



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON WEDNESDAY 15TH SEPTEMBER 2010

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

IN ATTENDANCE: S. Holmes, E. Adams.
One Representative of the Press

The meeting started at 6.32 pm.

34. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE

The Chairman welcomed those present. Apologies of absence were received from Cllrs.: E. Anderson, and P. Dillon.

35. 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.

36. TO APPROVE MINUTES OF THE MEETING HELD ON 4TH AUGUST 2010, PREVIOUSLY CIRCULATED

The Minutes of the Meeting held on 4th August 2010 were agreed as an accurate record and were signed by the presiding Chairman.

37. ADJOURNMENT FOR PUBLIC QUESTION TIME

No public were present.

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

38.1 Min. 29.1 – It was noted that the Events Officer would speak to the Councillor after the meeting about the future of the Carnival.

38.2 Min. 29.8 – It was noted that the Events Officer would liaise with Cllr Dillon once the events pick up again.

38.3 Min. 32.1 – It was reported that Town Force have taken part in the Illuminations Gala having built a giant watering can.

39. TO REVIEW THE TERMS OF REFERENCE

The Chairman read out the Terms of Reference which were **APPROVED** with the inclusion of the word 'Cultural' (Para 4 & 9) as recommended by the Environmental & Leisure Committee (Min. 34 refers).

40. TO APPROVE THE EVENTS OFFICER'S REPORT

The Events Officer handed out her report (Appendix 1) as well as the confidential budget sheets and updated the Committee on the current progress.

40.1 Carnival

In answer to a question, it was noted that Cllr. Mrs. J. Warr will be chairing the meeting between the Town Council, the Rotary Clubs, the Lions Club and local parish councils to discuss the future of the Carnival.

The Events Officer reported on her investigations into the National Carnival Queen competition and informed the Committee that the age limit would have to be lowered for the Carnival Queen's court as it would appeal more to younger girls than over 18's. It was **AGREED** that the Events Officer would investigate this further for next year's carnival.

In answer to a question, the Events Officer informed the Members that Butlins sponsored other events organized by the Town Council. She also suggested asking the company for a sponsorship package that would include all events organized by the Town Council. It was noted that Butlins and Wiley were one of the main sponsors of Chichester Festivities. The Events Officer also reported briefly on her attendance at the Regeneration Board where she asked for her name to be added to the Business Partnership database in order to establish links with local businesses with a view of obtaining sponsorship. A Member was of the opinion that WSCC should be approached for sponsorship due to the number of events organized by the Town Council.

40.2 Sands of Time

The Committee noted that the Royal Norfolk Hotel had contacted the Events Officer two weeks before the event offering the use of their lawn despite initially refusing it. Due to the lateness of the offer, it was not possible to accept it as all elements of the event had already been finalized.

It was noted that the lack of sandcastle competition entries could have also been caused by the timing of the event as the children have only just gone back to schools after the summer holidays.

The Events officer reported that she was in receipt of the tide timetable for next year and would speak to Darrell Hardy regarding suitable dates in due course.

40.3 French Market

It was reported that a cancellation notice would be printed in the Observer.

40.4 Town Show

In answer to a question, the Events Officer reported that all allotment holders had been sent an entry form twice and therefore it was unclear why the numbers for the produce were disappointing. The matter will be discussed at the 'wash-up' meeting.

A Member was pleased to see an event held away from the seafront.

40.5 Lamp post banners

Copies of the email expressing concern at the way the banners are being put up by Arun DC contractors were handed out and the Committee was given time to read it. It was reported that the Town Council shares the cost of producing the lamppost banners promoting events with Arun DC. In answer to a question, it was reported that the Town Council would not be liable in the event of an accident. In view of this, the Committee felt that the matter should be brought to the attention of Phil Graham informally instead of submitting an official complaint. This was **UNANIMOUSLY AGREED**.

- 40.6** The Chairman thanked the Events Officer for her hard work during the main events season.
- 40.7** A Member reported that although the Birdman event was a success, there were issues. The Committee also noted that Worthing Borough Council was keen to work with the Town Council on events.
- 40.8** The Events Officer's report and the budgets were **APPROVED**.
- 41. PROPOSALS FOR EVENTS & BUDGET 2011/12**
The Events Officer handed out her report (Appendix 2).
- 41.1 Carnival**
Proposals for approval:
A. Budget £6,500. **RESOLVED to recommend to P&R Committee.**
- 41.2 Sands of Time**
Proposals for approval:
A. Dates – still to be decided. **NOTED**
B. Budget £6,500. **RESOLVED to recommend to P&R Committee.**
C. One day event only –Sunday. **AGREED**
D. Use the RNH for cars and just have a small road closure to provide an entertainment venue. **AGREED**
In view of Goodwood's success, it was suggested to promote the vintage feel of the event and possibly ask RNH to theme the weekend to fit in with the event.
- 41.3 Armed Forces Day**
Proposals for approval:
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. **AGREED**
B. Budget allocation of £500 **RESOLVED to recommend to P&R Committee.**
C. Event to take place in last week of June (date to be finalised by AFD committee) **AGREED**
D. Event venue: Waterloo Square gardens (marquee) and road closure between Waterloo Square East and Waterloo Square West (area in front of Pier) **AGREED**
- 41.4 Sunday Afternoon Concert Programme**
Proposals for approval:
A. Concerts to be in Hotham Park **AGREED**
B. Proposed budget £1650. **RESOLVED to recommend to P&R Committee.**
C. Propose 6 concerts in all **AGREED**
D. Contracts to offer free parking but no PA system or TF support. **AGREED**
- 41.5 Proms in the Park**
Proposals for approval:
A. Date – tbc **NOTED**
B. Budget £500 plus Events Officer to pursue sponsorship. **RESOLVED to recommend to P&R Committee.**
C. Venue – Hotham Park Bandstand **AGREED**
D. Bognor Regis Concert Band to perform **AGREED**
- 41.6 Hell & High Water**
The future of the event was discussed and the Members acknowledged that it needed to be revamped. Consideration was also given to merging it with another event but it was highlighted that Sands of Time would not be suitable due to the tides.

Proposals for approval:
A. Dates – under discussion with Darrel Hardy (re tide heights etc). **NOTED**
B. Budget: £3,000. The Committee felt that the budget did not demonstrate value for money and it

was **RESOLVED to recommend to P&R** to cut it down to £1,500.
 C. Area of beach: between Beacon and Bandstand

41.7 French Market

The Committee **AGREED** that the Events Officer should approach Pip Frederick regarding the possibility of organizing a large Farmers Market as outlined in her report.

Proposals for agreement:

- A. Date – May or September **AGREED**
- B. Budget: £500 + £350 from Market **RESOLVED to recommend to P&R**

41.8 Heritage Open Days

Proposals for agreement:

- A. The Town Council will support HOD weekend in 2011 **AGREED**
- B. A budget of £350 be allocated **RESOLVED to recommend to P&R**

41.9 Event Equipment budget

Following the Events Officer's report, a Member suggested charging events organizers for the hire of the equipment. However it was pointed out that the equipment had been purchased for the Town Council events and not for hiring out. It was further reported that the Town Council had no resources to inspect the equipment on return. Following further discussion on the matter, it was **AGREED** that it had to be re-considered in more depth.

41.10 Small general event budget

It was **RESOLVED to recommend to P&R** that budget of £500 is provided.

42. UPDATE ON ARUN COMMUNITY ARTS NETWORK

It was noted that a meeting is being held tomorrow. However the Events Officer could not attend as she had not been notified in advance.

43. UPDATE ON PROPOSAL TO HOLD A LARGE-SCALE CLOWN EVENT IN 2012, INCLUDING BUDGET IMPLICATIONS

The Events Officer handed out her report (Appendix 3) and some discussion followed. A Member suggested writing to the local hotels and B&Bs asking if each could provide a room for a clown. The Committee also felt that the event should take place as part of the Diamond Jubilee of Queen Elizabeth II in June. A comment was also made about having other parishes involved in order to put on a big event.

Cllr. D. Eldridge offered his apologies and left the meeting at 7.50pm.

Proposals for agreement:

- A. Does the Committee wish to run a large-scale Clowns event in 2012 **AGREED**

Cllr. K. Scutt offered his apologies and left the meeting at 7.52pm.

44. TO NOTE CORRESPONDENCE

44.1 Thank you letter from a craft fair participant

44.2 Littlehampton Bonfire Society – Bonfire night procession. It was noted that Town Force would be putting in the float they built for the Illuminations Gala.

44.3 Email from Phil Graham regarding the residents complaint about funfair at West Park. This was **NOTED**.

44.4 Travel GBI magazine

44.5 Notification of the dates of the Rustington Carnival and the Bersted Brooks Fun Day in 2011

44.6 Email from Hotham Park HT regarding the HP Carol Concert. It was noted that the Events Officer would try to clarify certain matters before passing the details onto the Members. The Committee noted that there was no budget to pay for the band or a sound engineer. A Member was under the impression that man-power was being sought. It was further reported that Town Force already set everything up for the event and the programmes are photocopied by the Town Council's staff. A Member was of the

opinion that care had to be taken when deciding on the level of support given to the events organizers in order to avoid total dependence on the Town Council. The Committee **AGREED** that the Town Council staff cannot take on anymore work but some Members might be available to help.

45. DATE OF NEXT MEETING

The next meeting is due to be held on Wednesday 15th September 2010.

The meeting ended at 7.56 pm

