

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Councillors on this Committee:

**Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Ashby-Parkin, Cllr Studd, Cllr Donovan,
Cllr Wood, Cllr Sharkey, Cllr Evans.**

4th September 2024

Dear Committee Member,

You are summoned to a meeting of the Civic and Community Events Committee which will be held in the Anzac Room, Community House, Peacehaven on Tuesday 10th September 2024 commencing at 7.30pm

A handwritten signature in black ink, appearing to read "Dyson", with a long horizontal flourish extending to the right.

**George Dyson
Town Clerk**

AGENDA

- 1. CCE450 CHAIRMAN'S ANNOUNCEMENTS**
- 2. CCE451 PUBLIC QUESTIONS**
There will be a 15-minute period whereby members of the public may ask questions, on any relevant Civic & Community Event matters
- 3. CCE452 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
- 4. CCE453 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
- 5. CCE454 TO ADOPT THE MEETING MINUTES OF 16TH APRIL 2024 AND 25th JUNE 2024**
- 6. CCE455 TO AGREE TO RECOMMEND THE BOXING EVENT AT CENTENARY PARK TO BE AN ITEM AT THE NEXT FULL COUNCIL ON 8TH OCTOBER**
- 7. CCE456 TO NOTE THE BUDGETARY UPDATE AND NOTE THAT DISCUSSION IS BEGINNING FOR THE DRAFT 2025/26 BUDGET**
- 8. CCE457 TO DISCUSS THE NEW LAST-PLACE BOARD FOR THE MAYORS QUIZES AND AGREE WHERE THIS SHOULD BE FUNDED FROM**
- 9. CCE458 TO NOTE THE TOWARDS ZERO CARBON (CLIMATE FAIR) EVENT REVIEW**
- 10. CCE459 TO AGREE TO THE ANTI FAST-FASHION SHOW EVENT BECOMING A NON-PTC EVENT**

11. CCE460 TO AGREE TO THE DETAILS OF CHILDREN'S CHRISTMAS PARTY, AND MAKE A CALL FOR VOLUNTEERS
12. CCE461 TO NOTE THE REPORT AND AGREE THE NEW TIME FOR THE CAROL CONCERT
13. CCE462 TO AGREE TO THE DETAILS IN THE HALLOWEEN EVENT REPORT
14. CCE463 TO DECIDE AND AGREE THE ISOLATION PROJECT (PART OF THE BUSINESS PLAN)
15. CCE464 TO AGREE TO THE LINE AND BARNDANCE EVENT DETAILS
16. CCE465 TO AGREE TO THE PRE-LOVED BAG, PURSE AND SCARF SALE
17. CCE466 TO AGREE A CHANGE OF EVENT FROM A BEETLE DRIVE TO A CHRISTMAS AFTERNOON OF JAZZ, AND NOTE THE DATE
18. CCE467 TO NOTE THE SUMMER FAIR REPORT, AND MAKE A CALL FOR VOLUNTEERS
19. CCE468 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):
 - a. Council Communications Support TFG
 - b. ArtWave TFG
20. CCE469 TO NOTE THE COMPLAINTS LOG
21. CCE470 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 12th NOVEMBER 2024

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DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 16th April 2024 at 7.30pm

Present: Cllr. D Seabrook (Chair of Council), Cllr. I Sharkey (Vice Chair of Council), Cllr Veck (Chair) Cllr Donovan (Vice Chair), Cllr Alexander, Cllr Griffiths, Cllr Gordon-Garrett, Cllr Gallagher, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor)

Officers: George Dyson (Town Clerk), Zoe Polydorou (Meetings & Projects Officer).

No members of the public were in attendance.

1. CCE411 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:32, went through the building fire procedure, reminded committee of the procedures towards the Chair, that Peacehaven Town Council's entertainment license for alcohol has now been granted. There was no fortnightly bingo update from the Town Clerk.

Further reminders from the Chair were that TFGs are to arrange meet ups, that the bingo caller cover was now in situ, the next bingo is on 8th May, and the film The Boys in The Boat is on Wednesday 24th April.

2. CCE 412 VERBAL YOUTH MAYOR UPDATE

The Youth Mayor commented that communication is ongoing with the school, would keep up to date with events, and that the Mayors Civic Reception was enjoyed.

The Chair thanked the Youth Mayor.

The Town Clerk said that both the Youth and Deputy Youth Mayor were invited to participate in Lewes District local plan consultation.

3. CCE 413 PUBLIC QUESTIONS.

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

There were no public questions.

4. CCE414 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were apologies for absence from:-

- Cllr Ashby-Parkin (Cllr Griffiths substituting).
- Cllr Studd (Cllr Gallagher substituting).
- Cllr Harman (Cllr Gordon-Garrett substituting).

5. CCE415 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

None declared.

6. CCE416 TO ADOPT THE MINUTES FROM THE 27th FEBRUARY 2024

Proposed by: Cllr Seabrook Seconded by: Cllr Sharkey
The Committee **resolved** to **adopt** the minutes of the 27th February 2024.

7. CCE417 TO NOTE THE COMMITTEES BUDGETARY REPORT

The budgetary report was **noted**.

8. CCE418 TO NOTE THE COMMUNITY HUB REPORT

Cllr. Alexander suggested there may be a need for the Community Hub throughout the year. The Chair clarified that the majority of users are using outdoor facilities, so it would not be cost effective. Cllr Sharkey suggested that it could be used as a cool hub. The Chair confirmed this could be brought back to committee.
Cllr. Seabrook thanked the Chair and Gill Veck for the Community Hub work.

The report was **noted**.

9. CCE419 TO NOTE THE D-DAY 80 TFG REPORT

Cllr. Donovan mentioned there would be a meeting on 17th April 2024, and that the Parks Officer will be in attendance, summarised the report, progress of the event to date; that Nicola Papanicolaou of the Gateway Café will provide another official lantern and will be in touch with the RFO.

Cllr. Seabrook passed on Nicola Papanicolaou, of the Gateway Café, apologies for not being able to attend this committee meeting.

It was proposed that Kempton House will serve refreshments after the service in the morning, and that the itinerary is confirmed.

Proposed by Cllr. Donovan Secunder Cllr. Alexander
The Committee resolved to **agree** to this proposal.

10. CCE420 TO NOTE THE UPDATE TO THE D-DAY TFG MEMBERS

The Chair confirmed she will leave the TFG, but will be available as support.
Cllr. Donovan said that this would be the same for Cllr. Ashby-Parkin too.

The update to the D-Day TFG members was **noted**.

11. CCE421 TO VOTE TO AGREE TO MOVE THE MERIDIAN WALK TFG FROM THE CIVIC & COMMUNITY EVENTS COMMITTEE TO FULL COUNCIL

The Chair explained why this is being proposed.

Cllr. Donovan explained she is happy for the move the TFG to Full Council, but requested to keep the TFG as it is currently.

It was proposed to change the TFG to a Working party.
Proposed by: Cllr Donovan Seconded by: Cllr Sharkey
The Committee **resolved** to **agree** to this proposal.

It was proposed to move the Meridian Walk TFG to Full Council.
Proposer: Cllr Donovan Secunder: Cllr Gordon-Garret
The Committee **resolved** to **agree** to this proposal.

12. CCE422 TO AGREE TO THE TWO RECOMMENDATIONS IN THE TFG'S MERIDIAN LINE MEANDER (UNLESS AT ITEM CCE421 IT HAS BEEN AGREED FOR THE TFG TO MOVE TO COUNCIL, WHEREBY THIS REPORT WILL BE PRESENTED AT COUNCIL)

Cllr. Donovan explained that with regards to the first recommendation that, since the report was written, the next stages have changed which Full Council will be updated on.

With regards to the second recommendation, the Town Clerk confirmed that Officer support was in the pipeline.

Cllr Campbell suggested that properties on the proposed route should be informed.

The Chair **noted** this and suggested this could be included in the next report.

13. CCE423 TO NOTE THE SUSTAINABILITY OF THE E-NEWS TFG REPORT AND CONSIDER RECOMMENDING COUNCIL SET UP A TFG/WORKING PARTY/SUB COMMITTEE ON INFORMATION AND PUBLIC RELATIONS AND COMMUNICATION

Cllr. Campbell summarised the report, and confirmed there is extra information since the report which is:-

- 4 pages in the monthly Peacehaven Directory very approximate estimate received of £480 per month.
- Printed news - A4 centre stapled: 16 pages cost £2,471 / 20 pages £2,737 / month (costs are very approximate), and confirmed these are printing only costs.

It was proposed to close the TFG and reopen a new TFG when the new Public Relations Officer is in post.

Proposed by: Cllr Donovan Seconded by: Cllr Gallagher

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

14. CCE424 TO NOTE THE VERBAL UPDATE ON THE CLIMATE FAIR

Cllr. Seabrook updated that there has not been much progress, that a meeting is in the pipeline, and a detailed plan in place, and there is £3,000 funding available.

The report was **noted**.

15. CCE425 TO DECIDE ON THE OPTIONS OUTLINED IN THE ARTWAVE EVENT REPORT

Cllr Sharkey explained a change to the report - that the Friendship Hall is available, that it is cheaper, is bus accessible and is a suitable space.

The Town Clerk queried how the costs of the hall would be covered, and Cllr. Sharkey clarified that the artists would individually pay.

It was proposed to use money from the CCE budget to pay for the registration and that it will be repaid by the artists.

Proposed by: Cllr Sharkey Seconded by: Cllr Donovan.

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

Cllr Seabrook suggested that the artists are asked to commit to pay the registration fee up-front, The Chair confirmed that this was **noted** and that it would be for the TFG to discuss.

Cllr Gordon-Garrett raised a query on the need and therefore cost of items like risk assessments, whereby the Town Clerk clarified this would depend on whether Peacehaven Town Council was financing the event or the facilitator.

The Chair requested the TFG to cover this in the next report.

16. CCE426 TO NOTE THE RECYCLED FASHION SHOW REPORT AND AGREE TO A TFG

It was proposed to form a TFG.

Proposed by: Cllr Sharkey Seconded by: Cllr Donovan.

It was resolved to **agree** to this proposal.

TFG members were noted as Cllr Sharkey, Cllr Donovan, Cathy Norcott-Jones, Josie Turner (from school), Cllr Ashby-Parkin.

17. CCE427 TO NOTE THE MAYOR'S CIVIC RECEPTION REVIEW

Cllr Seabrook summarised the review, explained that the event went over budget by £390 and proposed the loss is taken from the Mayor's allowance where there is a surplus. The Chair thanked the Mayor for the kind donation.

The review was **noted**.

18. CCE428 TO NOTE THE TFG RULES

The Chair summarised the reasons the TFG rules formed part of the agenda.

Cllr Seabrook commented on item 7 and the need to be careful of wording for minutes.

The Chair reminded committee of the rules around the size of a TFG.

Cllr Campbell queried whether these are the official Council Rules, the Chair confirmed they are.

The TFG rules were **noted**.

19. CCE429 TO NOTE THE EVENTS CALENDAR DATES

It was discussed that the D-Day lantern workshops dates, D-Day event and Civic dates are to be included in the calendar, and all dates to be shared on social media.

It was proposed to include the calendar of events in the E-news.

Proposed: Donovan Seconded by: Cllr. Gallagher.

It was resolved to **agree** to the proposal.

20. CCE430 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 25th June 2024

The next meeting was **confirmed** as 25th June 2024.

There being no further business the meeting ended at 20:26.

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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 Seconder: 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



Peacehaven Town Council

Subject: Proposal for Charity Boxing Event on The Dell

Dear Peacehaven Town Council,

I hope this letter finds you in good health and high spirits. I am writing to propose an exciting and community-oriented event that aims to bring the residents of Peacehaven together and provide them with a unique and memorable experience. We would like to organize a charity boxing event on The Dell, and we seek your support and permission to host this event in our town.

Objective:

The primary objective of this charity boxing event is to foster community spirit, promote physical fitness, and provide an entertaining experience for the residents of Peacehaven. By showcasing the boxing skills of both children and adults, we aim to engage and inspire our community, while raising funds for a noble cause.

Event Details:

1. Date: We propose to hold the charity boxing event around July 2025 time.
2. Venue: Peacehaven Big Park, with its natural beauty and ample space, is an ideal location to host this event.
3. Program: The event will feature a variety of activities, including boxing matches, demonstrations, and exhibitions. We plan to include participants of all ages, offering children the opportunity to showcase their boxing skills while ensuring their safety with full protective gear, including headgear, boxing gloves, and groin/breast guards. For adults with less experience, similar protective gear will be provided to ensure their safety and well-being.
4. Safety Measures: The safety and welfare of all participants and attendees are our utmost priority. We have taken several precautions to ensure a secure environment throughout the event:
 - a. Qualified Coaches: The boxing coaches involved in the event are highly qualified and experienced. They possess first aid training, safeguard certification, and have undergone DBS checks to work with children and vulnerable individuals.
 - b. Medical Assistance: We will have qualified doctors present on-site throughout the event to provide immediate medical assistance if needed.
 - c. Security Personnel: Trained security personnel will be stationed to maintain order, ensure the safety of all attendees, and enforce any necessary regulations.

Fund Raising required

We like to also use this event to raise much needed funds for the Joff Youth Hub which is currently undergoing a redevelopment. Whilst the modernised Joff centre will have more space created for additional activities they will require new equipment to ensure the new rooms are fully equipped to maximise engagement with every session they run. The Joff Youth Hub is aiming to engage 500+ young people every week and in order to do this they need to offer a vast array of activities and workshops to ensure every session is fully inclusive and meets the demands and interests of young people. In total it's estimated they will need to find £40,000 to fund everything they require for the new activities and life-skill workshops such as digital media and IT, music recording studio instruments and equipment, cooking items etc. Anything we can do to help support them in raising the funds required will be an honour and a privilege as they share the same goals we do in helping to make the community of Peacehaven a better place to live and thrive.

Additional support

The ESCC Youth Team fully supports the Forrest Boxing event. We have seen such a huge transformation of confidence and increased wellbeing of those young people we have referred into the boxing gym and for them to showcase the skills they have developed in a public arena will help to strengthen them even more.

I will ensure that our youth team are on hand to support the event for its entirety to help eradicate any anti-social or nuisance behaviour and to help support and encourage those involved in case of any nerves or anxiety.

Request for Support:

We kindly request the support and permission of Peacehaven Town Council to host this charity boxing event on The Big Park. We believe that this event will not only bring the community together but also provide a unique and enjoyable experience for the residents of Peacehaven. We assure you that we will adhere to all necessary guidelines and regulations set forth by the council, ensuring the safety and well-being of all participants and attendees.

Thank you for considering our proposal. We eagerly await your positive response and the opportunity to organize this charity boxing event. Should you require any further information or have any questions, please do not hesitate to contact me at [REDACTED]

Yours sincerely,

[REDACTED]

Detailed Income & Expenditure by Budget Heading 03/09/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Civic Events</u>							
1358 D-Day Grant	55	0	(55)			0.0%	
Civic Events :- Income	<u>55</u>	<u>0</u>	<u>(55)</u>				<u>0</u>
4348 Civic Gifts	52	0	(52)		(52)	0.0%	
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	0	500	500		500	0.0%	
4351 Youth Mayor	0	500	500		500	0.0%	
4359 D-Day	1,701	0	(1,701)		(1,701)	0.0%	1,701
Civic Events :- Direct Expenditure	<u>1,753</u>	<u>1,500</u>	<u>(253)</u>	<u>0</u>	<u>(253)</u>	<u>116.9%</u>	<u>1,701</u>
4331 Mayor's Allowance	107	1,500	1,393		1,393	7.1%	
4332 Mayor's Reception	0	1,200	1,200		1,200	0.0%	
4335 Civic Expenses	275	1,200	925		925	22.9%	
4336 Civic Service	0	500	500		500	0.0%	
4338 Remembrance Services	110	1,000	890		890	11.0%	
4339 National Mourning	0	500	500		500	0.0%	
4357 Town Crier Outfit	0	750	750		750	0.0%	
Civic Events :- Indirect Expenditure	<u>492</u>	<u>6,650</u>	<u>6,158</u>	<u>0</u>	<u>6,158</u>	<u>7.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,190)</u>	<u>(8,150)</u>	<u>(5,960)</u>				
6000 plus Transfer from EMR	1,701						
Movement to/(from) Gen Reserve	<u>(489)</u>						
<u>120 Marketing</u>							
1048 E-News Advertising	0	100	100			0.0%	
1049 Banner Board	1,360	1,500	140			90.7%	
1051 A1 Boards	210	0	(210)			0.0%	
1301 Filming	720	1,000	280			72.0%	
1360 ArtWave Registrations	700	0	(700)			0.0%	
Marketing :- Income	<u>2,990</u>	<u>2,600</u>	<u>(390)</u>			<u>115.0%</u>	<u>0</u>
4352 Annual Report	84	100	16		16	84.2%	
Marketing :- Direct Expenditure	<u>84</u>	<u>100</u>	<u>16</u>	<u>0</u>	<u>16</u>	<u>84.2%</u>	<u>0</u>
4306 Printing	133	300	167		167	44.3%	
4328 Website	0	2,000	2,000		2,000	0.0%	
4329 Advertising	0	500	500		500	0.0%	
4360 Art Wave 2024	200	0	(200)		(200)	0.0%	
4502 Events	21	500	479		479	4.2%	21
Marketing :- Indirect Expenditure	<u>354</u>	<u>3,300</u>	<u>2,946</u>	<u>0</u>	<u>2,946</u>	<u>10.7%</u>	<u>21</u>
Net Income over Expenditure	<u>2,552</u>	<u>(800)</u>	<u>(3,352)</u>				
6000 plus Transfer from EMR	21						
Movement to/(from) Gen Reserve	<u>2,573</u>						

Detailed Income & Expenditure by Budget Heading 03/09/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	3,045	2,600	(445)			117.1%	
Expenditure	2,683	11,550	8,867	0	8,867	23.2%	
Net Income over Expenditure	<u>362</u>	<u>(8,950)</u>	<u>(9,312)</u>				
plus Transfer from EMR	1,722						
Movement to/(from) Gen Reserve	<u>2,084</u>						

A/c Code	506 Mayor's Appeal				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		1,486.90
1	18/04/2024		Cashbook	BINGO		153.00
1	18/04/2024	205616	Cashbook	ABC FUND MAYORS DONATION	546.63	
1	18/04/2024	205617	Cashbook	MENCAP MAYORS DONATION	546.63	
1	18/04/2024	205618	Cashbook	SUSSEX HEART MAYORS DONATION	546.63	
2	10/05/2024		Cashbook	BINGO		20.00
3	11/06/2024		Cashbook	BINGO		91.00
4	27/06/2024	CC3	Cashbook	QUIZ RAFFLE PRIZE	5.00	
4	05/07/2024		Cashbook	QUIZ TICKETS		15.00
4	11/07/2024		Cashbook	QUIZ		65.00
4	11/07/2024		Cashbook	QUIZ NIGHT		5.00
4	11/07/2024		Cashbook	QUIZ NIGHT		5.00
4	18/07/2024	363	Journal	QUIZ		15.00
4	19/07/2024		Cashbook	QUIZ		10.00
4	23/07/2024		Cashbook	BINGO		160.00
4	23/07/2024		Cashbook	QUIZ		70.00
4	26/07/2024	BACS13	Cashbook	D.DONVAN EXPENSES	1.03	
5	07/08/2024		Cashbook	quiz		5.00
5	08/08/2024		Cashbook	BINGO		28.00
5	16/08/2024		Cashbook	QUIZ		30.00
5	20/08/2024		Cashbook	QUIZ		10.00
5	22/08/2024		Cashbook	QUIZ		15.00
5	30/08/2024		Cashbook	QUIZ		10.00
5	30/08/2024		Cashbook	BINGO		40.00
5	30/08/2024		Cashbook	BINGO		195.00
		Account	Mayor's Appeal	Account Totals	1,645.92	2,428.90
		Centre		Net Balance Month 6		782.98

CIVIC & EVENTS

110 Civic Events

	2024/25 Budget	Draft 2025/26 Budget	% Change
4331 Mayor's Allowance	1,500		-100.0%
4332 Mayor's Reception	1,200		-100.0%
4335 Civic Expenses	1,200		-100.0%
4336 Civic Service	500		-100.0%
4338 Remembrance Services	1,000		-100.0%
4339 National Mourning	500		-100.0%
4349 Civic Training	500		-100.0%
4350 Mayors Badge	500		-100.0%
4351 Youth Mayor	500		-100.0%
Civic Expenses: Expenditure	7,400	0	-100.0%

Net Expenditure over Income

	7,400	0	-100.0%
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120 Marketing

4328 Website (include Browsealoud)	2,000		-100.0%
4502 Events	500		-100.0%
4306 Printing	300		-100.0%
4329 Advertising	500		-100.0%
4352 Annual Report	100		-100.0%
Marketing: Expenditure	3,400	0	-100.0%

1048 E-News advertising	100		-100.0%
1301 Filming	1,000		-100.0%
1049 Banner Board Income	1,500		-100.0%
1300 Donations Received	0		#DIV/0!
Marketing: Income	2,600	0	

Net Expenditure over Income

	800	0	-100.0%
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430 Summer Fair

4502 Events	2,000		-100.0%
4329 Advertising	500		-100.0%
4500 Event Staff Overtime	1,500		-100.0%
4900 Miscellaneous Expenses	1,200		-100.0%
Summer Fair: Expenditure	5,200	0	

1045 Event Sponsorship	500		-100.0%
1046 Stall Income (Events)	1,500		-100.0%
1094 Other Customer & Client Receipts	1,000		-100.0%
Summer Fair: Income	3,000	0	

Net Expenditure over Income

	2,200	0	
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CIVIC & EVENTS: Total Expenditure

	16,000	0	-100.0%
--	---------------	----------	----------------

CIVIC & EVENTS: Total Income

	5,600	0	
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Net Expenditure over Income

	10,400	0	-100.0%
--	---------------	----------	----------------

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	CCE	Agenda Item:	CCE457
Meeting date:	10 th September 2024	Authors:	Meetings & Projects Officer
Subject:	The Mayor's Quizzes Budget		
Purpose:	To discuss the new last-place board for the Mayor's quizzes and agree where it should be funded from.		

Recommendation(s):

To agree which budget is to be used, and the maximum expenditure.

1. Background

Winning and losing teams at the Mayor's Quizzes have their names engraved on either a winning or last-place shield, displayed in the Community House Foyer. The last-place shield has 1 remaining engraving space, so a new shield is needed; costs will be sought by an Officer.

The last engraving cost £26.50, plus mileage at £18.72.

2. Options for Council

- To decide whether to continue with the shield and engravings.
- To agree which budget the shield should come from.
- To decide on a max amount spent on the shields and engravings.



Peacehaven Town Council

Event Review Form

Event:	Towards Zero Carbon Peacehaven		
Date of Event	13/07/2024	Date of meeting	10/09/2024
Committee	Civic & Community Events	Agenda Item	CCE458
Report Author(s)	David Seabrook		

Summary of event

The aim of this event was to raise awareness of climate change and to provide practical help to residents keen to reduce its effects and to reduce carbon emissions in Peacehaven. Peacehaven's Carbon Emissions are 152% of the National Average.

The event included exhibitors covering the entire range of climate change and renaturing issues including energy, transport, housing, food, waste, wellbeing and biodiversity. The event was open to the public between 11am and 3pm with no admission charge. Exhibitors were not charged either although commercial organisations were encouraged to donate or enter into a sponsorship arrangement. Peacehaven Community School played a significant part in the event with some amazing junk art and bug hotels for sale.

The decision to hold a larger event than previously in 2021 by holding the event outdoors was a risk, however, the weather was perfect, mostly sunny with occasional light cloud cover, a gentle breeze and warm throughout the day.

Funding for the event primarily came from the Ouse Valley Climate Action which is funded by a National Lottery Community fund grant.

The event was opened by the Youth Mayor, Amber Cullip Cross. Climate Change will have a significant impact on the young in our community as they clear up our past mistakes.

The event was advertised as a car free event, the same as last years summer fair. A minibus was made available to bring people from Telscombe and Peacehaven to the event.

The event was planned by a small TFG as an offshoot from the climate change working party. Around 20 volunteers were recruited to support the event at different times of the day between 7am and 5pm.

The event assisted in meeting some of the policies of the Neighbourhood Development plan; PT1, PT5, PT6, PT11, PT13, PT14, PT17, PT18, PT19, PT20, PT21, PT22 & PT23.

The event will contribute to reducing carbon emissions in Peacehaven by assisting residents in making the right decisions as well as supporting local companies and it met objectives in the Climate Change declaration made by Council in 2019.

Financial		
Income		
£2500	from Ouse Valley Climate Action (received)	
£227	from reserve from previous event (Rampion sponsorship)	£2727.00
Expenditure		
£250.00	Minibus Hire - Victoria Travel	
£385.00	Hire of Portaloos – Sussex Toilets	
£744.00	Staff Overtime (to be confirmed)	
£21.00	Tens Licence	
£47.94	Banner on Dell	£1,869.94
£250.00	First Aid - Sussex Ambulances	
£172.00	Display Board for PTC Stand	
£0.00	Catering for Volunteers	
£0.00	Catering for Dignitaries	
Total Surplus		
The surplus should be put into a reserve for future climate, renaturing & sustainability events.		£922.06

Number of people at event	Around 600
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Officers report
<p>The event was very well organised and offered a good variety of stalls that catered for all ages. The information provided by the stalls was interesting, useful and informative, and helped to highlight what is being done by Peacehaven Town Council and within Peacehaven in terms of the environment, climate change and carbon emission, and what more can be done at an individual level. Along with other practical stalls, the electric bikes were a fun part of the event, as they could be test-ridden around the field. Looking ahead, joining forces with another event, where those attending may not normally be interested in climate/environmental/carbon issues, could be a way to reach different audiences.</p>

Councillor's report
<p>There were 23 stalls on the day as a significant number either cancelled at short notice or did not show up mostly due to illness. There seems to be a resurgence of Covid.</p> <p>The event was attended by the majority of Town Councillors who attended either as volunteers or visitors, The Youth Mayor, Deputy Youth Mayor, The Mayors of Peacehaven, Telscombe, Newhaven, Deputy Mayor of Seaford and the Chair of Lewes District Council also attended.</p> <p>Around 20 volunteers helped on the day at different times particularly with setup from 8am and clearing away until about 5pm. At lunch time, there were 13 volunteers on site. Without their help, this event would not have happened.</p> <p>Entertainment was provided by Resonate Creative CIC and Wyrd Fox at lunchtime. Resonate unlock creativity & nurture wellbeing through community music projects. They work with children, young people & adults in challenging circumstances; people with special needs and disabilities; older people; healthcare & mental health settings.</p>

Talks by LDC Environment first & One Zero Energy – dispelling myths being propagated by the fossil fuel industry around heat pumps, solar power and battery storage.

Papachino's Café provided food for volunteers and dignitaries free of charge.

A total lack of respect was demonstrated by some car drivers for the volunteers from Meeching & District Bonfire Society who managed the car parking who I would like to thank for their time and resilience. I would request that the Council considers a small donation to The Meeching & District Bonfire Society. Maybe body worn cameras should be considered in future.

First aid and emergency response was provided by several First Response practitioners from Sussex Ambulances and an ambulance was stationed on site. Their services were not called upon and there were no health and safety incidents.

Some of the feedback after the event:

"A real success. The exhibitors I spoke to and the musicians were very grateful for the platform and it showed that the council is there to support local organisations. The talks were really interesting."

Cllr Nick Evans

"We had a lot of local Councillors (and three Mayors!) visit our stand, whilst there was a healthy interest from the general public and we made some useful contacts."

Alec Horner, Brighton Buswch

"It was great to be part of the Zero Carbon Event on Saturday. Blessed with great weather it was really good to connect with people from Peacehaven and further along the coast who wanted to share their experiences of improving their gardens for wildlife and seek advice on building ponds."

Lesley Boniface, Greenhavens

"Great day, sun shined for us, thoroughly enjoyed volunteering."

"Delighted to be Consort to The Chair of Lewes District Council yesterday Lesley Boniface and join the Mayor of Peacehaven at the opening of Carbon Zero Peacehaven yesterday. We toured some great stalls then spent our time talking about introducing natural ponds to small gardens with residents. Thank you to all the groups who attended and want to make a difference."

Cllr Christine Brett

"Fab day at the #Peacehaven Zero Carbon event. A lot of interest in the cargo bikes for local households and businesses."

Matthew Bird, Get Bikery

*"Thanks for a lovely event on Saturday & especially sorting the weather for us!!!
We had 79 undersea divers with some great feedback:*

'This is so cool!'

'It was brilliant!'

'Fantastic, what an amazing experience'

'A fascinating look at a world we only see from the top'

& I would estimate that we talked to another 50-60 about the local marine conservation zone. A very good day all round. Hope it was good for your too, a fabulous venue too"

Karen Poley KP Projects

"Thank you for inviting me to join the Peacehaven and other town mayors on Saturday to the Zero Carbon Event. It was great to learn from the stallholders the various ways they are helping to reduce their carbon footprint and fight the climate crisis. I especially loved

the PCS stall with their crisp bag recycling and the bug hotels. Good luck to Peacehaven Town Council on their quest to reach to zero carbon in the future"

Lesley Boniface Chair of Lewes District Council

"I had some good discussions with the public. The only feedback I have is that a few Peacehaven residents said they didn't know it was on and they only stumbled across it. So maybe for next year we can also help promote the event earlier to support the awareness of the event. "

Andrew Murdock, Kind Supply Ltd

Climate change / sustainability factors

It was unfortunate that the minibus was fossil fuel powered, electric vehicles from Brighton & Hove, CTLA and Big Lemon were unavailable. However one minibus is better for the environment than ten cars depending on the number of passengers. The bus did a circular route around Peacehaven and Telscombe four times during the event. It was disappointing that only eight passengers used the service.

The Town Council Grounds staff are now considering how an electric cargo bike could benefit the Council which could replace the use of the electric van for many journeys. During the event, the Town Clerk took one of the grounds staff for a ride.

Several of the companies present have expertise in areas that we are currently contemplating, retrofitting of Community House and the Hub and have expressed an interest in being involved.

The choice of venue was excellent as it had all of the facilities needed and plenty of space as well as the backdrop of the South Downs National Park.

On a personal note, as this is likely to be last major event I organise in Peacehaven, all of the files and materials have been handed over to officers so that the event can be repeated at a future date.

Social value/ impact factors

This event will have encouraged a few people to re-evaluate how they will use the limited resources of our planet. It was also an opportunity to network and share good practice between local councils.

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

Despite extensive advertising on Evening Argus website, Seahaven FM Website, South Downs National Park website and others, Sussex Express (a half page article on page 3), Town Council and all of the other local social media pages which in the last two weeks had a new poster every day to keep it at the top of everyone's newsfeed, posters in some shops, a banner in Centenary Park and then on the Dell for the last two weeks, In Peacehaven Directory for two months, on all PTC notice boards, in Community House, and still many people have said they did not know anything about it! It has been suggested that we put up a series of roadside posters on the approaches to Peacehaven but this could be complicated by land ownership. Any suggestions are welcome.

Very few photographs were taken of the event; a person should be allocated to take photographs at future events. The live stream that Lucy Symonds made by talking to stall holders and visitors on Facebook was lost after she was instructed to remove it from Facebook.

Book an electric bus a year ahead (six months was not sufficient). One option to consider is using the Dell as a Park and Ride with the bus bringing people to Centenary Park.

Table chairs and all other equipment was placed In the hub the day before for volunteers to move to the event. This proved very time consuming without proper manual handling equipment or transport. Volunteers at this time included several over 70's and this was an unacceptable health and safety risk. Next time this must be done differently.

The four hours went very quicky and it could have been longer, however, setting up started at 6:30am and we did not leave until after 5pm. A very long and tiring day for volunteers.

A second rival event, billed as a 'Summer Fair' although the booking was for a car boot sale, was held on the Dell which undoubtedly had an impact on attendance. This 'Summer Fair' could have been held on any other Saturday in the summer. In future years we should ensure that only one major event takes place in Peacehaven at a time which can easily be achieved.

Conclusions

A very successful event that should be repeated in 2026.

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	CCE	Agenda Item:	CCE459
Meeting date:	10 th September 2024	Authors:	Meetings & Projects Officer
Subject:	Anti Fast Fashion Show Update Report		
Purpose:	To update committee on the TFG meeting		

Recommendation(s):

To agree to the Anti Fast-Fashion show event becoming a non-PTC event.

1. Background

The last TFG meeting held involved the RFO and also the Meetings & Projects Officer, where the TFG were of the opinion that it would be more straightforward to manage the grant through themselves rather than the RFO, and therefore that it become a non-PTC supported event.

By becoming a non-PTC supported event, the organisers will need to cover and manage everything themselves including Risk Assessment, insurance, First Aid, Fire Safety etc etc, and that the TFG will close

2. Options for Council

To agree the event becomes a non-PTC event.

To agree to the event remaining as a PTC event.

3. Reason for recommendation

The TFG would like to be able to manage the finances in a more straightforward manner.

4. Expected benefits

a. The community

The event would continue the same.

b. The environment

An increased awareness of the impact of fashion on the environment would remain.

c. Other

George Dyson
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☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	CCE	Agenda Item:	CCE460
Meeting date:	SEPTEMBER 10 TH 2024	Authors:	INFORMATION AND EVENTS OFFICER
Subject:	CHILDREN CHRISTMAS PARTY		
Purpose:	To update the committee		

Recommendation(s):

**To agree to the event for a children's Christmas party in the main hall on Friday 20th December.
To make a call for volunteers.**

1. Background

The CCE committee agreed to hold the party in the main hall with entertainment, on Friday 20th December.

Presents will be given to each when leaving.

Prizes will be given for the best dressed, best face painted, best costume, and other small presents to be handed out during the evening

Teas and coffees for the adults will be available with a small charge which will be donated to the mayor's fund.

A craft table will be placed in the foyer for a quiet play space if the children require it.

I would like an appearance from Father Christmas

Face painting, entertainment, games, dancing, presents and food provided for the children: hot dogs, burgers, crisps, soft drinks, and ice cream, this worked very well last year.

The charge will be £6.00 per child.

Councillors will be asked to volunteer and help during the party

Finances

Income

80 tickets for sale @£6.00 per child £480.00

Expenditure (approximate)

1 member of Staff cost for setting up while the event is on for 3 hours £70

Christmas presents approximately £3.00 each

Entertainment £150

Arts and crafts £10

Facepainting £tbc

Food approximately £100.00

Hall Hire: £44.40

Please note prices are variable

2. Options for Council

To agree to hold this event as detailed above for the children in the community

3. Reason for recommendation

A fun social activity for children and adults

4. Expected benefits

The community

- a. The party will benefit children under the age 12 years of age, and the children will be interacting with other children
- b. The environment**
- c. Other**

The event looks like it will be able to run at zero cost to the council and may even be able to run at a small profit towards the mayor's charities.

5. Implications

5.1 Legal	All provisions in place
5.2 Risks	Slippery floor, risk of bumping into each other
5.3 Financial	
5.4 Time scales	2-hour party 2 hours set up
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	Member of staff and caretaker will be on site during the event
5.9 Health & Safety	Risk assessment
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

Appendix A - Poster



KIDS

**CHRISTMAS
PARTY**

**JOIN US FOR A FUN EVENING OF MUSIC,
ENTERTAINMENT & PRESENTS
THE MAIN HALL, COMMUNITY HOUSE**

20TH DECEMBER

5PM TO 7 PM

**WITH A SPECIAL APPEARANCE
FROM FATHER CHRISTMAS**

**TICKETS £6 PER CHILD
AVAILABLE IN ADVANCE FROM THE
INFORMATION DESK AT COMMUNITY HOUSE**



George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	CCE	Agenda Item:	CCE461
Meeting date:	10 th September 2024	Authors:	INFORMATION EVENTS OFFICER
Subject:	CAROL CONCERT		
Purpose:	UPDATE THE COMMITTEE		

Recommendation(s):

To agree to the new time of 4pm – 6pm.

1 Background

Peacehaven CCE committee agreed to a carol concert in the main hall on Friday 13th December.

Local performers, school and individual soloist, with an accompanied musician.

We would charge a small amount for a ticket, and this will go toward the mayor's fund.

Local mayors will be invited.

Everyone will be provided a hymn sheet .

The café will be open for refreshments and mince pies.

Volunteers will be needed.

Finances

Income

Cost per ticket £1.00 (max of 200 ticket sales)

Expenditure (approximate)

- Hall Charge (provided free of charge): £50.40
- Staff cost £80
- Printing £20
- Tea / coffee £10
- Mince pies £30

2. Options for Council

To agree to the new time.

To decide and agree a different time.

3 Reason for recommendation

Will be a lovely couple of hours for the community to enjoy, this event went well last year,

4 Expected benefits

A The community

The carol concert is for all in the community

B The environment

C Other

5 Implications

5.1 Legal	All provisions in place
5.2 Risks	Theatre style stairs, slipping
5.3 Financial	
5.4 Time scales	2 hours
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	Members of staff and caretakers will be on site during the event
5.9 Health & Safety	Risk assessment
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6 Appendices

6 Appendix A - Poster



**YOU ARE INVITED TO THE MAYOR OF
PEACEHAVEN'S**

Christmas

CAROL CONCERT

FRIDAY 13TH DECEMBER 4PM - 6PM

THE MAIN HALL, COMMUNITY HOUSE, PEACEHAVEN

Tickets £1

**Available in advance from
the Information Desk at Community House**



**In aid of Peacehaven
Community
Supermarket**

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	CCE	Agenda Item:	CCE462
Meeting date:	10th SEPTEMBER	Authors:	INFORMATION AND EVENTS OFFICER
Subject:	HALLOWEEN EVENT ON FRIDAY 25TH OCTOBER		
Purpose:	TO UPDATE THE COMMITTEE		

Recommendation(s):

To agree to the event being a scavenger hunt in the big park, and craft and activities at the café at Centenary Park.

1. Background

The CCE committee agreed to hold a Halloween event on Friday 25th October from 4pm-5.30/6pm.

The TFG suggest it be held at the café at centenary park, as the Hub is unavailable, and it would be good to do something different then a party.

Children will be entertained by arts and crafts in the café and a scavenger hunt in the big park.

Income and Expenditure

Expenditure

- Gift bags of sweets for 40 children £60.00
 - Craft items and face paint £40.00
 - Printing: £10
 - Biscuits and cakes £TBC
- TOTAL £110
- Contingency: £50

Income

- 40 Tickets of sale @£4.00 per child =£160.00

2. Options for Council

To agree to hold this event as detailed above, for the children in the community.

To discuss and agree to a different type of event.

3. Reason for recommendation

3. Analysis

- We will be selling 40 tickets at £4.00 per child - this will be for entry and a goody bag
- Teas and coffee and food will be sold by the café
- Spooky background music will be played
- Cllr Aimee Harman will provide face painting at cost of materials
- Cllr Ian Alexander will provide the decorations free of charge.
- Cllr Amie Harman will be doing decorate a biscuit or cake at cost of food
- Games will be provided for entertainment, e.g. Guess what's in the box game, throw the hoop at the cone and other games, with lolly pops for prizes
- The children will be given a goodie bag of sweets and stickers when leaving.
- The cost of 1 member of staff for 3 hours on the night of the party as well as time taken to organise the event from scratch. £70.00
- Volunteers will be asked to help
- Small pull up gazebo will be erected for more space by the café door
- Trees at the park will be used for clues and props. for the children to find

4. Expected benefits

- The community** this will benefit children under the age of 11years of age.
- The environment.** Will teach the children to be outside and have fun looking for things in the outdoors.
- Other**

5. Implications

5.1 Legal	All provisions in place
5.2 Risks	Slippery floor and grass pathways
5.3 Financial	
5.4 Time scales	1-2 hours event and 3/4 hours for setting up
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Risk assessment for the event
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

5. Appendices

Appendix A – Poster

Appendix B – Pre-Events Checklist



Calling all creatures of the night!

Join us for a Spooktacular Halloween At The Big Park

**Get ready for a hauntingly good time with
Creepy Crafts & Scary Scavenger Hunt!**

FRIDAY 25TH OCTOBER

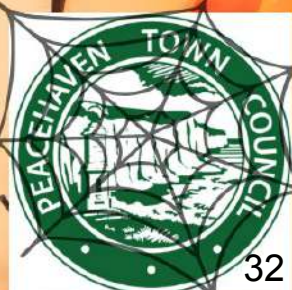
4.30PM - 6PM

0-11 YRS

£4 PER CHILD

**TICKETS IN ADVANCE FROM
PEACEHAVEN TOWN COUNCIL INFORMATION DESK
IN COMMUNITY HOUSE**

**FOR MORE INFORMATION
CALL 01273 585493**



Halloween

NEW

25 October 24

George Dyson
Town Clerk

(01273) 585493
TownClerk@peacehaventowncouncil.gov.uk



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

Event Planning Checklist

Pre-Planning Stage

Item	Date Completed	Completed by
Check availability of facilities/ equipment/ people to find a possible date	17/7/24	THE CAFE
Ensure event idea aligns with Council core values	✓	
Write report with an outline plan for Committee to consider	✓	
Produce a rough outline of the Income and Expenditure, including any hidden costs		ASS AHOOLEY
Decide who is running the event (PTC or External)		PTC + Vol + CLERS

Committee Stage – Initial approval

Item	Date Completed	Completed by
Present report and idea for event to Committee for approval	✓	
IF NECESSARY – form a TFG at Committee to develop plans		Aimee Simon Wendy
Consider finance sources (which budget / grants)		NO Budget

Planning Stage

Item	Date Completed	Completed by
Put together full event plan, including timings and resources	✓	TFG / KAREN
Ensure all legal requirements, licences and relevant qualifications are in place	✓	
Complete Health & Safety requirements for event in line with Purple Guide	✓	DBS - AIMEE 1st AID - KAREN / WENDY
Implement required control measures identified on Risk Assessment	✓	
Appoint people to necessary roles – Event Organiser/ First Aiders/ Fire Marshals/ etc	✓	
Develop marketing plan for the event	✓	
Write report with full event plan for Committee approval	✓	
Engage relevant internal and external stakeholders	✓	SPOKED TO CAFE

Committee Stage – final approval

Item	Date Completed	Completed by
Present final event plan for Committee to note		

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
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Committee:	CCE	Agenda Item:	CCE463
Meeting date:	10 th September 2024	Authors:	Meetings & Projects Officer
Subject:	Isolation Project (Part of the Business Plan)		
Purpose:	To agree the way forward with the Isolation Project		

Recommendation(s):

To **decide** and **agree** the way forward with the Isolation Project (part of the Business Plan).

1. Background

The Isolation Project forms one item on the CCE Committee's business plan.

The project would involve holding a tea / coffee morning once a week, with the aim of helping alleviate isolation within the community, as well as a way in which to utilise the Community House facilities for the community.

Tea and Coffee would be available for people to help themselves. This would be the easiest and most time effective option for Officers.

The Information and Events Officer has expressed concern with the take-up of the project, since numbers generally attending events have dwindled (i.e. the Monday afternoon tea club, visitors to the Friday market etc); this has been ever since Covid, and now also because of the centre's refurbishment and the cost of living. The Information and Events Officer also mentioned the issue of finding volunteers.

If the project is agreed, the best day has been suggested as being a Monday, and a working party could form with the PR Officer as the supporting Officer, to help increase resident awareness of the project.

This project would run alongside the hats, coats and scarves project as last year.

Finances

The cost comes to about £140 which includes:

- Tea
- Coffee
- Decaf Tea
- Decaf Coffee
- Sugar sachets
- Milk portions
- Assorted fruit & herbal teas
- Cuppa soup
- Hot chocolate

Biscuits could be provided too if agreed, the additional cost would be £19.99 for 100 packs of individually wrapped biscuits (the same as provided for bingo).

There is currently £168.29 in a EMR from a warm havens grant 2 years ago that could be used to cover the costs.

2. Options for Council

To decide whether to agree to the project.

If agreed, to decide when the project is to commence, and whether a working party is to form, and agree the budget code.

3. Reason for recommendation

To provide an inviting space for people.

4. Expected benefits

a. The community

To help alleviate isolation within the community

b. The environment

c. Other

To utilise a PTC asset to the benefit of the community.

5. Implications

5.1 Legal	A risk assessment will be produced.
5.2 Risks	A risk assessment will be produced.
5.3 Financial	
5.4 Time scales	To be agreed by Committee
5.5 Stakeholders & Social Value	A community social project
5.6 Contracts	-
5.7 Climate & Sustainability	-
5.8 Crime & Disorder	-
5.9 Health & Safety	A risk assessment will be produced.
5.10 Biodiversity	-
5.11 Privacy Impact	-
5.12 Equality & Diversity	Accessible for all

6. Appendices

None

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	CCE	Agenda Item:	CCE464
Meeting date:	10 th September 2024	Authors:	Clr. Deborah Donovan
Subject:	Mayoral Event – a combined Line and Barn Dance		
Purpose:	To raise funds		

Recommendation(s):

For the committee to agree to this fundraiser.

1. Background

To raise funds for my charity & raise the awareness.

2. Options for Council

To accept this recommendation for a social community event which will be cost free to council. The Line Dancing Company have offered to deliver the event free of charge, with a ticket price of £8 to help raise funds for the Peacehaven Community Supermarket. The Mayor's volunteers will also run a raffle and fancy-dress competition. Any monies collected & raised will be handed over to PTC for the Mayor's fundraising account. This event will take place on Saturday 1st March 2025. From 7.30pm – 10.00pm with a bring your own food & drink option to maximise funds.

Reason for recommendation

Mayoral fundraising event – to help raise the awareness of the Peacehaven Community Supermarket and the need to raise much needed funds.

3. Expected benefits

a. The community

Definitely

b. The environment

Using local entertainers

c. Other

To bring the community together for a social event.

To be organised by the Mayor's volunteers.

Information officer to sell tickets

4. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	One hour caretakers fee (please advise me of the sum)
5.4 Time scales	7.30pm – 10.00pm volunteers will help to clear up
5.5 Stakeholders & Social Value	Promoting volunteer sector and local business
5.6 Contracts	Free of charge
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Same as barn dance
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

5. Appendices

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	CCE	Agenda Item:	CCE465
Meeting date:	10 th September 2024	Authors:	ClIr Donovan
Subject:	A pre-loved bag, purse & scarf sale		
Purpose:	Additional Fundraiser for Mayor's Charity		

Recommendation(s):

TO AGREE to this additional fundraiser which will take place on Friday 22nd November 2024. In aid of the Peacehaven Community Supermarket.

1. Background

To organise a pre-loved sale of bags, handbags, purses and scarfs. To receive donated new or nearly new items from the public. To then sell in the foyer, especially, for those who are unable to afford new items to give as Christmas presents.

A pre-events checklist has not been submitted with this report.

2. Options for Council

Advertising the event

Collecting donations

Supporting pre-loved items for possible Christmas gifts

To coincide with a Friday market and coffee morning. The Horticultural Society have been contacted and are happy for the event to work along side their coffee morning. This event would attract more visitors to the centre, and potentially create more sales for market stall holders too.

3. Reason for recommendation

To agree to organising and to start advertising for donations ready for the event. Helping and caring for the community through recycling unwanted items.

4. Expected benefits

a. The community

A fantastic way to support our community, in bringing affordable gifts for Christmas

b. The environment

Recycling items

c. Other

Raising fund for the Mayor's charity through sales

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

Appendix A – Donations Request Poster

Appendix B – Bag Sale Poster



Donations of bags, purses & scarves needed

Do you have any bags, purses or scarves
laying around gathering dust?

We are collecting good quality items for our
charity sale.



Please drop off any donations at the
Information Desk at
Community House, Peacehaven
By the 15th November





Secondhand Bags, Purses & Scarves Sale

in aid of Peacehaven Community Supermarket

22nd November

9am - 12pm

**The Foyer
Community House**



George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	CCE	Agenda Item:	CCE466
Meeting date:	10 th September 2024	Authors:	Cllr Donovan
Subject:	The Mayor's Fundraising Events		
Purpose:	TO AGREE to a change of event		

Recommendation(s):

The original event was already agreed for a Beetle Drive at the last meeting; this report is to advise that the event will now be a Christmas Afternoon of Jazz, on Wednesday 18th December.

1. Background

Various ideas for fundraisers were suggested.

2. Options for Council

To agree to the change of event. The Mayor has held a meeting with the Information & Events Officer and with The Saltdean Jazz Band. This was to see if the booking fee would work with the cost of a ticket. The Jazz Band will charge £120 for two sets over 2.5 hours. The price per ticket will be only £5 to include tea/coffee & cakes, with a giant raffle at £1 per strip.

3. Reason for recommendation

This event would fit better with a Christmas theme. The beetle drive can be organised at some stage during 2025.

4. Expected benefits

a. The community

An inexpensive social Christmas get together for the community to enjoy over three hours

b. The environment

To help stop loneliness and to spread the Christmas cheer!

c. Other

To raise fund for the Mayors Charity. Easy to organise!

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Cost of booking the Jazz Band £120, Cost of extra raffle prizes, cost of refreshments. PTC to charge £5 per ticket for three hours of entertainment
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

Appendix A - Poster



**CHRISTMAS
JAZZ
DELIGHT**

**WITH THE
MAYOR OF
PEACEHAVEN**

**Wednesday 18th December
2pm - 4pm**

Tickets £5pp

Tea & Cake included

**Tickets available from the
Information Desk at
Community House**

**Main Hall
Community
House
Peacehaven
BN10 8BB**

In aid of Peacehaven Community Supermarket

George Dyson
Town Clerk

☎ (01273) 585493
✉ TownClerk@peacehaventowncouncil.gov.uk



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

Committee:	CCE	Agenda Item:	CCE467
Meeting date:	10 th September 2024	Authors:	Information and Events Officer
Subject:	Summer Fair 2025		
Purpose:	To update the committee		

Recommendation(s):

To **note** the Summer Fair report, and make a call for volunteers

1. Background

Every other year we hold a summer fair at centenary park for residents and nearby towns. This is a great event for all.

The summer fair this year will be held at centenary park on Saturday 12th July 2025 11-4pm.

It will be a no car event apart from blue badge holders, which will increase staff capacity for other jobs, and help mitigate the risk of verbal abuse towards staff and volunteers, as this worked well in 2023.

I will be getting quotes from reliable coach companies for traveling around Peacehaven picking residents up

The summer fair is well on its way with the tens licences applied for

Bins and toilets have been ordered

I have applied for a £2000 grant from the house project

Save the dates are going out to all our stall holders from last year and other potential sellers.

Pizza van and ice cream van, fire engine have agreed to attend already and I am waiting on two bars to agree to attend

The fun fair has agreed to attend.

I have contacted 3 other companies for small grants and awaiting to see if we have been successful.

I would like to make a call for help on the day with setting up and help during the event, thank you

Income and expenditure

Income

Stall income

Grants

Expenditure

Staff cost for setting up and clear up

Bins

Toilets

Food for dignitaries

2. Options for Council

3. Reason for recommendation

4. Expected benefits

a. The community

This will benefit children and families of all ages

b. The environment

To enjoy a small walk around the park looking for objects **which** will teach children to explore with nature.

c. Other

5. Implications

5.1 Legal	All provisions in place
5.2 Risks	
5.3 Financial	
5.4 Time scales	7.30am-7pm event: 11am-4pm
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	Risk assessments in place
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

Appendix A - Poster

Save the Date



Summer Fair 12th July 2025

For more information email info@peacehaventowncouncil.gov.uk



Complaint No.	Date Received	Method of contact	Area	Category	Relevant Committee	Details of Complaint	Actions taken	Current Status	Days taken to close	CONFIDENTIAL - NOT INCLUDED IN ANY OUTPUT Complainant Name & Contact Information
213	06/06/2024	Email	Non PTC land	Misc/Other	Community & Civic Events	feedback from resident regarding the d day event morning service. grass too long and people having to walk through the long grass, which may have dog waste. Also residents couldnt hear the people speaking due to the microphone being too high and not loud enough.	will be on the civic agenda.	Closed	19	
221	06/06/2024	In Person	Non PTC land	Misc/Other	Community & Civic Events	loud noise level from the pa system at the evening DDay 80 event	Cllr Veck assessed levels with a decibel app and there was a reading of 85 db behind the seating area opposite, and deemed this acceptable. It was rechecked every hr there after, and the reading remained the same. The speakers were outward facing away from surrounding houses as per the risk assessment. No further action was needed or taken and there were no further complaints	Closed	0	Discussed at committee