



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON MONDAY 28TH JUNE 2010

PRESENT: Cllrs: Mrs. J. Warr (Chairman), A. Cunard, Mrs. S. Daniells, P. Dillon, D. Eldridge and K. Scutt.

IN ATTENDANCE: One member and one press representative in the gallery (during presentation only)
S. Holmes

The evening started at 7.12 pm with a presentation from Ms Roz Anderson, representing The End of the Pier Film Festival.

The meeting began at 7.25 pm.

12. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE

The Chairman welcomed those present. Apologies of absence were received from Cllr. E. Anderson.

The Chairman commented on the Presentation from the End of the Pier Film Festival. All Members present **AGREED** that they would welcome the Festival's return to the Town and requested that a letter be sent to the Festival organisers, from the Mayor, expressing the Town Council's support for the event to take place in Bognor Regis. During the discussion Members made reference to certain comments that had previously been made by the Festival organisers.

13. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. These forms to be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes.

There were no declarations of interest made at this point in the meeting.

14. TO APPROVE MINUTES OF THE MEETING HELD ON 20TH MAY 2010, PREVIOUSLY CIRCULATED

The Minutes of the Meeting held on 20th May 2010 were agreed as an accurate record and were signed by the presiding Chairman.

15. ADJOURNMENT FOR PUBLIC QUESTION TIME

No public were present.

16. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

None

17. TO APPROVE EVENTS OFFICER'S REPORT

The Events Officer handed out her report (Appendix 1) and updated the Committee on the current progress.

17.1 Carnival

It was noted that the crowds watching the Carnival were considerably less than last year. Without floats the entries lacked a certain amount of 'wow' factor. However, this is not likely to change, given the problems that groups have obtaining suitable vehicles to use. A lot of effort had gone into some of the costumes.

The route of the Carnival was discussed and the suggestion was made that perhaps the Parade could start in West Park and finish in the Regis Centre Car Park. This would allow for some pre-parade activities to take place in the town centre.

The Events Officer reported that the Lions President, who had been one of the judges, had suggested that perhaps a meeting could take place between the Town Council, the Lions and Rotary Clubs and perhaps Aldwick Parish Council to discuss how the Carnival could be developed in the future. This suggestion was viewed favourably by Members. It was suggested that perhaps other local Parish Councils could also be invited to attend.

It was **RESOLVED** that the Events Officer should organize a meeting sometime in September, inviting the Lions and Rotary Clubs and local Parish Councils, to consider the future development of the Town Carnival.

A member reported that there is a National Carnival Queen competition and this should be investigated further, as it might encourage more entrants for the local competition. The Events Officer to pursue this.

17.2 Sands of Time

Planning of this will continue.

17.3 Armed forces Day

The Events Officer reported that ITV Meridian had been filming during the morning and the Chairman confirmed that the event had been shown on the Sunday evening news. The local Film and Video Club were also in attendance and they will be producing a DVD of the event and also the history of the Pier.

A de-brief meeting is to be held shortly.

17.4 Hell and High Water

The Events Officer reported on the issues relating to the management of the event that she felt needed to be resolved. A Member commented on some confusion with the rules relating to the jigsaw puzzle competition. The Events Officer agreed that she would review this before the 2011 event.

17.5 French Market

It was noted that the dates set for the Continental Market are the same as the new dates for Rox – 18th & 19th September.

17.6 New Assistant

Kirsten Fitzpatrick has been appointed as the new Events Department Assistant, doing 15 hours a week, and she started work in the week leading up to the Town Carnival.

The Events Officer's report was **APPROVED**.

18. **UPDATE ON ARUN COMMUNITY ARTS NETWORK**
The launch event had taken place and about 50 people attended. The Arts database is being developed and the part-time co-ordinator is being appointed. The next meeting of the Committee takes place on 29th June.
19. **CONSIDERATION OF PROPOSAL TO HOLD A LARGE-SCALE CLOWN EVENT IN 2012, INCLUDING BUDGET IMPLICATIONS**
It had been suggested that a larger-scale Clown event could be held in 2012, with more activities taking place in the Town Centre. This would obviously need a larger budget and it was felt that a large sponsor should be sought. As Butlins are currently the main sponsors for the clowns, it was felt that they should be contacted first of all. It was **AGREED** that the Events Officer should pursue this.
20. **CONSIDERATION OF ISSUES RELATING TO THE LOANING OF THE TOWN COUNCIL'S PA SYSTEM TO ORGANISATIONS FOR EVENTS**
The Events Officer sought clarification on this issue, as it related to the Council's PA system being used and the outside organisation being offered the services of a sound engineer (not one used by the Town Council) free of charge. Under these circumstances, it was **AGREED** that a letter of indemnity must be signed by the person taking responsibility for the Town Council's PA. It was further **AGREED** that a refundable deposit of £500 be requested.
21. **CONSIDERATION OF ROLE OF THE CARNIVAL QUEEN AT NON TOWN COUNCIL EVENTS**
Two requests have been received for the Carnival Queen to attend local events and the Events Officer sought clarification as to how these requests should be dealt with. It was **AGREED** in principle that the Carnival Queen could attend outside events. However, all applications must come through the Events Office for consideration.
22. **TO NOTE CORRESPONDENCE**
None to report.
23. **DATE OF NEXT MEETING**
The next meeting is due to be held on Wednesday 4th August 2010.

The meeting ended at 8.38pm.

Events Officer Report to Events Committee 28th June 2010

Proposed events for 2010 - from 2010/2011 Budget

Carnival

Previously agreed:

- A. Budget £6,500
- B. Date: Saturday 19 June
- C. Start Point – Regis Centre Car Park plus additional road closure area
- D. Finish Point – West Park
- E. Benson Funfair to be booked for weekend – fireworks on the Saturday night, to be paid for by Bensons, also a donation to Carnival funds
- F. Other stalls at West Park – food stalls, some craft stalls perhaps
- G. Entertainment at West Park from approximately 5 pm (after presentations) until 9 pm. (Final times to be agreed with Bensons – firework display)
- H. Carnival workshops to be offered to groups wishing to / considering participating
- I. Continuing emphasis on colour / costumer / design
- J. Theme – agreed at previous meeting – Cinema
- K. The categories will remain as 2009
- L. Carnival Queen Competition to be launched in February

Update:

Entries were slightly down this year with 25 entries (24 actually attended) as opposed to 30 (29) last year. Half of the total entries were organisations that had not entered last year. The costumes were very good and a lot of work had obviously gone into some of them

The Rotary Club again provided both marshals for the event and collectors. The spectator numbers were down and so was the collection on last year. I do not yet have a final figure.

This year Bensons Funfair was in attendance. I understand from Arun that there had been a few complaints from the residents around West Park in the week leading up to the Carnival, as the funfair trailers had turned up a day or so early (before they had booked to go on site) and had parked in the roads around the site.

As agreed at previous meetings we arranged some stalls and entertainment. The Hog Roast, unfortunately let us down, but we had an ice cream seller from a local farm, a coffee vendor and the Thai Kitchen. However, I did not realise until too late that the ice cream van from the funfair had moved onto the Carnival area and so took the custom from the seller that we had arranged (she subsequently left earlier than we had intended).

I do not think that the stalls and entertainment really worked very well. The Brazilian band who had led the parade performed at 5 pm and then they were followed at 6 pm by the Steel Band from Littlehampton. However, there were hardly any people about at all and they were mainly on their way from or to the Funfair.

Those who had taken part in the Carnival wanted to get away, some didn't even stay for the awards ceremony. I think that trying to keep people in the Park between 5 and 8 pm is going to be very difficult. We would have to bring in lots of stalls to make it worthwhile and, with the Funfair in place, there is not room for the Carnival entries and lots of stalls and displays – the Park is too small. One of the judges was the President of the Lions Club and he has suggested that perhaps we could meet with them, the Rotary Club and Aldwick Parish Council to discuss how we develop the Carnival further.

We have again received comments from one of the local Police inspectors, as our Carnival was on the same date at that of Rustington and East Preston. I understand that this does put some extra pressure on police resources but we do not ask the police to assist with the event, as we have a security firm to cover our Road Closures. Depending on the date we choose for 2010, and possibly the outcome of discussion with other groups, we may need to take this issue up with the relevant authorities.

Sands of Time 2010

Previously agreed:

- A. Dates – 5th September
- B. Budget £6,500
- C. One day event only – Sunday
- D. Activities in three areas – Waterloo Square gardens, Bandstand and road closure area
- E. Restrict numbers for classic cars
- F. Reduce print costs for event programme
- G. We will seek to have donkeys for the one day and the maximum budget for this to be £475
- H. Event Officer to draw up programme of activities for the day
- I. Theme: The Seashore

Update:

I will continue with planning for this event now that we have got the June events out of the way.

Armed Forces Day (formerly Veterans Day)

Previously agreed:

- A. Event to be run jointly with Ex-Service associations and cadet groups, forming local AFD Committee. This will allow a much larger and higher profile event to be run than would be possible using Town Council resources alone
- B. Budget allocation of £300 plus £200 underspend from 2009 event
- C. Application for MOD funding to be made by AFD Committee, which includes BRTC. MOD funding can cover up to 40% of the total costs. Additional sponsorship will also be sought
- D. Event to take place on Sunday 27th June 2010
- E. Event venue: Waterloo Square gardens (marquee) and road closure between West Street and Waterloo Square East (area in front of Pier)

Update:

This was a very successful event, bearing in mind that it was a collaborative exercise between the Town Council, RAFA, The Royal British Legion and various cadet groups.

It worked well having the displays and exhibitions in the marquee and the footfall seemed to be high. The drumhead service went well. The actual organising of the VIP's and the service was done by RAFA and RBL. The decision was made to wind down slightly earlier than planned, due to the football match. This was partly due to the fact that people had started to leave the event anyway and also to avoid any potential trouble later on.

The event was supported by sponsorship from a number of local businesses, as well as the MoD and WSCC. A final budget will be produced when all of the invoices have been received.

A de-brief meeting will be held shortly and all of the organisations who assisted in arranging the event will be invited to attend. I will report back with more details once this meeting has been held.

Sunday Afternoon Concert Programme

Previously agreed:

- A. Concerts to be in Hotham Park
- B. Proposed budget £1,400 plus £20 to be vired from within the Events Budget
- C. Propose 6 concerts in all (average of £233 per concert)
- D. Amend contract to remove offer of Town Council PA system but offer free parking instead
- E. Dates: 30th May, 4th, 11th, 18th, 25th July and 1st August

Update:

The first event on 30th May was not very well attended. This was partly due to the fact that I hadn't done quite as much publicity as I would have liked.

The event on the coming Sunday, after the Proms event, will be the first in the run of 5 weeks.

Proms in the Park

Previously agreed:

- A. Date – 3rd July
- B. Budget £500 plus Events Officer to pursue sponsorship
- C. Venue – Hotham Park Bandstand
- D. Bognor Regis Concert Band to perform

Update:

The programmes have been printed and we have the flags ready to sell on the night. Each of the programmes will include a list of the Sunday afternoon concerts.

Hell & High Water

Previously agreed:

- A. Dates – 6th June
- B. Budget:£3,000
- C. Area of beach: between Beacon and Bandstand
- D. To develop greater links with local organisations such as the sailing clubs and cadet groups to assist with the development of the boat race element of the event
- E. Reduce level of prize money, unless sponsorship can be achieved to cover cost
- F. Boat race to be developed, working with local sailing organisations
- G. Steeplechase to be expanded – seek sponsorship from Fontwell
- H. Children's activities to be running continuously, slightly apart from adult activities
- I. Jigsaw puzzle competition judging to be tightened up
- J. Each element to have an awards ceremony

Update:

This was better attended than last year. We had to move the boats from where we had originally intended to start the races, as the sand on the beach had scoured away quite badly and exposed stones and rocks. We moved the boats along the beach a bit, where the stones didn't seem to be quite so bad.

We had fewer entries for the jigsaw puzzle competition but it seemed to finish earlier, which worked better.

The children's activities worked very well and were very popular.

We bought the paddles and some of the lifejackets this year, which made it much easier not having to try and borrow them from various organisations. We are going to try and see if we can acquire some boats, either donated or at a cheap price, if we are to continue with the event. This again will make things easier in the run up to the event, as a lot of time is spent trying to find, and collect, suitable craft.

There were some issues around the judging and managing of the events, especially the boats, and I will be addressing this before the next event.

I will present a final budget once all of the invoices have been received.

French Market

Previously agreed:

- A. Date – 18th 19th September
- B. Budget: £500 + fee from Market
- C. We will be using the Continental Market that we had for the May bank holiday

Clowns Parade 2011

Previously agreed:

- A. Budget £4,800
- B. Dates – to be agreed with Butlins & Clowns International
- C. Reception – light finger buffet
- D. Route as before
- E. Jazz Band or similar for Parade –
- F. Visits to schools in week prior to the weekend
- G. Investigate possibility of children's activities/competitions, possibly with library / schools

Other Events

Town Show

Date has been set as 21st August

Heritage Open Days

It was agreed that we could not organise a specific event for Heritage Weekend, as it coincides with the date earmarked for Birdman. However, the Town Council will work with other local groups to produce a programme for Heritage Weekend, which we can then promote by producing a leaflet including all the activities and groups involved.

Budget of £200 AGREED.

Update:

We are now getting the official booking forms completed by the venues taking part and as I receive these I am registering them on the Heritage Open Days website.