

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 C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 10th September 2024 at 7.30pm

Present: Cllr Veck (Chair), Cllr Harman (Vice Chair), Cllr Griffiths, Cllr Studd, Cllr Gallagher, Cllr Sharkey, Cllr Evans, the Youth Mayor.

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

4 members of the public were in attendance.

1. CCE450 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:31 and ran through the fire procedure, asked for mobile phones to be switched off, explained that the meeting was being recorded, and for speakers to speak up. The Chair reminded Committee of the CCE Terms of Reference (which were placed on each Councillor's table), asked for definitions for Civic, PTC-Supported, and Community events to be emailed to herself and Cllr Harman as there was confusion with them, and reminded Committee that the new pre-events checklist be used for each event moving forward.

The following announcements were then made:-

- ArtWave at the Evangelical Church, 13th and 14th September 11am – 4pm
- Mayor of Peacehaven Quiz 20th September 6:30pm
- Bingo 25th September and 23rd October
- Cinema at 7:30pm on 18th September - Fly Me to The Moon, and 23rd October-The Critic
- The Children's Halloween Party 28th October
- Hats, scarves, scarves, handbags and toys wanted items for raising funds

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

There were 4 members of the public

There was 1 public question from a new local boxing gym. The speaker provided information about the boxing gym, and expressed their vision of a boxing event in Centenary Park (in relation to item 6. CCE455). It was explained that the match would raise money for local charities, would be held in the summer, that the electricity needed would mainly be for the sound system, and that it would be gated to keep it secure. The question was whether it could go ahead.

The Chair suggested that later in the meeting standing orders could be suspended for questions.

3. CCE452 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS

There were 2 apologies for absence from:-

- Cllr Donovan, Cllr Gallagher substituted.
- Cllr Ashby-Parkin, Cllr Griffiths substituted.

4. CCE453 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Harman and Cllr Sharkey both declared an interest with ArtWave, as they are both exhibiting.

5. CCE454 TO ADOPT THE MEETING MINUTES OF 16TH APRIL 2024 AND 25th JUNE 2024

It was proposed to adopt the minutes.

Proposed by: Cllr Sharkey Seconded by: Cllr Harman

All in favour.

6. CCE455 TO AGREE TO RECOMMEND THE BOXING EVENT AT CENTENARY PARK TO BE AN ITEM AT THE NEXT FULL COUNCIL ON 8TH OCTOBER

It was proposed to suspend standing orders.

Proposed by: Cllr Harman **Seconded** by: Cllr Studd

Questions were asked to the members of the public from the boxing club, where it was clarified that funding would be sought for the event, that they wanted to do something for the community, for promoting the club, fitness and a healthy lifestyle, and that the event would raise money for the local youth club.

Cllr Griffiths suggested they apply for funding through Peacehaven Town Council's Community Grant.

19:48 - Standing Orders were reinstated

Proposed by: Cllr Harman **Seconded** by: Cllr Sharkey

It was proposed to agree to the recommendation for the item to be on the Full Council agenda on 8th October.

Proposed by: Cllr Evans **Seconded** by: Cllr Sharkey.

All in favour

The Chair suggested the boxing club liaise with the Information and Events Officer to move the event forward.

19:49 - 3 members of the public left the meeting.

7. CCE456 TO NOTE THE BUDGETARY UPDATE AND NOTE THAT DISCUSSION IS BEGINNING FOR THE DRAFT 2025/26 BUDGET

The budgetary update was **noted**.

It was **noted** 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

The Chair briefly summarised the background of the winning and last-place shields and last-place wooden spoons, which are all displayed in the foyer, and outlined the cost for engraving.

Cllr Gallagher expressed that at present it was not necessary to have winning or last-place engravings.

Cllr Studd suggested a certificate instead; Cllr Sharkey agreed. Cllr Harman suggested a photo of the winners in a frame, and a caption underneath 'Winners of the quiz, are you coming to the next one?' with the date of the next quiz.

It was proposed to have a framed A4 photocopy of a photo of the winners.

Proposed by: Cllr Harman **Seconded** by: Cllr Evans.

All in favour.

It was proposed to stop using the shields

Proposed by: Cllr Sharkey. **Seconded** by: Cllr Gallagher.

All in favour.

9. CCE458 TO NOTE THE TOWARDS ZERO CARBON (CLIMATE FAIR) EVENT REVIEW

It was proposed to suspend standing orders

Proposed by: Harman **Seconded** by: Cllr Sharkey

All in favour.

Cllr Seabrook as a member of the public summarised the review, and commented positively on the new event form. He explained there was £922 left over from the event.

It was proposed to ask OVCA to place it into a reserved fund for next time.

Proposed by: Cllr Griffith **Seconded** by: Cllr Sharkey

Cllr Seabrook explained that the bus at the event had only been used by 8 people, and questioned its inclusion in future events. He suggested using the Dell as a park and ride for the summer fair.

Standing orders were reinstated

Proposed by: Cllr Griffiths **Seconded** by: Cllr Harman

All in favour.

The event review was **noted**.

10. CCE459 TO AGREE TO THE ANTI FAST-FASHION SHOW EVENT BECOMING A NON-PTC EVENT

Cllr Sharkey explained one of the reasons why the TFG suggest the event should become a non-PTC one was OVCA were not happy that the grant to PTC would pay for room hire, and explained that the event is likely now to be in April.

It was proposed to agree that the anti-fast fashion show become a non-PTC event.

Proposed by: Cllr Sharkey **Seconded** by: Harman

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

11. CCE460 TO AGREE TO THE DETAILS OF CHILDREN'S CHRISTMAS PARTY, AND MAKE A CALL FOR VOLUNTEERS

The Information and Events Officer introduced the report, and a call for volunteers was made, along with a request for a Father Christmas.

Cllr Griffiths queried whether there were alternative food options, whereby the Information & Events Officer explained that on ticket purchase any dietary requirements were asked.

The Chair expressed that it was a PTC event.

Members discussed how the Mayor could be involved.

It was proposed to agree to the proposal.

Proposed by: Cllr Evans **Seconded** by: Cllr Griffiths

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

12. CCE461 TO NOTE THE REPORT AND AGREE THE NEW TIME FOR THE CAROL CONCERT

Cllr Griffiths queried why the time had changed to start at 4 and finish at 5pm. The Information & Events Officer explained it was the same as last year; that a 4pm start helped ensure schools could attend; that the ticketed cost of £1 per person would go to Mayor's charity; that tickets were now on sale; that there wouldn't be an interval, and refreshments would be served at the end of the event by volunteers.

It was proposed to agree the new time.

Proposed by: Cllr Sharkey **Seconded** by: Cllr Evans

The Committee resolved to **agree** to the new time.

The report was **noted**.

13. CCE462 TO AGREE TO THE DETAILS IN THE HALLOWEEN EVENT REPORT

The Information & Events Officer explained the details of the event, including the park orienteering. Cllr Griffiths suggested an alternative to those who could not have sweets. It was explained that the café would still be used by public.

It was proposed to agree to the details in the event report.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Studd

The Committee resolved to **agree**.

14. CCE463 TO DECIDE AND AGREE THE ISOLATION PROJECT (PART OF THE BUSINESS PLAN)

The Chair explained the item was to do with the Community Hub, and that she was happy to run the event as last year.

Cllr Gallagher complimented the project and that Monday 10 – 1pm would be a good day and time.

There was general positive discussion around the need for the project, but the name ‘isolation’ as the title for the project was unpopular.

It was proposed to start the project at the beginning of October on Mondays as ‘The Welcome Café’.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Harman

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

The Information & Events Officer made a call for Coats, Hats, Scarves.

It was agreed to set up a Working Party to look at the strands of the Isolation Project.

Working Party members were agreed as: Cllr Evans, Cllr Seabrook, Cllr Griffiths.

15. CCE464 TO AGREE TO THE LINE AND BARNDANCE EVENT DETAILS

The Information & Events Officer explained it would be a Civic Event.

The Chair reemphasised the general confusion over event definitions, and the importance for this to be resolved.

It was proposed to agree to the event in principle along with the date, and for a detailed report to be taken to Full Council.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Sharkey

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

16. CCE465 TO AGREE TO THE PRE-LOVED BAG, PURSE AND SCARF SALE

Cllr Studd expressed he would let the Chamber of Commerce know items were wanted.

The Information and Events Officer summarised the event.

It was proposed to agree to the event.

Proposed by: Cllr Evans **Seconded** by: Cllr Harman

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

17. CCE466 TO AGREE A CHANGE OF EVENT FROM A BEETLE DRIVE TO A CHRISTMAS AFTERNOON OF JAZZ, AND NOTE THE DATE

The Information & Events Officer explained the event and confirmed a full report and pre-event checklist would be brought to the next Committee meeting.

It was proposed to agree to the change of event.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Evans

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

18. CCE467 TO NOTE THE SUMMER FAIR REPORT, AND MAKE A CALL FOR VOLUNTEERS

The Chair thanked the Information and Events Officer for all her work with the many events that are taking place, and Cllr Gallagher complimented the posters.

The Information and Events Officer summarised the event to-date; confirmed it will be car-less, apart from blue-badge holders; explained Cllr Seabrook's bus at the Dell idea may not work as extra staff would be needed; and confirmed there would not be a car boot sale at the event, nor one on The Dell.

The report was **noted**.

19. CCE468 TO RECEIVE UPDATES FROM TASK & FINISH GROUPS (TFGs):

a. Council Communications Support TFG

The Meetings & Projects Officer explained the PR Officer would bring a report to Full Council, under the Communications, Advertising and Promotions TFG.

It was proposed to close the Council Communications Support TFG.

Proposed by: Cllr Gallagher **Seconded** by: Cllr Evans

All in favour

b. ArtWave TFG

A verbal update was made by Cllr Sharkey. It was explained that the event was going well, that there were various teething issues, including the card reader, and signage.

Members discussed that at least 2 of the noticeboards would need to be returned to Peacehaven Town Council by the 21st September.

20. CCE469 TO NOTE THE COMPLAINTS LOG

The complaints log was **noted**.

21. CCE470 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 12th NOVEMBER 2024

It was proposed to agree to the new date of 12th November 2024, with the time to be agreed at a later date.

Proposed by: Cllr Sharkey **Seconded** by: Cllr Harman.

All in favour.

There being no further business the meeting ended at 20.56