



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON WEDNESDAY 26th JANUARY 2011

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

IN ATTENDANCE: E. Adams, S. Holmes.
One Councillor in the Public Gallery (part of the meeting)

The meeting started at 6.31pm.

61. 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, K. Scutt and Mrs. J. Warr.

62. 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.

63. TO APPROVE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 22nd NOVEMBER 2010, PREVIOUSLY CIRCULATED

The Minutes of the Extraordinary Meeting held on 22nd November 2010 were agreed as an accurate record and were signed by the presiding Chairman.

64. ADJOURNMENT FOR PUBLIC QUESTION TIME

A Member asked the Committee on behalf of Mr. S. Goodheart why the ROX was not organisation allowed to make a presentation. The Events Officer explained the reasons behind the Committee's decision of 8th November 2010 (Minute 53 refers).

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

There were no Matters Arising.

66. TO APPROVE THE EVENTS OFFICER'S REPORT, ATTACHED

The Events Officer referred to her report, previously circulated and updated the Committee on the current progress.

66.1 Clowns parade 2011

The Committee engaged in a detailed discussion about the ways of improving the Clowns reception and put various suggestions forward which the Events Officer would investigate. It was **AGREED** to continue with the Friday night reception as planned for 2011.

66.2 Royal Wedding event

The Events Officer declared a Personal Interest as the secretary to Leaderboard Sports Ltd., one of the companies quoting for the supply of a LED screen.

The Committee noted the details of the event as approved by the full Council. In answer to a question, the Events Officer confirmed that Arun DC was happy for the event to be held in the park.

66.3 Sands of Time

It was reported that there had been a lot of interest in the cars cavalcade. However due to the uncertainty around the RNH's commitment to the event, it might not be possible to have more than 50 cars.

66.4 Armed Forces Day

In answer to a question, the Events Officer replied that it was not certain if a helicopter could be arranged as there was a lack of suitable landing space. However the possibility of a parachute drop on the beach was being investigated.

66.5 Sunday Afternoon Concert programme

The Committee was asked to consider whether it wished to add two additional dates to the programme or run only 4 concerts as already agreed. Following some discussion, it was **AGREED** to delegate this decision to the Events Officer.

A Member suggested contacting Butlins to see if the Royal Wedding event could be advertised to their guests and to offer Butlins the opportunity to bring in a concession. The Events officer will approach the company.

The Committee was informed of the British Legion's 90th anniversary and the Poppy Party on the weekend of 10 - 12 June. It was suggested to invite the organisation to have a stall at the Sunday Afternoon concert on 12 June.

66.6 French Market

It was noted that there will not be a French Market this year.

66.7 Arun DC events equipment

In answer to a question, the Events Officer confirmed that any local event organiser requiring the complete set of radios previously lent out by Arun DC, would need to contact Littlehampton Town Council as the number of radios had been equally split between the two Town Councils. It was also pointed out that there was no staff available to oversee the issue and return of the equipment by organisations outside of the town area. The Town Council equipment is usually loaned to groups who are also allocated Town Force hours. A Member queried whether more radios could be purchased next year.

66.8 Events Leaflet

It was noted that the Events Officer was currently waiting for details from other event organisers. A Member suggested approaching the Theatre about inclusion of the leaflets in their mailing. The Events Officer to pursue this.

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

67. TO APPROVE ALLOCATION OF TOWN FORCE HOURS FOR EVENTS 2011

The Committee was in receipt of the report and the spreadsheet detailing the suggested allocation for 2011 events, both previously circulated.

Proposals for agreement:

- A. Total hours to be allocated as per the spreadsheet. **AGREED**
- B. Town Force hours will be offered for one day only of a weekend, not both days. **AGREED**
- C. Offer letter to Event Organisers to stipulate when Town Force will be available to support their event. **AGREED**
- D. Offer letter to Event Organisers to stipulate that Town Force will not undertake tasks requiring them to connect electricity supplies. **AGREED**

Furthermore, the Committee felt that organizers should consider provision of refreshments if Town Force were helping at their event all day.

68. TO MAKE RECOMMENDATIONS AND AGREE PAYMENTS FROM 2011/12

68.1 CULTURAL FUND

It was noted that the funding available from the 2011/2012 Cultural Fund totalled £5,830. A confidential summary of the applications received and amounts requested had been copied to the Committee for consideration. A Member felt that the amount of grant given needs to be in proportion to the number of people it benefits. In answer to a question, the Events Officer confirmed that it was possible to vire money between the cultural fund and the events sponsorship budget.

The Committee looked at the three applications submitted by the Regis School of Music in some detail.

Cllr. D. Eldridge declared a Personal Interest as a friend of Mr Levtov.

The Events Officer read out the purpose of each application and some discussion followed. It was highlighted that consideration should be given to what was being supported, whether children from deprived areas were benefiting, the number of visitors it brings into the town. A Member suggested inviting Mr Levtov to give a presentation to the Committee.

Following further debate on the applications, the Committee **RESOLVED** that the allocations listed below should be awarded from the 2011/2012 Cultural Fund:

The Arun Sounds	£200
End of the Pier International Film Festival	£600
Regis School of Music (Instrument Tuition, Summer Festival, Sunday Afternoon Recitals)	£1,000
West Sussex Guitar Club	£200
TOTAL	£2,000

The Committee further **RESOLVED** to vire the balance of funds available in the Cultural Fund, totalling £3,830 to the Events Sponsorship Budget.

68.2 EVENTS SPONSORSHIP BUDGET

The Committee noted that the budget for allocation was now £16,603 as £3,830 had been vired from the Cultural Fund. A separate budget allocation for Birdman was also noted. A confidential summary of the applications received and amounts requested had been copied to the Committee for consideration.

The Members were informed that last year the ROX organization put in a separate application for the workshops but this year only one application for various activities had been put in. The budget allocation for the workshops under the Environment and Leisure Committee budget was noted.

The Committee debated the benefits of the Town Show and the ROX Festival. The length of each event and attendance numbers were also considered.

Cllr. D. Eldridge offered his apologies and left the meeting at 7.47pm.

Following further discussion on the applications received, the Committee **RESOLVED** to award the allocations as listed below.

Bognor CAN (Town Show)	£4,000
Bognor Regis Seafront Lights – Illuminations Gala	£2,500
Bognor Regis Seafront Lights – Switch-on Weekend	£2,000
ROX Music & Arts Organisation	£8,103
TOTAL	£16,603

Please note: The criteria for grant applications relating to Cultural and Events Sponsorship need to be re-considered.

69. CONSIDERATION OF ISSUE RELATING TO THE LOANING OF TOWN COUNCIL EQUIPMENT TO OUTSIDE ORGANISATIONS FOR EVENTS

Having considered the Events Officer's report, previously circulated, the Committee **AGREED** the following proposals:

- A. To no longer offer to outside groups the use of: PA System, Generator, large and small gazebos
- B. Events Officer to have delegated power to withdraw from the loan equipment anything that could potentially be damaged or could pose H & S concerns if not properly monitored during use.

70. UPDATE ON ARUN COMMUNITY ARTS NETWORK

The Committee was informed that a bid had been submitted to promote arts in the town.

71. TO NOTE CORRESPONDENCE

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

71.1 South Cultural Forum information bulletin

71.2 Emails relating to the Heritage Open Days. It was noted that English Heritage was currently looking for another body to run the Heritage Open Days nationally.

72. DATE OF NEXT MEETING

The next meeting is due to be held at 6.30pm on Wednesday 9th March 2011.

The meeting ended at 7.55 pm.