



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON WEDNESDAY 18th NOVEMBER 2009

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

IN ATTENDANCE: E. Benackova and S. Holmes.

The meeting opened at 6.30 pm.

47. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE

The chair welcomed those present. There were no apologies of absence.

48. 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,

49. TO APPROVE MINUTES OF THE MEETING HELD ON 7TH OCTOBER 2009, PREVIOUSLY CIRCULATED

The Events Officer apologised for an error at the end of her report attached to the Minutes as Appendix 1 where the proposed Carnival budget should have been £6,500.

The Minutes of the Meeting held on 7th October 2009 were agreed as an accurate record and were signed by the presiding Chairman.

50. TO RATIFY MINUTES OF THE MEETING HELD ON 26TH AUGUST 2009, PREVIOUSLY CIRCULATED

The Minutes of the Meeting held on 26th August 2009 were agreed as an accurate record and were signed by the presiding Chairman.

51. ADJOURNMENT FOR PUBLIC QUESTION TIME

No public were present.

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

Min. 42 - Town Stewards: The Events Officer informed the Members of her attendance at the upcoming ADC Events Forum where she would approach other event organisers with the proposal of a joint action. A Member reported on his conversation with one of the volunteers at the HP Country Fair and some discussion followed. Starting up a Facebook group was suggested.

Min. 45.13 – Italian Market: The Events Officer reported that the 2009 dates had all been booked up and asked the Committee if they wished to organise an Italian Market in 2010. It was also reported that no dates for the 2010 French Market were available yet but it was anticipated that it would be around the end of September. Following some discussion when the Members agreed that a market would improve the shopping opportunities in the town, it was **AGREED** to bring in an Italian Market in the run up to the Christmas Lights Switch on. With regard to its location, London Road was **AGREED** although the railway station forecourt was also considered. The provision of stalls was also debated. A Member informed the Committee of an upcoming meeting regarding improvements to the current market on the Place.

53. TO APPROVE EVENTS OFFICER'S REPORT, PREVIOUSLY CIRCULATED

The Events Officer handed out planners for 2010 where events dates had been marked and updated the Committee on the current progress as per her report (Appendix 1).

53.1 Carnival

It was noted that the Events Officer was still waiting for Mr. Benson's decision as to his availability on 19th June 2010.

53.2 Sands of Time

It was **AGREED** to hold the event on 5th September 2010.

53.3 Armed Forces Day

It was noted that the funding bid would be finalized at the next meeting which had been scheduled for next week.

53.4 Sunday Afternoon Concert Programme

In answer to a query about concerts on the seafront bandstand, the Events Officer advised the Members of the difficulties experienced by the bands in poor weather conditions. The Committee was asked to set a date for the 6th concert and following some discussion, either 30th May or 15th August 2010 were **AGREED**, subject to the availability of a band.

53.5 Proms in the Park

It was **AGREED** to hold the event on 3rd July 2010 as the band was available.

53.6 Hell & High Water

The Events Officer reported that the only suitable date next year was 6th June. She expressed some concern about the title of the event in relation to the children activities and any publicity materials placed for example in the library. Taking this into consideration, the Committee asked the Events Officer to obtain feedback on the name of the event and report back at the next meeting. A Member asked if any elements of the event would take place west of the pier and the Events Officer advised that she would bear this in mind for the 2011 event.

53.7 French Market

The Events Officer read out the email in response to the Committee's concern about the lack of stalls. It was felt that the market was in need of refreshing and **AGREED** that the Events Officer would research the possibility of contracting a different market operator.

53.8 A Member praised the Events Officer for identifying savings in order to reduce the budgets and was of the opinion that the Town Council events presented very good value for money.

54. TO CONSIDER EVENTS BUDGET FOR 2010

It is the custom of this Council to decide individual Event Sponsorship Awards in January, after the budget has been approved by Full Council. This meeting will decide total amounts under following headings:

- a) Events Sponsorship Budget**
- b) Cultural Budget**

The Members were informed of a budget underspend of £3,604 and asked what budget they wished to allocate the money to. Following some debate, it was **RESOLVED** to return the underspend into the Events Earmark Reserve.

The Committee noted that the total of £7,400 had been requested from the Cultural Budget and the total of £31,000 from the Events Sponsorship Budget which considerably exceeded the budgets available.

A Member reported that a grant application had been put to JWAAC for the 2010 Birdman event and it was understood that JWAAC had agreed to support the event if the organiser proves that it is safe.

It was **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that £12,773 is allocated to the Events Sponsorship Budget and £5,830 to the Cultural Budget.

55. UPDATE ON PLANNING FOR THE CULTURAL OLYMPIAD, PREVIOUSLY CIRCULATED

The Events Officer gave an update on the matter as per her written report (Appendix 2) and some discussion followed. The Chairman informed the Members that she had raised the issue with the ADC Leader and received the same response as outlined in the Events Officer's report. It was reported that although the town was not included in one of the corridors, the University and Butlins intended to play a big part in the Olympics. A Member suggested a meeting with Littlehampton TC, Inspire Leisure, Butlins and the University and was of the opinion that the Events Earmark Reserve could be used for this purpose if it is not spent.

56. TO NOTE CORRESPONDENCE

The following correspondence was reported to the Meeting. All items were **NOTED** unless otherwise specified.

- 56.1 E-mail from Brunomart – French Market
- 56.2 E-mail from ADC – Notification of a meeting about the Bognor Regis market
- 56.3 Letter from ADC – Changes to the sales of advertising in ADC publications
- 56.4 Email update on developments within Carnival Network South East
- 56.5 E-mail from WSCC – Ahead of the Game
- 56.6 E-mail from Big Bear events – Open Air Cinema. The operators had looked at Hotham Park and West Park and regretted that neither of them were suitable.
- 56.7 Greenwich Council – Invitation to the Greenwich Council Beacon Open Day
- 56.8 E-mail from Aldingbourne Alive! organiser – P.A. system loan/rent request. The Events Officer reported that the PA system has so far been only provided as a part of the Town Force package and highlighted that policy guidance was needed. Following some debate, the Committee regretted that the Council was unable to offer the PA system for hire to outside organisations.
- 56.9 E-mail requesting brochures about the town events and Birdman
- 56.10 E-mail announcing the dates for the London 2012 Open Weekend: 23-25 July 2010
- 56.11 E-mail about the Big Care Debate coming to Bognor Regis: A Consultation on the Government's Green paper, Shaping the Future of Care Together (details sent to the Committee)
- 56.12 E-mail regarding official recognition of category of female urinal in the Purple Guide
- 56.13 E-mails regarding Italian Market (sent to the Committee)
- 56.14 E-mails from Access Point Ltd – Offer of advertising on Morrisons till receipts. Memo was sent to the Committee Members but the offer not taken up due to the lack of response.

57. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 6th January 2010 6.30pm.

The meeting ended at 7.40pm

Events Officer Report to Events Committee 18th November 2009

From 2009/2010 Budget – already agreed

Clowns Parade 2010

Previously agreed:

- A. Budget £4,800
- B. Dates – Parade 7th March
- C. Reception – will be a lighter, finger buffet
- D. Route as before
- E. Jazz Band or similar for Parade
- F. Visits to schools prior to the weekend

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.

Update:

I have spoken with Mr Benson and he will be able to give a decision by the end of the month as to whether he can supply a Funfair on 19th June.

Sands of Time 2010

Previously agreed:

- A. Dates – awaiting new tide time tables-
- B. Budget £6,500
- C. One day event only –Sunday
- D. Activities in three areas – Waterloo Square gardens, Bandstand and Royal Norfolk Hotel
- 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 £450
- H. Event Officer to draw up programme of activities for the day

Update:

After liaison with Darrel Hardy on appropriate tide times for the sandcastle competition we have identified three possible dates: 25th April, 9th May or 5th September. I would recommend that we go for the September date, as this would spread Town Council events more evenly throughout the year. Also, this would allow us to provide a lead-in to the Heritage Weekend activities the following weekend – also Birdman.

I have been in contact with the Royal Norfolk Hotel regarding dates and they could let us use their grounds as before, plus rooms for Craft Fair, on 9th May or 5th September – 25th April not available.

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 2009
- E. Event venue: Waterloo Square gardens (marquee) and road closure between Waterloo Square East and Waterloo Square West (area in front of Pier)

Update:

I am continuing to attend the planning meetings for this. The funding bid to the MoD will be completed shortly by the AFD committee.

Sunday Afternoon Concert Programme

Previously agreed:

- A. Concerts to be in Hotham Park
- B. Proposed budget £1,400
- 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

Proms in the Park

Previously agreed:

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

Hell & High Water

Previously agreed:

- A. Dates – under discussion with Darrel Hardy (re tide heights etc)
- 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:

Following liaison with Darrel Hardy on tide times, the only suitable date for Hell & High Water next year is 6th June.

French Market

Previously agreed:

- A. Date – waiting for proposals from Brunomart
- B. Budget: £500 + £350 from Market

Update:

I am still waiting to hear back from Brunomart on dates for 2010.

You will recall that we were approached last month by an Italian Market operator, asking if we would like an Italian Market in the lead up to Christmas. Although the Committee agreed that this would be a good idea, we were not actually able to arrange this as they had found other bookings. Does the Committee wish me to pursue the possibility of an Italian Market next year, perhaps nearer to Christmas?

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

It was AGREED that the Town Council would continue working with Bognor CAN and Bognor Regis Horticultural Society to deliver this event.

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.

Event Proposed Budget

Clowns £4,800

Event Officer Report to Events Committee 18th November 2009 – Appendix 1

Hell & High Water	£3,000
Sands of Time	£6,500
Proms in the Park	£500
Bandstand Prog	£1,400
French Market	£500
AFD	£300
Carnival	£6,500
TOTAL	£23,500
Heritage weekend	£200

Possible Town Council involvement in West Sussex County Council 'Ahead of the Game'

I previously prepared a report on the situation relating to the withdrawal of Arun DC funding from WSCC 'Ahead of the Game' programme. (Report copied below)

The issue of the Town Council's involvement with the WSCC Cultural Olympiad was raised at Council Meeting on 3rd August. Following this meeting, Carolyn Carr from WSCC was contacted and her response was as follows:

Currently, Arun DC has decided not to pay into the 'Ahead of the Game' pot and so do not take part in the County planning for 2012.

(There are different Legacy Themes for the Olympics and Paralympics – Sport, Culture, Business Development and Tourism)

The Cultural Legacy element of 'Ahead of the Game' is actually managed by West Sussex Arts Partnership and Arun is currently debating whether or not to continue to be part of this.

The position as far as the Town Council is concerned is that even if we were to pay into 'Ahead of the Game' in our own right, or in partnership with other town councils, if Arun decide not to be part of the West Sussex Arts Partnership the Town Council would be excluded from the Cultural element of 'Ahead of the Game' as we would no longer be part of the West Sussex Arts Partnership.

A countywide meeting of the West Sussex Arts Partnership is to be held at the end of September and Arun have been invited to attend. After this meeting, Arun will decide whether it will continue as a member of the Partnership.

Carolyn Carr has suggested that it would be best to put the Town Council enquiry on hold until October, when Arun's position with regard to 'Ahead of the Game' and the West Sussex Arts Partnership should be known and an informed judgement can be made.

I have now been informed that Arun DC have withdrawn from West Sussex Arts Partnership (I do not know whether this is permanent or temporary). This means that even if we, as a Town Council, were to pay into the Ahead of the Game pot, we would still not benefit as we would not be part of the Arts Partnership.

Carolyn Carr from WSCC has suggested that we have a meeting – Carolyn, Lorna Brown, and someone from Bognor Regis and Littlehampton Town Council – to discuss a possible way forward.

In order to obtain more information I contacted Rosie Parfitt at LTC to get her views on this matter and they have already decided that they do not feel they would get any benefit from being part of Ahead of the Game. They have sympathy with the decision by Arun to withdraw from 'Ahead of the Game' and the Arts Partnership, as they felt that the Arun district would probably not see a lot of benefit from paying into these programmes. It was felt that it would be the areas around the Gatwick corridor and also places like Brighton that most of the 2012 activity will be concentrated.

Instead, LTC are working with Inspire Leisure to deliver cultural/arts/sports related activities relating to 2012. (LTC do have a remit to promote arts and sport, I understand)

They feel that a better way to promote the town, in the lead up to 2012, is via sponsoring a London cab, which is something that they have undertaken and consider to be successful. The cost of this is £700, which covers from April to October. They are able to choose the route that the cab covers. In return for their sponsorship, the cab carries details of LTC emblazoned on the seats and the cabs also carry their promotional material. LTC feel this is a much better way of promoting the town and they control the money being spent.

I have advised County that I would consult with the Council and ask if they wanted to pursue this issue.

SJH 05 11 09

SJH 10 11 09