



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON TUESDAY 20th MAY 2008

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

IN ATTENDANCE: E. Benackova and S. Holmes.
Councillor in the Public Gallery (part of the meeting)

The meeting opened at 7.01pm.

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING**

The Committee noted that Cllr. D. Eldridge had been elected Chairman and Cllr. Mrs. J. Warr had been elected Vice-Chairman of this Committee at the Annual Council Meeting on 12th May 2008.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE**

The Chairman welcomed those present. Apologies of absence were noted as being received from Cllr. J. Passingham, Cllr. Mrs. J. Gillibrand, Cllr. A. Cunard and Cllr. Mrs. J. Walker.

3. **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.

The Committee noted that there were no Declarations of Interest made at this point in the Meeting.

4. **TO APPROVE MINUTES OF THE MEETING HELD ON 2ND APRIL 2008, PREVIOUSLY CIRCULATED**

The Minutes of the Meeting held on 2nd April 2008 were agreed as an accurate record and were signed by the presiding Chairman.

5. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

It was reported that S. Endacott had agreed to organise a walk through town centre's historical sites on 16th June. The Parish Walk has now also been registered with WSCC.

7. TO APPROVE EVENTS OFFICER'S REPORT AND PROPOSED BUDGETS FOR 2008 EVENTS

The Events Officer updated the Committee on the current progress as per her report (Appendix 1).

7.1 Sands of Time

The confidential budget papers were handed out to those present and figures commented on. The Events Officer answered questions from the Members regarding some elements of the entertainment. It was noted that there was a lack of volunteers despite of publishing an appeal in the paper and asking the University. Judges for the fancy dress competition and sandcastle competition were also required.

7.2 Proms in the Park

The Events Officer reported on the additional costs caused by the change of venue. However it was hoped to find a sponsor amongst local businesses.

7.3 Other Events

The Committee noted that BRTC had been invited be part of a new Steering Group which is being formed to organize Arun Peace Week. The Events Officer suggested that lantern making workshops, currently planned for the Xmas Illuminations switch on, could be moved to Saturday 22 November to tie in with the Peace Week. The 'Lantern procession' would then take place on the day of the switch on. This was **AGREED**.

7.4 Bognor CAN: Pevensey Festival and Town Show

It was regretted that the Town Show was unlikely to go ahead due to the lack of funding. Preference had to be given to the Pevensey Festival as it was an established event with a track record. It was noted that the Events Sponsorship funding will be released once the accounts are submitted.

The Events Officer's report including the budgets was **APPROVED**.

8. TO CONSIDER ISSUES RELATING TO CANCELLATIONS OF CLASSIC CAR CAVALCADE

The Members were advised that the cavalcade entries get split into two groups and parked in the grounds of the Royal Norfolk Hotel and along the Esplanade. Relocation from the Esplanade to the RNH and vice-versa was not possible as this would create difficulties for the judges. Further the Committee noted that on occasion when there was a genuine reason for non-attendance, the £5 entry fee would be refunded. It was therefore felt that if an entrant chooses to withdraw due to the parking location, the entry fee shall be retained. This was **RESOLVED**.

9. TO CONSIDER THE ISSUE OF GRANT AID ALLOCATED TO BIRDMAN EVENT FOLLOWING ITS CANCELLATION FOR 2008

Following the decision to relocate Birdman to Worthing, the Committee was asked to decide upon the funding originally allocated to the event. The Events Officer reminded the Members of the state of the BRTC finances and additional costs accrued in connection with the poll. Further she suggested transferring the money into general funds to partly cover the extra expenditure. Detailed discussion on the circumstances around sudden removal of the three bays of the pier which resulted in cancellation of the event followed. Several suggestions including setting up a repair fund for the pier or funding an event were put forward. Following further discussion on the matter, it was in view of the poor events calendar **UNANIMOUSLY RESOLVED** to earmark the money for events.

10. EVENT OFFICER'S REPORT ON AHEAD OF THE GAME: CREATING CELEBRATIONS ALONGSIDE THE CULTURAL OLYMPIAD 2008 – 2012

The Events Officer reported on the Cultural Olympiad which will run from autumn 2008, celebrating diversity across the UK and worldwide through a programme of events and activities. The Committee was informed of the range of projects planned for the lead up to and during the Games which included a Festival of Carnivals. Such a carnival would be supported by the Cultural Olympiad over the next four years, building up to a big carnival by 2012. BRTC could coordinate the event; the funding required would be the cost of a road closure, stewards, insurance and the publicity. Following some discussion, it was **UNANIMOUSLY AGREED** that the Town Council Events Committee supported the concept of

organizing a carnival as part of the Cultural Olympiad in 2009 and the Events Officer should investigate this further.

11. EVENT OFFICER'S REPORT ON THE NEW EVENT MANAGEMENT DEGREE COURSE AT UNIVERSITY OF CHICHESTER

The Events Officer reported on her cooperation with the University in setting up the event management degree course. The Members noted that a monitoring group consisting of a wide range of event organisers had been formed to oversee the development of the course.

12. TO ADOPT ENVIRONMENTAL POLICY FOR EVENTS

The Events Officer circulated the draft Policy, which the Committee **RESOLVED** to accept.

13. TO AGREE NEW FORM FOR BORROWING ELECTRICAL EQUIPMENT

The Events Officer reported that she had been concentrating on the Sands of Time event and asked for this item to be deferred until the next meeting. This was **AGREED**.

14. TO NOTE CORRESPONDENCE

14.1 Entry forms for the cavalcade, craft fair and charity fair

14.2 Notification from Awards for All

14.3 Littlehampton Bonfire Society – Invitation to Bonfire Night

14.4 West Sussex Guitar Club – Letter of thanks

14.5 Bognor Regis Seafront Lights – Letter of thanks

15. DATE OF NEXT MEETING

The next meeting will be held on 1st July 2008 at 7pm.

The meeting ended at 8.06pm.

Events Officer Report to Events Committee 20th May 2008

Clowns (March 2008)

Parade on 9th March at 2pm

Budget £6,000

Update:

A wash-up meeting has been arranged with Butlins and Clowns International for 6th June. I hope to have the final expenditure figure ready for the meeting.

Sands of Time

Agreed at previous meeting:

- A. Dates 31 May – 1 June
- B. Budget £12,500
- C. Theme - Pirates
- D. Marquee to be hired for activities
- E. Donkey rides – alternative prices to be sought
- F. Basic elements of event as previous years. Events Officer to book entertainment.

Update:

Programme for the weekend has now been printed and distributed to:

VIC, Town Hall, local hotels, taxi companies, local cafes (where possible), caravan parks in area.

They have also been sent to participants. We have received some requests from coach companies. We were offered the opportunity to place a small editorial in the TravelGBI magazine, a travel trade magazine. We have an advert in the Summer copy of Arun Diary of Events, Classic Motors magazine and Toddlers to Teens (a Friday Ad publication).

The leaflet for schools is being prepared and will be distributed to all local schools and nurseries in the area. It is hoped that this will increase the uptake for the sandcastle competition and also for the Fancy Dress competition.

I am currently appealing for volunteers to assist with the children's activities, Fancy Dress parade, sideshows etc.

We now have donkeys confirmed but there will only be 3, so I will be running the donkey rides from the bandstand, rather than by the Pier (this area tends to become congested during the day)

We have 17 bookings for the craft stall. The car entries total 75.

Veterans Day

Agreed at previous meeting:

- A. Date of Veterans Day Service – Sunday 29th June
- B. Budget allocation of £200
- C. Low key event
- D. Events Officer to pursue funding from MoD

Update:

Due to the low key nature of the event, I have not applied for MoD funding. Letters of invitation have been sent out.

I am also considering placing an article in the local paper, inviting ex-service personnel to attend. As Veterans Day has a different emphasis to Remembrance Day, I would like to attract younger ex-service people who are now working in the local community. It is difficult to identify this group so I would hope to do this via a newspaper article. I will be liaising with Lt Peter Clark from the Salvation Army on this, as he will be responsible for the service itself.

Sunday Afternoon Concert Programme

Agreed at previous meeting:

- A. Reduced Programme – 3 in August
- B. Proposed budget £1,400 - to be reviewed
- C. Venue – Seafront bandstand
- D. Content – Brass bands

Update:

Chichester City Band have been booked for 3rd August and Emsworth Concert Band for 10th. I am waiting to hear from Salvation Army as to whether they can do the third concert.

Costs to date for are £445 (for 2 bands).

If I am unsuccessful in obtaining sponsorship for Proms, I would like to Committee to consider moving some funds from this event to help cover the additional (one-off for this year only) costs of the Proms event.

Proms in the Park

Agreed at previous meeting:

- A. Date – Saturday 21st June
- B. Budget £500 plus Events Officer to pursue sponsorship
- C. Venue – Royal Norfolk Grounds

Update:

I have had a meeting with representatives from Bognor Regis Concert band regarding the Royal Norfolk site and lack of bandstand. The favoured option is to hire in the stage with inflatable cover from Littlehampton Town Council, at a cost of £400 for the hire, installation and removal by their Amenity Team.

The other alternative would be to hire a marquee and borrow or hire staging from elsewhere, so the stage is the easier option and less demanding of Town Force time.

As the stage will be left overnight on site, we will also need to pay for security cover - £104.50.

Costs to date:

| | |
|-------------------|------------------|
| Band | £300 |
| Stage | £400 |
| Security | £104.50 |
| Lamp post banners | £248 |
| First aid | £30 |
| Flags (to sell) | £80.79 |
| TOTAL | £1,163.29 |

Anticipated revenue is approximately £400 from collection and sale of flags but this is obviously dependent on attendance.

Letters have been sent out seeking sponsorship – I will give update at meeting.

Bognor Regis Festival

Agreed at previous meeting:

- A. Budget for this was cut. Events officer would pursue alternative funding

Update:

We have now been advised that our bid to Awards for All was unsuccessful.

French Market

Agreed at previous meeting:

- A. Dates - 4 & 5 October
- B. Budget: £600
- C. £350 has been agreed with the Market Operator as our charge for this event

Clowns Parade 2009

Agreed at previous meeting:

- A. Budget £6,000
- B. Reception as before
- C. Route as before
- D. Jazz Band or similar for Parade – Events Officer to investigate other options
- E. Development of activities prior to Parade

Update:

I have had a meeting with the Police and WSCC Highways regarding the problems with had with the 2008 route and a way forward has been agreed. This will involve changing some of the signage during the actual event itself, when it nears Sudley Road (this is the area that we had problems with).

Other Events

Update:

See separate agenda item for Birdman event.

Parish Walk

As agreed at the last meeting, I have been in touch with Sylvia Endacott, who is quite happy to run a walk on 16th June. This will be entitled ‘ A stroll through Town Centre Historical Sites’ and I have registered this with WSCC.