



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON WEDNESDAY 4TH AUGUST 2010

PRESENT: Cllrs: A. Cunard, Mrs. S. Daniells, P. Dillon, D. Eldridge and K. Scutt.

IN ATTENDANCE: S. Holmes, E. Adams.

The meeting started at 6.33 pm.

24. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE

In the absence of the Committee chairman, Cllr. A. Cunard, the vice-chairman, took the chair for the meeting.

The Chairman welcomed those present. Apologies of absence were received from Cllrs.: E. Anderson, J. Brooks and Mrs. J. Warr.

25. 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.

26. TO APPROVE MINUTES OF THE MEETING HELD ON 28TH JUNE 2010, PREVIOUSLY CIRCULATED

The Minutes of the Meeting held on 28th June 2010 were agreed as an accurate record and were signed by the presiding Chairman.

27. ADJOURNMENT FOR PUBLIC QUESTION TIME

No public were present.

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

28.1 Min. 21 - The Events Officer informed the Members of the application form organisations have to complete if they wish to request the presence of the Carnival Queen at their event. It was noted that the system has been working quite well.

29. TO APPROVE EVENTS OFFICER'S REPORT

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

29.1 Carnival

Concerns regarding the closure of the Regis Centre car park were raised on behalf of a Councillor who was also a Member of this Committee but was not in attendance. It was noted that this matter had already been investigated last year but no other suitable place in the town centre was found. It was highlighted that leaving from and returning to West Park would not work as entries would be lost due to the increased distance. Furthermore, the London Road car park was not found to be suitable either due to the extensive road closure which would also have an impact on the security costs. A Member suggested putting the subject onto the next agenda for consideration. However concerns were expressed about losing the carnival altogether. A Member suggested moving the carnival to a Sunday to lessen the impact onto the town centre. The Events Officer reported on the results of the poll she had done last year which showed the majority of the carnival participants opting for a Saturday. A Councillor pointed out that all events have an impact on the local businesses, in some cases it is negative, in others positive. Following a lengthy discussion on the matter, the Committee was reminded of the meeting between the Town Council, the Rotary Club, the Lions Club and local parish councils to discuss the future of the Carnival. It was also pointed out that the carnival was brought back as a 'green carnival' which was not about floats but costumes, colour, bands and workshops since this is the trend around the country. The Committee **AGREED** that the Events officer would speak to the Councillor concerned about the closure of the Regis Centre car park. She would also approach the organizers of the Littlehampton Carnival.

29.2 Armed Forces Day

The Committee noted the Mayor's apology letter she had written to the AFD Committee for being late on the day.

29.3 Sunday Afternoon Concert Programme

The provision of chairs at the concerts was discussed. It was noted that currently the only chairs made available by ADC were for the band not for the audience. A Member suggested using the closed toilets on seafront as a store next year but it was pointed out that Town Force do not attend the concerts due to the overtime implications. In answer to a query, it was noted that there was no storage space under the bandstand.

29.4 Proms in the Park

The Events Officer reported on the feedback she had received about the first half of the programme and ensured the Committee that the band was already dealing with this. It was also noted that consideration will have to be given to the PA coverage for next year.

29.5 Heritage Open Days

Following the Events Officer's report on the sponsorship opportunity, it was noted that the Picturedrome Cinema would sponsor the leaflet.

29.6 General update

The Committee debated the issue of contracting a sound engineer to run the PA system at BRTC events. In answer to a question about getting a volunteer, the Events Officer advised that there would be training and insurance implications.

29.7 A question was raised about bringing farmers markets back to the town and the Events Officer informed the Committee of the reasons behind its departure. Some discussion about the Chichester Farmers market followed.

29.8 The matter of event promotion and flyposting was discussed. It was felt that in view of other events organizers behavior, the same approach should be made. Additionally, it was reported that WSCC guidelines, enforced by Town Force, state that event adverts would be a low priority for removal as long as they are not put up more than 14 days before the event and are removed immediately afterwards. It was reported that the Regis Centre would send out any event publicity with their quarterly mailings and it was **AGREED** that the Events Officer would liaise with Cllr. Dillon on this.

- 29.9** A question was raised about the International Bognor Birdman event and the Events Officer reported that she believed it was going ahead.

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

30. UPDATE ON ARUN COMMUNITY ARTS NETWORK

There was no update.

31. CONSIDERATION OF PROPOSAL TO HOLD A LARGE-SCALE CLOWN EVENT IN 2012, INCLUDING BUDGET IMPLICATIONS

The Events Officer apologized for not speaking to Butlins on this matter yet.

32. TO NOTE CORRESPONDENCE

- 32.1** Illuminations Gala entry form – It was noted that 20 hours of Town Force time had been allocated and enquiries will be made whether any staff was available.

- 32.2** Notification of the date of the Rustington Carnival (18th June 2011) and the Bersted Brooks day (11th June 2011).

- 32.3** WSCC – Notification of the two year countdown start – 2012.

- 32.4** The Committee noted the Events Officer's request for a small general event budget of for example £1,000 to provide some flexibility when an event comes up during the year.

33. DATE OF NEXT MEETING

The next meeting is due to be held on Wednesday 15th September 2010.

The meeting ended at 7.15 pm.

Events Officer Report to Events Committee 4th August 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:

As agreed by the Committee last time, I have arranged a meeting between the Town Council, the Rotary Club, the Lions Club and local parish councils to discuss the future of the Carnival This is due to be held on Tuesday 28th September at 2.30 pm in the Council Chamber. I am also hoping to meet with Mr Benson, from Bensons Funfair.

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 have spoken to the Royal Norfolk Hotel and they have a function taking place on the Sunday morning, so we are unable to use the venue for our Craft Fair. I have therefore decided that the event will take place within the road closure area, and the cars will form up along the Esplanade. The Craft Fair will be in the marquee. The area in front of the Pier will be a performance area, as will the bandstand and our decking.

I am currently finalising the details for the entertainment and confirming arrangements with the donkey provider, open-top bus driver etc. Letters are going out this week to the participants of the car cavalcade, giving them final instructions.

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:

The de-brief meeting was held and it was felt that the day was very successful. It was recognised that some things could have been better dealt with – for example, the VIP's should have had a dedicated 'host' to show them where they had to go and when.

We have received a suggestion from a member of the Military Vehicles Trust that we could incorporate a MV Show as part of the Armed Forces Day event. I put this suggestion to the AFD Committee for their comments and they have asked me to find out the likely costs. It was felt that perhaps we could have this down in West Park on the Saturday and then have the AFD in Waterloo Square on the Sunday, as this year, with the military vehicles within the road closure. I am currently going through Tim Bell's old files to establish the likely costs of a Military Vehicle Show.

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 last concert took place on Sunday and was quite well supported. There were a lot of people arriving with chairs or blankets, who were obviously aware that the event was happening and were coming to the park specifically for the concert. I do feel that we would get more casual (passers-by) attendees if there was more seating available around the bandstand area.

The Committee had previously agreed to an overspend of £20, which was the shortfall in the budget once all of the six bands had been booked. However, there is an additional overspend of £98 - £40 to make the date changes on the banner for London Road and £58 to have a new banner for the bandstand. The banner that we had last year had been destroyed by vandals.

The total overspend for the event is therefore £118. I would recommend that once all of the budgets for the 2010/2011 events have been finalised, this sum be vied from another event which has an underspend.

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:

This was extremely well attended, with many of the audience in place an hour or so before the concert began. I would estimate that the number attending was about 1400 people.

After the concert, I did receive some emails about the content of the programme and I have raised this issue with the concert band. There were also some comments about the PA coverage and we will need to look at this for next year.

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:

No update at present.

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 have now received forms from all of the venues taking part (with one exception). Most of the events have been registered on the Heritage Open Days website but one or two came in after the deadline.

We are currently looking to obtain sponsorship for the leaflet (£150) to add to my budget, which would allow for a professional design and 2,000+ leaflets. If we are unable to obtain the sponsorship, we will have the leaflet designed and then print them off here at the office.

General update

It should be noted that for any Town Council events that require the use of the PA system, I now have to pay for a sound engineer to run the equipment at the event. This would not have been included when I drew up my original budgets, as it was assumed that Paul would be fulfilling this role.

I hope to have updated budgets for all of the events held so far at the next meeting.

SJH 04 08 2010