



# BOGNOR REGIS TOWN COUNCIL

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## MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON WEDNESDAY 28<sup>th</sup> JANUARY 2009

**PRESENT:** Cllrs.: D. Eldridge (Chairman), Mrs. J. Warr (until Min. 72), Mrs. S. Daniells, P. Dillon, S. Kerrigan (during Min. 68.1), J. Passingham and K. Scutt.

**IN ATTENDANCE:** E. Benackova and S. Holmes.  
A Councillor in the public gallery

*The meeting opened at 6.31pm.*

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

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

**64. 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.

*Cllr. Mrs. J. Warr and Cllr. J. Passingham both declared a Prejudicial Interest in Bognor Regis Seafront Lights and any events they organise.*

*Cllr. K. Scutt declared a Personal Interest in Veterans Day as a member of Royal Navy Association and Veterans Association.*

**65. TO APPROVE MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> DECEMBER 2008, PREVIOUSLY CIRCULATED**

The Minutes of the Meeting held on 16<sup>th</sup> December 2008 were agreed as an accurate record and were signed by the presiding Chairman.

**66. ADJOURNMENT FOR PUBLIC QUESTION TIME**

A Councillor spoke in connection with the buskers in the town centre and proposed organising and promoting their performances. The suggestion was noted.

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

Min. 56 - The Committee noted that the Events Officer has yet to contact the Head of Parks & Greenspace regarding the BRTC funding.

**68. TO APPROVE EVENTS OFFICER'S REPORT - PREVIOUSLY CIRCULATED**

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

**68.1 Clowns Parade 2009**

The Committee noted the error in Clowns budget which should read £6,000 not £4,800.

*Cllr. S. Kerrigan offered his apologies and joined the meeting at 6.36pm.*

Following a question regarding the Butlins' offer to pay for the school visits two years ago, the Events Officer clarified the current arrangements and reported on the difficulties encountered whilst liaising with the new staff at Butlins. Following some discussion, it was **RESOLVED** to pay three clowns for three days as detailed in the Events Officer's report.

In view of the anniversary, it was **AGREED** to do a feature in the newspaper inviting people to send their clowns' photos in to be exhibited.

The Committee also **AGREED** to replace the entertainment at the reception with a clown film / projection of clown photos.

Further, the Committee noted that the BBC would be filming in Butlins on 4<sup>th</sup> March and a Town Council's representative would be invited along.

**68.2 Sands of Time 2009**

The Events Officer reported on the increase in costs of different elements of the Festival. The Committee asked the Events Officer to negotiate the cost of donkeys to reduce the increase on last year.

The idea of hiring a Get Cycling Bike Try-out Roadshow was presented to the Committee. Following some discussion, it was **RESOLVED** to hire the roadshow for Saturday to replace the entertainment previously provided in front of the Pier. The Committee also discussed the possibility of charging / asking for a donation. It was suggested that an application for a grant is put to the County Council as this promotes cycling. This was **AGREED**. The Events Officer would also approach the roller skating club and the local model club to see if they could do an exhibition.

Following the Events Officer's report of the shortfall in the Sandcastle competition sponsorship money, the Committee **RESOLVED** to charge £1 per entry and to reduce the prize money as follows:  
Family/Adult category - 1<sup>st</sup> prize £100, 2<sup>nd</sup> prize £50, 3<sup>rd</sup> prize £30  
Childrens category - 1<sup>st</sup> prize £60, 2<sup>nd</sup> prize £40, 3<sup>rd</sup> prize £20

**Proposal for agreement:**

A. To purchase giant and garden games, up to value of £500 in total (Cost to hire Games Arena last year was £535). **RESOLVED**.

**68.3 Veterans Day 2009**

Following the Events Officer's report on the Armed Forces Day and the nationwide flag flying to commemorate this day, the Committee **AGREED** that this could be investigated further as there were no firm details yet.

In view of the number of attendees last year, it was felt that the venue was rather small. The Events Officer will contact the Salvation Army to see what can be done.

**68.4 Sunday Afternoon Concert Programme 2009**

As some of the bands were travelling some distance, the Committee **AGREED** to extend each concert to 1.5 hours. It was noted that the extra expenditure was available within the budget.

**68.5 Proms in the Park 2009**

It was noted that ASDA had been approached for sponsorship however had no money left in the budget.

**68.6 Hell & High Water**

Following the Events Officer's report on the dates with suitable tides, it was felt that 13<sup>th</sup> September 2009 would be the most appropriate date. The Committee noted that the budget of £400 would be used to cover Health & Safety aspects of the event and the three elements of the event suggested by Mike Jupp would only happen if enough sponsorship was found by The Observer.

**68.7 Events leaflet**

The Committee noted that Arun D. C. had offered to take the leaflets over to Goodwood leaflet exchange on 16 March and the Events Officer was aiming to have the flyers printed before the half term. The Members were presented with two options for print and following some discussion, it was **RESOLVED** to appoint Top Level Designs to update the leaflet and the internet supplier to produce it. With regard to the content of the leaflet, the Members **AGREED** to remove the End of the Pier International Film Festival as there were no screenings in Bognor Regis this year and replace it with Hell & High Water.

**68.8** A Member reported on the difficulties the organizers of the 10k Road Race were experiencing.

**68.9** The Events Officer reported on the request from Bognor Regis Seafront Lights to hire the Town Council's gazebo for their Fete. The Committee noted that it is not usually available for hire due to the fire precautions however as the event was taking place in a private garden, it was recommended that the hire is on this occasion permitted. The Committee **AGREED** to hire out the gazebo subject to a disclaimer being signed by the organisation.

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

**69. TO RECEIVE UPDATE ON PROPOSED CARNIVAL 2009 FROM THE EVENTS OFFICER**

A written report was circulated to those present (Appendix 2).

**69.1** It was pointed out that whilst the Regis Centre car park had been made available for the event, access for the market vehicles and to the disabled bays would need to be allowed.

**69.2** The Members **AGREED** the theme to be 'Carnival'.

**69.3** The following categories were **AGREED**: Floats, Push & Pull, Adult walking, Children walking, Schools & Youth Clubs, Trade and Community groups. The categories will be included on the entry form. It was also proposed, seconded and **RESOLVED** to re-introduce the Carnival Queen Competition.

*Cllr. J. Passingham declared a Prejudicial Interest in Bognor Regis Seafront Lights and Illuminations Gala and left the Council Chamber.*

**69.4** The Committee discussed a variety of awards for the participants and asked the Events Officer to approach the Lions for suggestions.

*Cllr. J. Passingham returned to the Council Chamber.*

69.5 It was **AGREED** to re-evaluate the level of interest / forms received by 22<sup>nd</sup> April meeting in order to decide on a way forward. It had been suggested by Arun D. C. that if there was not enough applications for floats to take part, a walking parade along the Prom could be an option. It was pointed out that the Pom Pom Troupes would probably drop out if this was the case.

69.6 A Member gave details of various groups that could be invited along. The Committee approved of the carnival date and the Events Officer's contact details are to be put on the Facebook Carnival group.

The Town Carnival report was noted.

70. **TO APPROVE ALLOCATION OF TOWN FORCE HOURS FOR EVENTS 2009**

The Events Officer referred to the spreadsheet detailing the hours.

*Cllr. Mrs. J. Warr and Cllr. J. Passingham both declared a Prejudicial Interest and did not take part in any discussion.*

The Committee noted that no allocation for Illuminations Gala had been made but a request for some hours has now been received from B.R. Seafront Lights. It was **RESOLVED** to allocate 20 Town Force hours to the organisation as in previous years.

The proposed Town Force Hours allocation totalling 716 hours was **APPROVED**.

71. **CONSIDERATION OF THE 80<sup>TH</sup> ANNIVERSARY OF GRANTING THE TITLE 'REGIS' TO THE TOWN**

Some suggestions to mark the anniversary including a letter to the Queen were put forward. It was noted that the Promotion & Publicity Committee were working on re-designing the Town Boundary signs which would include the year the title 'Regis' was granted. Further it was suggested and **AGREED** to approach Aldwick Parish Council with the idea of the Queen's and the King's look-alikes being driven in a vintage car from where the house used to be in Aldwick to the Royal Norfolk Hotel to have tea with people who were born in that year. Cllr. Passingham agreed to find the look-alikes.

72. **TO MAKE RECOMMENDATIONS AND AGREE PAYMENTS FROM 2009/10 BUDGETS**

*Cllr. J. Passingham declared a Prejudicial Interest and left the Council Chamber.*

*Cllr. Mrs. J. Warr offered apologies and left the meeting.*

72.1 **EVENTS SPONSORSHIP BUDGET**

It was noted that the funding available from the 2009/10 Events Sponsorship budget totalled £12,573. A summary of the applications received, amounts requested and copies of the relevant paperwork had been copied to the Committee for consideration.

It would be necessary for the Council to confirm that any sponsorship awards not authorised under other legislation would need authorising by a S.137 resolution.

Following some discussion on the applications received, the Committee **RESOLVED** to vire £200 over from the Cultural Fund and to award the allocations as listed below.

Bognor CAN (Town Show & Community Festival)	£4,417.00
Bognor Regis Seafront Lights (Illuminations Gala)	£2,192.00
Bognor Regis Seafront Lights (Here Comes Summer)	£1,747.00
ROX Music & Arts Organisation	£4,417.00
<b>TOTAL</b>	<b>£12,773</b>

## 72.2 CULTURAL FUND

The Committee noted the budget for allocation from the 2009/10 Cultural Fund now totalled £5,830 - £200 having been vired to the Events Budget. A summary of the applications received, amounts requested and copies of the relevant paperwork had been copied to the Committee.

It was noted that the End of the Pier International Film Festival organisation had applied for funding for a one day training event at the Royal Norfolk Hotel. Following some discussion, it was **RESOLVED** not to grant the organisation any funding.

The Committee **RESOLVED** that the allocations as listed below should be awarded from the 2009/10 Cultural Fund.

The Arun Sounds	£200.00
End of the Pier International Film Festival	No funding
Regis School Of Music (Instrumental Tuition)	£1,800.00
Regis School Of Music (Summer Festival)	£2,250.00
Regis School Of Music (Sunday Afternoon Recitals)	£1,280.00
West Sussex Guitar Club	£300.00
<b>TOTAL</b>	<b>£5,830.00</b>

*Cllr. J. Passingham returned to the Council Chamber.*

## 73. UPDATE FROM EVENTS OFFICER ON PLANNING FOR THE CULTURAL OLYMPIAD

The Events Officer reported on the meeting she had attended at Arun D. C.. It was noted that areas which would benefit from the games related tourism had been identified however the corridors just miss the town.

## 74. TO NOTE CORRESPONDENCE

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

74.1 E-mail offering to bring Italian Market to the town.

74.2 Sussex Wildlife Trust - Request for inclusion on the Town Council's website. Following some discussion, it was felt that due to limited space on the site, the Committee was unable to help.

74.3 St. Wilfrid's Hospice – Request for support through presence at the Town Council's events. It was noted that charities are already being offered to have a table at some of our events, with a £5 charge to cover the administration. It was therefore felt that it would be unfair to single out one specific charity.

74.4 E-mails relating to Sands of Time

74.5 Craft Fair and Vehicle Cavalcade entry forms

## 75. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 11<sup>th</sup> March 2009 at 6.30pm.

*The meeting ended at 8.51pm.*

## **Events Officer Report to Events Committee 28<sup>th</sup> January 2009**

### **Events from 2008/2009 Budgets**

#### **Clowns Parade 2009**

##### **Agreed at previous meeting:**

- A. Budget £4,800
- B. Dates – Parade 8<sup>th</sup> March
- C. Reception – will be a lighter, finger buffet
- D. Route as before
- E. Jazz Band or similar for Parade – Events Officer to investigate other options
- F. Activities in schools and the community prior to Parade to be developed further

##### **Update:**

Event application form and Road Closure form have been completed. First Aid and Security have been booked.

Letters have been sent to local schools and nurseries and to date 12 have asked for a clown to visit. As agreed, part of the budget will be used to cover the cost of clowns attending the schools, as this was not part of the original agreement when the Clown weekend was restarted. Rate will be £100 per clown per day. This is achievable within the Budget.

I am waiting to hear from Butlins as there are a number of issues that I need to clarify:

- a. Are Butlins able to do the Buffet for less, as we only want a finger buffet this year?
- b. Butlins usually pay for and organise posters and flyers and distribute these to the schools – will they do the same this year?
- c. Do they wish to book the jazz band for a performance in Butlins ahead of the Parade, as they usually do?
- d. What will the launch event be this year?

We do have a meeting arranged with the clowns and Butlins on 3rd February, but this is too close to the event to make the decisions above. I am therefore trying to obtain answers but have been unable to speak to the appropriate staff this week.

It was pointed out by Mrs Olliver that this is the 25<sup>th</sup> anniversary of the first International Clowns Convention in the town. I have been in contact with a local cake-maker, and she has agreed to provide a 4 tier celebration sponge cake, big enough for everyone at the reception (approximately 180), decorated with the logos of the Town Council, Clowns International and Butlins. This is being provided on a sponsorship basis but we will obviously ensure that she is acknowledged in the publicity.

### **Events from 2009/2010 Budgets**

#### **Sands of Time 2009**

##### **Agreed at previous meeting:**

- A. Dates 18<sup>th</sup> & 19<sup>th</sup> July
- B. Budget £12,500
- C. Theme – Seaside Transport

- D. Marquee to be hired for activities
- E. Donkey rides
- F. Basic elements of event as previous years. Events Officer to book entertainment.

**Update:**

Appropriate application forms have been completed and sent to Arun. Letters have been sent regarding the Classic Car Cavalcade, the Charity Fair and the Craft Fair. Marquees, portable toilets, tables and chairs have been booked.

Childrens craft activities have been booked, as has the open top bus. I am waiting to hear from the donkey people and other possible activity suppliers. As the theme is Seaside Transport I am investigating the cost of hiring a Get Cycling Bike Try-out Roadshow. This includes a 7 seater CircleCycle, 20 various-style cycles for the under 7's and a pedal-powered Scalectrix racing game. I am currently waiting for a quote.

It was decided at a previous meeting that it would be more economic to purchase giant games and I would like to go ahead and do this if the Committee are in agreement.

**Proposals for agreement:**

- A. To purchase giant and garden games, up to value of £500 in total (Cost to hire Games Arena last year was £535)

**Veterans Day 2009**

**Agreed at previous meeting:**

- A. Date of Veterans Day Service – Sunday 21st June (subject to agreement of Salvation Army)
- B. Budget allocation of £200
- C. Run service as before but consider another small event – The organisers of Folk on the Coast have indicated they would be willing to do a special evening of Music & Poetry on the 26<sup>th</sup> June 2009
- D. Events Officer to pursue funding from MoD if appropriate
- E. Try to involve younger Veterans – Events Officer to begin this process early in the year

**Update:**

I have agreed date of 21<sup>st</sup> June with Lt Peter Clark of the Salvation Army.

This official date of Veterans Day, 27<sup>th</sup> June, has now been designated as 'Armed Forces Day' and I will be giving a verbal report about this at the meeting.

**Sunday Afternoon Concert Programme 2009**

**Agreed at previous meeting:**

- A. Concerts to be back in Hotham Park
- B. Budget £1,400
- C. 5 Concerts, instead of 6 – to take into account restrictions on movement of vehicles in Hotham Park and the possible impact on Town Force time for each concert. To be reviewed for next year.
- D. Content – Bands

**Update:**

I have now booked Emsworth Concert Band for the remaining concert. As some of the bands are travelling some distance they have asked if they can perform for longer than 1 hour and I am negotiating for each concert to be 1.5 hours

### **Proms in the Park 2009**

#### **Agreed at previous meeting:**

- A. Date – 20<sup>th</sup> June
- B. Budget £500 plus Events Officer to pursue sponsorship
- C. Venue – Hotham Park Bandstand

#### **Update:**

I have booked Bognor Regis Concert Band. I have started looking for possible sponsors.

### **French Market 2009**

#### **Agreed at previous meeting:**

- A. Date – I have proposed 26<sup>th</sup> & 27<sup>th</sup> September 2009
- B. Budget: £500 + £350 from Market

#### **Update:**

I have booked the market for 26<sup>th</sup> & 27<sup>th</sup> September

### **Can-u-te-jigit (Now renamed Hell & High Water)**

#### **Agreed at previous meeting:**

- A. Dates – under discussion with Darrel Hardy (re tide heights etc) likely to be April/May
- B. Budget: £400
- C. Area of beach: to be agreed with Darrel and Foreshores Officer

#### **Update:**

Preparations for this are now moving forward. I am meeting with Mike Jupp and the Observer next week to discuss sponsorship. I have received 'in principle' agreement from Arun for this to take place on the beach. A meeting will be arranged shortly to discuss in more detail.

I will be using a student from the University to assist with this event.

### **Clowns Parade 2010**

#### **Proposals for approval:**

- A. Budget £4,800
- B. Dates – To be agreed in liaison with Butlins and Clowns International
- C. The event to take place subject to agreement between the Town Council, Butlins and Clowns International, following debrief of 2009 event.
- C. Reception – will be a lighter, finger buffet
- D. Route as before
- E. Jazz Band or similar for Parade – Events Officer to investigate other options
- F. Activities in schools and the community to continue

### **Other Events 2009/10**

#### **Town Show**

#### **Agreed at previous meeting:**



A: Event would be supported by officer time

**Budget for 2009/2010**

<b>Event</b>	<b>Proposed budget</b>	
Clowns	£	4,800.00
Hell & High Water (Jigit Comp)	£	400.00
Sands of Time	£	12,500.00
Proms in the Park	£	500.00
Bandstand Prog (HP)	£	1,400.00
French Market	£	500.00
Veterans Day	£	200.00
<b>Total</b>	<b>£</b>	<b>20,300.00</b>

**General Update:**

We currently have two students from the University working in our office, as part of their degree course. One will be with us full time until March and she is working on the Town Council website. The other will be attending one day a week until the beginning of May and she will be assisting with the planning for the Hell & High Water event.

I also have another volunteer, who was a student at the University previously, who has asked to come in on an unpaid basis as he wants to gain Event experience. He is helping with the planning for the Carnival.

I have booked display space in the Library window for 5 weeks this year to promote our various events.

I attended the Arun Tourism Forum and launch of the latest Sussex by the Sea brochure on 14<sup>th</sup> January. At this meeting it was announced that Richard Edwards was leaving as the head of Tourism from the end of that week.

SJH 20 01 09

## Events Committee 28 January 2009

### Town Carnival

- 1) Waiting to hear from Butlins. Now heard, they are not able to put in entertainment and still need to confirm they will have space for training day – I will now only run one, as we don't have time for more
- 2) Had meeting with Police, Arun, WSCC – agreed route. WSCC have to check that there are no major road works happening that day.
- 3) Arun have agreed provisionally that we can set up in the Regis Centre car park, which will be closed until 3pm (procession will leave at 2.30pm)
- 4) WSCC have asked that we set the time so that we do not have road closures in place during the rush hour (from 4.30 pm)
- 5) We will need to apply for road closure for whole route. We will be able to open this up as we go along but we do need to set it up as a road closure
- 6) We will need to have enough cover (personnel) for the road closures so will probably try and get some volunteers to cover some of the minor roads, as well as using a security company
- 7) We will need to hire in or borrow more barriers and road signs, as we will not have enough for the whole route
- 8) We will need to liaise with Bus company as some buses go along part of our route
- 9) Now that Butlins cannot provide entertainment, I would suggest something like the Steel Band or similar to be playing as the entries arrive at West Park. We could also have Charity Stalls or small food concessions, for people to look at while waiting for the prizes to be awarded
- 10) We have been approached by the local Rotary Club and also the Neighbourhood Watch Search & Rescue team, both of who have offered to provide stewards
- 11) The Rotary would like to raise money by collecting during the day, and I think that the Search & Rescue team would as well. I have spoken to Arun regarding a collection licence for more than one organisation and they have said that for up to 3 groups they would be happy for us to apply under – Bognor Regis Carnival in aid of..... We could therefore do the collection for the two organisations plus ourselves, to help with the costs. Agree split?
- 12) I have been in touch with Lions, asking for a meeting, as they have experience of running this event
- 13) Once all is agreed by Committee tonight, I will send letters out to schools, community groups etc inviting them to contact us for more details
- 14) What will be theme?
- 15) Set categories?
  - Floats
  - Push & Pull
  - Adult walking
  - Children walking
  - Schools & Youth Clubs
  - Trade
  - Community groups
- 16) Do we want cups / shields etc
- 17) Prize money? Winner & runner up? Certificates
- 18) Agree cut-off point for entry forms
- 19) Agree to re-evaluate the level of interest / forms received by 22<sup>nd</sup> April meeting so we can decide on way forward
- 20) It was suggested by Arun that if we do not receive enough applications for floats to take part, we could apply for a walking parade along Prom. Comments?
- 21) Events Officer to actively seek sponsorship for event