



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING PRIVATE

HELD ON THURSDAY 21ST JANUARY 2010

PRESENT: Cllrs: A. Cunard, Mrs. S. Daniells, and Mrs. J. Warr.

IN ATTENDANCE: S. Holmes.

The meeting opened at 6.35 pm.

58. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE

The Chairman welcomed those present. Apologies of absence were received from Cllr. P. Dillon, Cllr. D. Eldridge, Cllr. K. Scutt and E. Benackova.

Members noted that the meeting scheduled to be held on 6th January 2010 had been cancelled due to the bad weather conditions.

59. 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.

60. TO APPROVE MINUTES OF THE MEETING HELD ON 18TH NOVEMBER 2009, PREVIOUSLY CIRCULATED

The Minutes of the Meeting held on 18th November 2009 were agreed as an accurate record and were signed by the presiding Chairman.

61. ADJOURNMENT FOR PUBLIC QUESTION TIME

No public were present.

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

Min. 42 - Town Stewards: The Events Officer apologised that she had not yet dealt with the issue of recruiting stewards or setting up a Facebook group. Cllr. Cunard and Cllr. Mrs Daniells offered to take on this task and update the Events Officer with the details.

63. TO APPROVE EVENTS OFFICER'S REPORT, TABLED AT THE MEETING

The Events Officer handed out her report.

63.1 Clowns Parade

It was noted that a Samba Band had been booked for the 2010 event.

63.2 Carnival

There was discussion regarding the content and length of the firework display being provided by the Funfair. However, it was acknowledged that as this is being organised and paid for by the Funfair, it will be up to them to decide on content.

It was **AGREED** to keep the Carnival entry categories the same as 2009.

It was **AGREED** that the Carnival Queen Competition should be launched in February and that the Committee should try and include Spirit FM this year.

Discussion took place regarding the type of evening entertainment and stalls to be booked for West Park. It was suggested that something like a Hog Roast is always popular. It would be nice to have some music but there will not be the budget to provide a stage or other equipment. The Events Officer suggested that an approach could be made to the Rox organisation to ask if they had any acoustic performers who would be willing to perform. It was **AGREED** that the Events Officer should investigate the possibility of having a Hog Roast and it was further **AGREED** that she should approach the Rox Organisation with regard to providing some entertainment during the evening.

63.3 Sands of Time

Discussion took place regarding the cost of the donkeys for this event and although members were concerned at the amount being requested, it was **AGREED** that as they were an important part of the event, the Events Officer should book the donkeys at a cost of £475.

63.4 Armed Forces Day

A member queried why the Council was using a marquee rather than just having the church service as had been done previously. The Events Officer explained that the church service was more to do with Veterans Day and now it has been changed to Armed Forces Day the emphasis has changed somewhat. By working with the ex-Service Associations the Council is able to provide a much bigger event than could be achieved with the budget the Council has.

It was noted that a plaque is to be placed on the Pier to commemorate its service as a gunnery school during the war.

63.5 Sunday Afternoon Concert Programme

A member queried whether any of the concerts would take place on the Seafront Bandstand, as this had been raised at a P & R meeting. The Events Officer reported that the Events Committee had decided at the 7th October 2009 meeting that the concerts would be take place in Hotham Park and this had been ratified at Full Council on 26th October.

63.6 Hell & High Water

The Committee noted that the Events Officer is due to have a meeting shortly, when she hopes to arrange volunteers to take on the Boat Race element of this event.

63.7 Heritage Open Days

Members noted the Events Officers comments on her progress to date. It was suggested that the Picturedrome and the Railway Station could also be approached to take part.

63.8 General Update

The Events Officer expanded on the use of the maps currently being considered by Arun DC for the revamped notice boards on the seafront.

The Committee noted that the Events Officer was seeking possible sponsorship for the Events Leaflet but **AGREED** that she should proceed even if no sponsorship was obtained, at a cost of £412 for 8,000 leaflets, plus artwork.

64. TO APPROVE ALLOCATION OF TOWN FORCE HOURS FOR EVENTS 2010 (PREVIOUSLY CIRCULATED)

The Events Officer apologised to the Committee as she had omitted the Armed Forces Day event from this list. This will require 30 Town Force Hours, making the total 783.

The Events Officer commented on how important the Town Force support was for many of the town events. However, this did put a strain on the Town Force Team, who now number 4 and already have considerable commitments without the event support. Some of the support can be done during the week, and most of the hours for Rox are in fact before and after the event, but they are still required to work a number of weekends as this is when the events take place.

Members noted these comments and following discussion it was **RECOMMENDED** that this be referred to P & R for consideration under Staffing matters.

Having noted the issues raised, the Committee **AGREED** that Town Force Hours totalling 783 should be allocated as detailed in the Events Officers report.

65. TO MAKE RECOMMENDATIONS AND AGREE PAYMENTS FROM 2010/2011 BUDGETS

65.1 CULTURAL FUND BUDGET

It was noted that the funding available from the 2010/2011 Cultural Fund totalled £5,830. A summary of the applications received and amounts requested had been copied to the Committee for consideration.

The Events Officer reported that she understood that when the Grant Aid applications had been considered at P & R, care had been taken to make sure that all of the applications had complied with the requirements laid out in the Guidelines and Check List and in particular to ensure that copies of bank statements and accounts had been received. She pointed out that the same stipulation would therefore need to be made for the applications for Event and Cultural funding.

The Events Officer brought to the attention of the Committee a Grant Aid application which had been allocated to the Events Committee at the P & R meeting but which had not been included in the list drawn up by the Events Officer. This was from the Rox Organisation and related to an application to purchase a new piano to support the classical music concerts taking place at the Theatre. As this was not actually an event as such, the Committee **AGREED** that this application should be referred back to the P & R Committee for consideration under Grant Aid.

It was noted that two of the applications, from Arun Sounds and West Sussex Guitar Club, did not include copies of bank statements and so the Committee **RESOLVED** that no funds could be allocated to either of these groups.

Following discussion on the other applications the Committee **RESOLVED** that the allocations listed below should be awarded from the 2010/2011 Cultural Fund

The Arun Sounds

No funding

End of the Pier International Film Festival	No funding
Regis School of Music (Instrument Tuition)	£2,000
Regis School of Music (Summer Festival)	£1,125
Regis School of Music (Sunday Afternoon Recitals)	£640
West Sussex Guitar Club	No funding
TOTAL	£3,765

The Committee further **RESOLVED** to vire the balance of funds available in the Cultural Fund, totalling £2,065, to the Events Sponsorship Budget.

65.2 **EVENTS SPONSORSHIP BUDGET**

The Committee noted that the budget for allocation was now £14,838 as £2,065 had been vired from the Cultural Fund. A summary of the applications received and amounts requested had been copied to the Committee for consideration.

Following consideration of the Birdman application the Committee **RESOLVED** that they wished to support this event and awarded £9,000. However, as there was some doubt as to whether the event would take place it was further **RESOLVED** that once the Committee had confirmation that the event would take place and had received permission from the relevant authorities, funding would be made available from Reserves.

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

Bognor CAN (Town Show)	£5,169
Bognor Regis Seafront Lights – Illuminations Gala	£2,500
Bognor Regis Seafront Lights – Switch-on Weekend	£2,000
ROX Music & Arts Organisation	£5,169
TOTAL	£14,838

66. **UPDATE ON PLANNING FOR THE CULTURAL OLYMPIAD, PREVIOUSLY CIRCULATED**

The Events Officer had nothing more to report on the Cultural Olympiad. However, she did report to the Committee that she would be attending a meeting organised by Inspire Leisure to discuss the potential of developing a Community Arts network for the Arun area and would report back on this at the next meeting.

Cllr Cunard made a suggestion regarding 2012, not so much to do with the Olympics but rather to do with the Diamond Jubilee of HM The Queen. He noted that there was to be an extended bank holiday during 2012 and suggested that the Town Council should consider whether an event could be organised to take place over this bank holiday weekend, perhaps a large street party or similar. Following discussion, it was **AGREED** that this should be added as an agenda item for the next meeting.

It was further suggested that it was likely The Queen would undertake a tour of the country during 2012 and that the Town Council should write to the Palace requesting that Bognor Regis be included in the tour. This would need to be done as soon as possible. The Events Officer to pursue this.

67. **TO NOTE CORRESPONDENCE**

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

- 67.1 Details of The Event Production Show at Olympia. The Events Officer reported that she would not be attending this as she was going to Leicester at the end of January to attend a meeting of the Local Authority Event Organisers Group

- 67.2 Letter from Hotham Park Heritage Trust thanking the Town Council and Town Force for their support and assistance for the Carols in the Park event
- 67.3 Email from Phil Graham – Update on the 2012 Olympic Games and Paralympic Games
- 67.4 Document from Visit Britain – Maximising the tourism benefits of the London & 2012 Olympic & Paralympic Games The Story so Far

68. **DATE OF NEXT MEETING**

The next meeting is due to be held on Wednesday 17th February. However, this coincides with Full Council at Arun DC. It was therefore suggested that the Events Officer should seek to rearrange this meeting.

The meeting ended at 8.05 pm