NOTE THE TOWARDS ZERO CARBON (CLIMATE FAIR) REPORT

Cllr Seabrook expressed that the event was on target, currently with 28 confirmed stalls in writing and more to come, and that volunteers were needed for 8am on the day.

Cllr Donovan queried whether all public liability and risk assessments were in and whether the office was collating the paperwork, to which Cllr Seabrook confirmed yes, and announced the next TFG meeting would be next Wednesday at 2pm.

The report was **noted**.

CCE441 TO NOTE THE UKRAINIAN CULTURE EVENT REVIEW

Members discussed that advertising had not been effective, that with the new PR officer in place this would help future events.

Cllr Studd suggested that the surplus of £700 could have been spent on marketing for D-Day 80, specifically leaflets. Cllr Donovan expressed that marketing was not included in the grant funding, and should be considered for future events.

The report was **noted**.

CCE442 TO NOTE THE RECYCLED FASHION SHOW REPORT

Cllr Sharkey explained the name had been updated to: Anti-Fast-Fashion Celebration, that the first workshop at PCS was successful, and a day workshop was planned for 10th July in preparation for the Towards Zero Carbon event. Cllr Sharkey explained that £90 had been spent, and a grant was being applied for through OVCA, which could be from £500 up to possibly £1000.

The Information Officer confirmed an earlier start had been discussed to incorporate younger children in the event too

The report was **noted**.

CCE443 TO NOTE THE ARTWAVE EVENT REPORT

Cllr Sharkey updated Committee that interested artists were close to 19, and the Information Officer said 4 people had paid to date. Cllr Sharkey explained the possibility of children exhibiting, how that would run, and how the event would work with Telscombe's event.

It was proposed to include young artists up to the age of 16 at no charge.

Proposed by Cllr Donovan Seconded by: Cllr Seabrook

All in favour.

The report was **noted**.

CCE444 TO DISCUSS AND DECIDE THE RECOMMENDATIONS IN THE MAYORAL FUNDRAISING EVENTS REPORT

Cllr Donovan explained all the details were in the report, that the Meetings and Projects Officer had queried a few items; that she was happy to work with the Information Officer, and clarified that the Youth Mayor had a £500 budget.

The Chair introduced the 3 quiz night events, and Cllr Donovan confirmed 19th July and 20th September would be in the Anzac room, the 23rd November in the hall, where all 20 tables would be filled, and raffle prizes would be obtained with support of the Information Officer.

It was proposed to approve the event dates.

Proposed by Cllr Sharkey Seconded by Cllr Campbell

All in favour.

The Chair introduced the Youth Mayor Gala Dinner, it was confirmed that the Anzac would be suitable for the food related event, and that SCDA would be the registered caterers.

Cllr Donovan explained there was a Meet the Mayor event next Friday; showed the Quiz night poster; explained she is working with Cllr Studd and PCS on next year's Business Careers Event, and is researching details for the Murder Mystery event.

The Chair said the Carol concert was already booked in, and Cllr Donovan explained the concept of Beetle Drive for the Mayor's Christmas Tea Party, with just cake and tea, and that a report would be brought to the next Committee meeting.

It was proposed to change the Mayor's Tea Party to a Beetle Drive.

Proposed by Cllr Donovan Seconded by Cllr Ashby-Parkin

All in favour.

CCE445 TO CALL AND AGREE THE MAYOR'S VOLUNTEERS

It was proposed to agree the list of volunteers

Proposed by Cllr Ashby Parkin Seconded by Cllr Campbell

The Council **resolved** to **agree** to this proposal.

CCE446 TO AGREE THE USE OF A PRE-EVENTS CHECKLIST

The checklist was discussed, Cllr Sharkey expressed it was very thorough, and helpful, and Cllr Seabrook questioned what the core values were. The Meetings & Projects Officer said the Town Clerk would confirm.

Members discussed the complexity of the purple guide, for the risk assessments to be approved by the Town Clerk, having a supporting Officer for each event to support with the purple guide and the checklist, and there was general discussion around Officer time.

Cllr Seabrook suggested the need to add in about completing a risk assessment.

It was proposed to trial and review the checklist for the ArtWave and Halloween events.

Proposed by Cllr Seabrook Proposed by Cllr Donovan.

All in favour.

CCE447 TO NOTE THE EVENTS CALENDAR DATES AND SET UP A HALLOWEEN TFG

The Halloween TFG members were agreed as Cllr Studd, Cllr Veck, and Cllr Sharky if needed. It was suggested that Cllr Harman was invited, and a reminder was made that public could join.

20:32 – The member of the public left the meeting, and was thanked for their assistance with D-Day 80.

12th July 2025 was proposed as the date for the 2025 Summer Fair and a colour run.

Proposed by Cllr Sharkey Seconded by Cllr Donovan.

All in favour.

CCE448 TO NOTE THE COMPLAINTS LOG

The Chair said a complaint was made at the D-Day 80 event to the town Crier with regards to the volume of the music, and that levels were monitored, and were below industry standard; that the complaint was resolved immediately, and no further complaints were raised.

The complaints log was **noted**.

CCE449 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 10TH SEPTEMBER 2024

The next meeting was confirmed as 10th September 2024.

Cllr Donovan apologised in advance for not being able to attend.

There being no further business the meeting ended at 20.36