



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON THURSDAY 20th MAY 2010

PRESENT: Cllrs: A. Cunard, Mrs. S. Daniells, D. Eldridge and K. Scutt.

IN ATTENDANCE: S. Holmes and E. Benackova.

The meeting opened at 6.32 pm.

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

The Committee noted that Cllr. Mrs. J. Warr had been elected Chairman and Cllr. A. Cunard had been elected Vice-Chairman of this Committee at the Annual Council Meeting on 10th May 2010.

In the absence of the Chairman, Cllr. A. Cunard took the chair for this meeting.

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

The Chairman welcomed those present. Apologies of absence were received from Cllr. Mrs. J. Warr and Cllr. Mrs. E. Anderson.

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.

There were no declarations of interest made at this point in the meeting.

4. **TO APPROVE MINUTES OF THE MEETING HELD ON 31ST MARCH 2010, PREVIOUSLY CIRCULATED**

The Minutes of the Meeting held on 31st March 2010 were agreed as an accurate record and were signed by the presiding Chairman.

5. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

No public were present.

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

Min. 88.6 - The Events Officer confirmed that she had written to the West Sussex Guitar Club accordingly.

7. TO APPROVE EVENTS OFFICER'S REPORT

The Events Officer handed out her report (Appendix 1) and updated the Committee on the current progress.

7.1 Clowns Parade 2010

A Member suggested organizing a larger convention and the Events Officer was of the opinion that the clowns would be interested. However it had to be certain that it would happen before an approach is made to the clowns. The Committee agreed to include this matter in the next agenda.

7.2 Carnival

The Events Officer reported on the entertainment arrangements and the response she had received from the ROX organisation. A Member expressed disappointment with their reaction.

A Member reported on a conversation with the Chairman of Felpham Parish Council about events publicity and some debate followed. The Events Officer agreed that events publicity was currently an issue that needed addressing. In view of the Projects Officer's departure there was a lack of admin support for events as the Town Force Administrator was having to deal with all Town Force related matters. The Events Officer then spoke about the proposal to advertise for a seasonal events support officer. Furthermore, the Committee was informed that the lack of notice boards around the town was making it difficult to advertise events. Poster advertising on the highway is classed as flyposting and recently a letter from ADC Street Scene Enforcement Officer was received in connection with the Continental Market posters. A Member was of the opinion that the use of the Theatre noticeboards might be possible.

The Committee also discussed the number of entries to date and noted that additional publicity will be undertaken in order to boost the numbers.

The Events Officer gave details of the response to the Carnival Queen competition and the Members made their selection. It was noted that an official handover would be arranged.

The Members were made aware of a request from the Baptist church to have a stall at the carnival and some discussion followed. The Committee recognized the efforts of the church but was uncertain whether it would fit in with the carnival atmosphere and the funfair. The Committee was also of the opinion that the church's target market was most likely elsewhere.

The Events Officer gave details of the final arrangements and asked if the Committee had any other questions. A Member asked that the beginning and end of each entry is visibly marked to ease the judging. The Events Officer emphasized how difficult it was to make the entrants understand the importance of this.

7.3 Sands of Time

It was noted that the basics have been organized and the cavaladers were happy to be parked on the Esplanade.

7.4 Armed forces Day

The Events Officer gave details of the funding levels to date. In answer to a question about RAFA band, the Events Officer informed the Members of the difficulties in obtaining support from the Armed Forces due to their deployment in Afghanistan.

7.5 Sunday Afternoon Concerts

It was noted that a new banner had to be purchased as the old one got vandalized last year. A Member suggested asking Arun DC if a leaflet holder could be fixed to the bandstand. The Events officer to pursue this.

7.6 Proms in the Park

Cllr. Mrs. S. Daniells and Cllr. A. Cunard both declared a prejudicial interest in this item as Autumn Lodge is sponsoring the event.

It was noted that flyers advertising the Sunday Afternoon concerts will be handed out with the Proms programmes on the night.

7.7 Hell and High Water

Following the Events Officer's report on her approach to Fontwell, Cllr. Mrs. S. Daniells offered to speak to the company. This was **AGREED**.

7.8 Town Show

It was noted that letters had been sent to the BRTC allotment holders.

7.9

The Events Officer spoke of the issue of the use of the PA system at events now that the Projects Officer was leaving. This was particularly in relation to the Country Fair as BRTC was unable to offer the same service to the Country Fair organizers as in previous years. Following some debate, it was **AGREED** that the Country Fair organizers would be informed of this and given the options of either organizing a PA system and a sound engineer themselves or BRTC could provide the PA system and a designated sound engineer but would have to pass the charges on. The Committee noted that services of a sound engineer would be outsourced for BRTC events.

7.10

The Committee noted that the Events Officer had been approached by the organizers of the End of the Pier International Film Festival in relation to returning into the town in 2011. The Members debated the article written by Mr. Gartside before moving the Festival out of the town. It was understood that the organizers were looking for BRTC's endorsement to return to the town but to clarify, the Members **AGREED** to invite the Event Director to the next meeting.

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

8. UPDATE ON PROPOSED ARUN COMMUNITY ARTS NETWORK

The Events Officer gave an update on the Arts in Action and spoke of the forthcoming launch at the Windmill Entertainment Centre.

9. UPDATE ON PLANNING FOR THE CULTURAL OLYMPIAD

There was no update. It was noted that WSCC had events on but Arun was no longer part of it. The Committee agreed to remove the item from the agenda and include any updates in the Events Officer's report.

A Member suggested organizing Clown Olympics in 2012 and the Committee **AGREED** it was a great idea.

10. TO NOTE CORRESPONDENCE

10.1 Ahead of the Game Newsletter.

10.2 The Regis School of Music – Letter of thanks for grant aid.

11. DATE OF NEXT MEETING

The next meeting is due to be held on Wednesday 23rd June 2010. However, this coincides with Full Council at Arun DC. It was therefore suggested to rearrange this meeting.

Please note:

The next meeting will be held on Monday 28th June at 6.30pm.

The meeting ended at 7.29pm.

Events Officer Report to Events Committee 20th May 2010

From 2009/2010 Budget

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. Samba Band for Parade
- F. Visits to schools prior to the weekend

Update:

The debrief meeting is to be held on June 29th at Butlins. I already have a meeting booked at that time, so will be unable to attend. However, most of the issues for discussion relate to the arrangements between Butlins and Clowns International, rather than the Town Council.

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
- K. The categories will remain as 2009
- L. Carnival Queen Competition to be launched in February

Update:

I have met with Benson Funfair to finalise which area of the field they will be using.

I have spoken to Mary Campling, Arun Concessions Officer, regarding food stalls and she has spoken to the café proprietor. He is quite happy for us to bring in stalls as we wish. I now have paperwork through from the Hog Roast Company and I am waiting confirmation from a Cappuccino stall and an ice cream provider from a local farm.

Rox were unable to arrange entertainment, as we could not guarantee to put in a stage area and I could not commit a definite sum for payment. However, the Brazilian drumming band who will be leading the parade will perform from 5 pm for about 45 minutes and I have booked the Steel Band from Littlehampton Community School to perform at 6 pm. I am currently making a couple of other enquires as well.

Entry numbers for this year are disappointing. To date we have 15 (we had 30 last year), with possibly 2 or 3 to come. There seem to be various reasons for this: some of the groups have other commitments, some can't get enough volunteers. To date we have 3 new groups taking part. I have sent out additional flyers and letters and Spirit FM will be publicising last call for entries.

I have met with the Rotary Club and they have agreed to provide additional stewards as well as money collectors.

Sands of Time 2010

Previously agreed:

- A. Dates – 5th September
- B. Budget £6,500
- C. One day event only – Sunday
- D. Activities in three areas – Waterloo Square gardens, Bandstand and road closure area
- 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 £475
- H. Event Officer to draw up programme of activities for the day
- I. Theme: The Seashore

Update:

To date we have 45 cars booked for the Cavalcade and entries are still coming in. I am continuing to book entertainment

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 2010
- E. Event venue: Waterloo Square gardens (marquee) and road closure between West Street and Waterloo Square East (area in front of Pier)

Update:

We have now been advised that we will not be getting a helicopter attending, as they are all busy elsewhere. However, Goodwood Flying Club is willing to provide a flying display by a Harvard during the event.

The Drumhead service is being arranged and invitations have been sent out. The plaque for the Pier has been ordered and a place for installation has been agreed with the Pier manager. The marquee will be delivered on the Saturday and security has been arranged for Saturday and Sunday night.

Various ex-service associations will be attending. Chichester Film and Video club will be filming during the day and will produce a DVD. Entertainment is being arranged.

Sunday Afternoon Concert Programme

Previously agreed:

- A. Concerts to be in Hotham Park
- B. Proposed budget £1,400 plus £20 to be vired from within the Events Budget
- 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
- E. Dates: 30th May, 4th, 11th, 18th, 25th July and 1st August

Update:

30th May – Crystal Palace Band, 4th July – Emsworth Concert Band, 11th July – Bognor Regis Concert Band, 18th July – Sussex Folk Orchestra, 25th July - Farnborough CB of the Royal British Legion and 1st August - Lancing Brass (Royal British Legion).

I have now booked Sussex Folk Orchestra for the 18th July slot. This will take the total to £20 over budget, as agreed at the previous meeting.

Proms in the Park

Previously agreed:

- A. Date – 3rd July
- B. Budget £500 plus Events Officer to pursue sponsorship
- C. Venue – Hotham Park Bandstand
- D. Bognor Regis Concert Band to perform

Update:

Autumn Lodge are sponsoring this event for £150, which is the same amount of sponsorship that we had last year.

The programmes have been printed and we have the flags ready to sell on the night.

Hell & High Water

Previously agreed:

- A. Dates – 6th June
- 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:

We have a number of teams interested in taking part in the Boatrace and we should have 6 or 7, hopefully. Members of Town Force are arranging to borrow the 3 additional boats that we need and I am seeking to borrow life preservers from the scouts. I have purchased 16 oars, as it is very difficult trying to source these each time.

I have been in touch with Fontwell with regard to sponsorship but they have not come back to us.

I am organising the children's colouring activities slightly differently this year. I am doing a 'Longest Seascape Collage' Challenge. Flyers have gone out to all of the local infant and junior schools with details about this. The idea is to get rolls of card from the craft bank, plus crayons, glue, collage material etc. The card will be unrolled along the promenade and children will be allocated a section to decorate. At the end of the afternoon, we will fix all of the completed rolls onto the railings on the promenade and measure to see how long it is. Hopefully, it might interest some of the children, who will bring their parents along.

We have safety boats and lifeguards organised and I am going to visit Chichester College next Monday as they have some students who might be interested in helping as volunteers.

French Market

Previously agreed:

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

Update:

We finally heard from Brunomart with some dates but they were not suitable. I have therefore booked the Continental Market that we had on the May bank holiday. Although they are fairly small, they are well organised and were very easy to work with.

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

Date has been set as 21st August

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.

Update:

We are now getting the official booking forms completed by the venues taking part and as I receive these I am registering them on the Heritage Open Days website.