



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Kate Gill, The Town Hall, Clarence Road  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744 Fax: 01243 865744  
E-mail - [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON WEDNESDAY 11<sup>TH</sup> MARCH 2009

**PRESENT:** Cllrs: D. Eldridge (Chairman), Mrs. J. Warr, A. Cunard, Mrs. S. Daniells,  
J. Passingham (from Min. 78) and K. Scutt.

**IN ATTENDANCE:** S. Holmes.

*The meeting opened at 6.30 pm.*

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

The Chairman welcomed those present. Apologies of absence were noted as being received from Cllr. P. Dillon, Cllr. Mrs. J. Gillibrand and E. Benackova.

**77. 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.*

**78. TO APPROVE MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> JANUARY 2009, PREVIOUSLY CIRCULATED**

The Minutes of the Meeting held on 28<sup>th</sup> January 2009 were agreed as an accurate record and were signed by the presiding Chairman.

**79. ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

Min. 67 - The Events Officer had received a reply to her letter to Arun DC regarding the acknowledgement of BRTC funding and this was read out to the Committee, who noted the contents.

Min. 68.5 – A question was asked regarding the approach to ASDA for sponsorship. Had this been done officially? It was explained that ASDA had been approached by Cllr Burt, who had arranged the sponsorship for 2008. It was understood that any money they had allocated for Bognor Regis had been used in the additional consultation they had undertaken and they had no more funding available. It was suggested that the Events Officer could approach Sainsbury's.

Min. 68.7 – The Events Officer explained that the new Events leaflet had, in fact, been printed by Top Level Design as they had been able to match the price quoted by the internet supplier.

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

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

**81.1 Clowns Parade 2009**

The Events Officer reported on the Clowns Weekend.

The visits to schools had been very well received, with a total of 13 schools being visited. About 6 clowns had been in the town centre on Saturday, from 10 am until 2 pm and this proved very popular with shoppers.

The Reception on Friday night had gone well, particularly the memorabilia and video film. The cake donated by Cake Genie was very well received and by auctioning the clown decorations £150 had been raised for the CI charity. Letters of thanks had been sent to Sylvia Endacott & Shirley Lewis, Cake Genie and Chichester Film & Video makers.

The Sunday parade was somewhat disappointing with the rain and wind and the numbers of spectators were lower as a consequence. The Events Officer had experienced problems with the security company and also the band, and letters regarding this have been sent.

The Clowns had experienced a few problems within Butlins and these will be discussed at the de-brief meeting, which is currently being arranged.

The event had received good coverage on BBC South Today, with Geogie Palmer being made up as a clown. It was suggested that the Events Officer write a letter of thanks to her for taking part.

Some of the local shops had decorated their shop windows and letters of thanks will be sent to those taking part. It was suggested that we try and expand the participation of shops for next year.

The Events Officer reported that more road closure barriers were needed and requested that the Committee consider purchasing an additional 10 barriers. It was suggested that contact be made with Arun DC in the first instance, to see if they have any that The Council could borrow. If they do not, then 10 barriers should be purchased. It was **RESOLVED** to **RECOMMEND** to P & R that 10 new road closure barriers should be purchased through the Rolling Capital Budget Programme if this was found to be necessary, subject to the cost being acceptable.

**NOTE: The Events Officer has subsequently been in touch with Arun District Council and they have a number of barriers that the Town Council can borrow as needed.**

**81.2 Veterans Day 2009**

The Events Officer updated the Committee on the new Armed Forces Day. The emphasis is on giving recognition and support to our Armed Forces. The strap line is 'Honouring Britain's Armed Forces, Past, Present & Future.

Following discussion, it was **AGREED** that the planned Veterans Day Service should proceed but that the Events Officer should arrange a bigger venue. It was further **AGREED** that the Events Officer should try to obtain the new Armed Forces Day flag and that a small ceremony should be arranged with local cadet groups on the agreed day, 27<sup>th</sup> June (incorrectly reported as 26<sup>th</sup> June at the meeting) outside the Town Hall.

### **81.3 Hell & High Water**

The Events Officer circulated the Hell & High Water logos, designed by Mike Jupp and gave an update on the proposed events. These include: The King Canute Challenge (jigsaw puzzle competition); The Boggerbugs Boat Race (person or wind powered water craft); The Fat Prats Splash (Sumo suite jousting); and the Duck Race.

It is hoped that the local yacht club will take part in races and the possibility of racing pedalos had also been suggested. The Events Officer reminded the Committee that the budget for this whole event was only £400 and so some elements could only take place if additional funding or sponsorship could be found. It was suggested that O2 could be approached to sponsor the Duck Race, as they currently use a duck in their advert, and that the possibility of having food stalls could be investigated (which could bring an income). This will need to be discussed with Arun DC Concessions Officer.

A meeting with the The BR Observer newspaper to discuss possible sponsorship opportunities was to be held.

The Events Officer confirmed, when asked, that it was unlikely that she would spend the whole of the Clowns Budget for the 2009 event and it was suggested that any budget left over could be ring-fenced for this event. This was agreed by the Committee and it was **RESOLVED to RECOMMEND** that any unspent Budget from the 2009 Clowns Event should be ring-fenced for the Hell & High Water event. The Events Officer will also pursue other possible funding and sponsorship

### **81.4 Town Show**

An initial meeting had been held with representatives from Bognor CAN and the Horticultural Society and a date of 22<sup>nd</sup> August was being proposed. It is hoped to repeat the set-up from the first year, with 2 or possibly 3 marquees – one for the Town Show, one as a Health marquee and one for craft activities. Quad bikes and a car boot sale have also been suggested.

The Horticultural Society will assist with the Town Show, as before, and provide a judge. They will also assist with setting up the Town Show marquee

Negotiations are currently under way with Arun DC regarding the use of the recreation ground for the event.

### **81.5 General Update – Hotham Park Restoration Celebration**

The Events Officer had attended the planning meeting for the Celebration event due to be held on 4<sup>th</sup> May. A full programme is planned, mainly around an environmental theme. The event is being planned by Arun DC Parks Department and has only a small budget.

At the planning meeting, a question was asked as to whether Town Force time would be available to assist with the setting up of the event and the Events Officer agreed to bring it to the Events Committee. This was discussed but it was felt that Town Force time to support local events had already been agreed and there was no more capacity. It was therefore **AGREED** that no free Town Force time could be allocated but that Arun DC would be given the opportunity to buy in Town Force hours at the agreed rate (which would be £39 per man per hour for a Bank Holiday).

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

The Events Officer updated the Committee on the current progress as per her report (Appendix 2).

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

Discussion took place regarding the allocation of cups/ shields /prize money. It was suggested that contact be made with the Lions Club about the original cups and whether these would be available for use. Various options were put forward and discussed and it was **RESOLVED** that glass trophies should be purchased and given to each Class winner (to keep). It was further **RESOLVED** that £100 should be given to the Best Walking entry and £100 to the Best Wheeled entry as a prize.

The idea was put forward that a photograph of each float could also form part of the prize and the Events Officer was requested to investigate whether local photographers would be interested in a sponsorship deal.

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

The issue of the Carnival Queen was discussed and it was **AGREED** that a competition should be run. The Events Officer was instructed to contact the Observer to ask if they would run the competition, and if they were unwilling to assist, The Argus should also be approached. Prize money of £200 was **AGREED**, £100 for first prize and two £50 prizes for two princesses. Cllr Scutt informed the Committee that he and two other Councillors (Cllr Gilliband and Cllr Fyfe) would be providing the prize money. Cllr Mrs Warr stated that Forever Young would take care of the make-up for the winners and that a local hairdresser would, she was sure, also give their support.

The Events Officer reported on the response so far received. 22 forms had been returned and about 8 had indicated they would definitely take part with another 3 or 4 possible entries. We have about 10 who want to take part in the workshops and the Events Officer has also spoken to other groups who have not yet sent in their forms but are interested in taking part. It is planned to run two Carnival Workshops, one on 2 April at the theatre and one on 4 April, possibly at the Assembly Hall at the University. The Ryde (IofW) Carnival Committee have agreed to support the carnival by providing entries and also by assisting with the Workshops.

Judging of the event will take place en route and it was suggested that the judges should be: Mayor of Bognor Regis, Chairman of Aldwick, Nick Gibb, MP.

The Events Officer had prepared a draft Entry Form and Set of Rules and this was circulated. Members of the Committee were asked to consider these and let the Events Officer have any changes / amendments by Friday 13<sup>th</sup> March. Once any changes are made the forms will be sent to The Council's Insurance Company for their approval.

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

The Events Officer apologised to the Committee, as she had not yet written to Aldwick Parish Council about this event.

Cllr Passingham advised the Committee that they had been unable to identify anyone locally as lookalikes and a theatrical company in Brighton had been approached to see if they could assist. It was suggested that an appeal could be made through the local paper to try and find lookalikes but it was felt that this could become unmanageable. Sylvia Endacott is trying to find footage of the King's visit.

The plan, if Aldwick agree, is to transport the lookalikes from the site of the old Craigwell House to the Royal Norfolk Hotel for tea, and then possibly on to the Town Hall (or the Royal Hotel) so the 'King & Queen' can appear on the balcony. Cllr Passingham reported that he may have identified a car that could be used.

The Promotions and Publicity Committee are having new boundary signs done, showing when the suffix was granted, and these should be ready for the event. The actual date is still being researched, as there is a difference as to when it was actually granted and when it was announced. County Records Office is researching this.

The Events Officer confirmed that a telegram to HM The Queen would be sent. It was suggested that it could also include an invitation to attend the event. Events Officer to pursue this.

**84. UPDATE FROM EVENTS OFFICER ON PLANNING FOR THE CULTURAL OLYMPIAD**

The Events Officer reported on the Arun 2012 planning group. At the moment this is part of the WSCC Ahead of the Game. However, the funding paid by Arun DC to this group runs out at the end of March and no further funding is available. It is not yet known what impact this will have on the group.

The Rox Organisation is to make a presentation at the beginning of the next meeting, due to be held on 11 March.

**85. TO NOTE CORRESPONDENCE**

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

**85.1** Various emails relating to 2012 and the Cultural Olympiad.

**85.2** Letter of complaint from Craft Fair attendee regarding level of advertising at Sands of Time.

**85.3** Letter from the Arc Club, asking Events Officer to attend and talk about Clown Events – it was suggested a donation to the carnival fund could be asked for.

**85.4** E-mails relating to Sands of Time.

**85.5** Craft Fair, Charity Fair and Vehicle Cavalcade entry forms Sands of Time.

**85.6** Letter from Arun DC advising of the new arrangements for Safety Advisory Groups. The Committee noted that all of the meetings took place in Littlehampton and all of them during the day. Concern was expressed that this was unfair to local Bognor Regis groups, especially volunteer groups whose members worked full time. It was **AGREED** that the Events Officer should write to Arun DC raising these issues.

**85.7** Cllr Eldridge reported that he had been contacted by Mr Barry Jones regarding the Birdman event. As the Committee felt that they had already made the Council's position clear in their previous correspondence to Mr Jones, it was **AGREED** that a letter should be written re-iterating the points already made.

**86. DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 22<sup>nd</sup> April 2009 at 6.30pm.

*The meeting ended at 8.40 pm.*

## **Events Officer Report to Events Committee 11<sup>th</sup> March 2009**

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

#### **Clowns Parade 2009**

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

- A. Budget £6,000
- 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:**

As agreed at the previous meeting, 3 clowns will undertake school visits on Monday, Tuesday and Wednesday at a rate of £100 per clown per day – total £900. A schedule of visits has been prepared for the Clowns, including maps.

A display of photographs of previous Clowns parades, lent by the general public, has been set up in the Theatre

The launch event will take place at 4 pm on Friday 6 and will take place on the stage in the Skyline Pavilion. It will include a balloon drop. The Mayor will be present

The BBC will be filming at 11 am on Wednesday 4, when Georgie Palmer will be made up as a Clown and taught a simple routine. The BBC has details of the weekend events, which they will publicise as part of the Going Out section on Thursday when the film of Georgie Palmer will be shown.

Sylvia Endacott and Shirley Lewis will be providing a display of memorabilia on the night of the Reception and Chichester Film and Video Club are providing a short film of previous parades.

Cake Genie will be providing the cake, which will be cut during the Reception, after photographs and speeches.

Security and First Aid have been booked for the Parade and a Police team have been assigned. Letters have been delivered to local businesses and residents, and also Stagecoach, taxi companies and the traffic wardens.

### **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:**

As agreed at previous meeting the Giant Games have been purchased, as a cost of £484.31 for a total of 11 games.

The Get Cycling Roadshow has been booked and I am currently looking at possible grants to help cover the cost.

The Donkeys are confirmed, at a price of £825. I am currently booking entertainment.

The entries for the Car Cavalcade are very slow this year (only about 20 to date) and we have sent additional invitation letters out.

### **Veterans Day 2009**

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

- A. Date of Veterans Day Service – Sunday 21st June
- 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 been contacted by members of RAFA regarding this. They have received information about the change to Armed Forces Day and have asked what the Town Council will be doing to support this. I have explained that the Veterans Day had already been arranged for this year but said I would take it to the Committee for their consideration. I hope to have more details from the MoD on the Armed Forces Day at the meeting.

It was suggested at the last meeting that we consider changing the venue of the event, to accommodate larger numbers but I would suggest that we do not make any changes until we have made a decision about the Armed Forces Day.

### **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. Bands have been booked
- D. Content – Bands

### **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

### **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

### **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:**

I have had a number of meetings regarding this event and Mike Jupp has now designed a logo. As I have a meeting regarding the sponsorship for this on Wednesday 11, I will give a full report to the Committee on the day.

## **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

#### **Update:**

I have now arranged an initial meeting with Carol Fullick and members of the Horticultural Society to discuss this.

### **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:**

I attended the planning meeting for the Hotham Park Restoration Celebration which is due to take place on Monday 4 May (Bank Holiday). A full day is planned, mainly based around community and environmental organisations. Bognor in Bloom will be represented.

### **Proposals for Agreement:**

The organising committee, mainly Arun officers, have asked if Town Force would be able to provide some time to assist with setting up. I explained that although we allocate some free time to various Town events, the schedule for the year has already been agreed. It was agreed that I would put the request to the committee – would we allocate some free (uncharged for) Town Force hours to assist with this event. If not, can charged-for hours be offered?



Appendix 2 – Town Carnival Report  
**Events Committee 11 March 2009**

**Town Carnival**

**Agreed at previous meeting:**

- 1) Route – to run from Regis Centre Car Park, along Esplanade, Aldwick Road, Park Road and Marine Drive West to West Park
- 2) We will have use of Regis Centre car park all day until 3.30 pm, when it will open again to the public
- 3) 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
- 4) 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
- 5) We will need to hire in or borrow more barriers and road signs, as we will not have enough for the whole route
- 6) We will need to liaise with Bus company as some buses go along part of our route
- 7) Now that Butlins cannot provide entertainment, we will probably have something like a Steel Band or similar with perhaps Charity Stalls or small food concessions, for people to look at while waiting for the prizes to be awarded
- 8) The Rotary Club will provide about 40 marshals, and the collection on the day will be split between the Town Council and the Rotary clubs
- 9) I will be meeting with the Lions Club in the next week to discuss previous events
- 10) Letters to schools and community groups have been sent out.
- 11) Theme – Carnival
- 12) Categories
  - Floats
  - Push & Pull
  - Adult walking
  - Children walking
  - Schools & Youth Clubs
  - Trade
  - Community groups
- 13) Agree to re-evaluate the level of interest / forms received by 22<sup>nd</sup> April meeting so we can decide on way forward
- 14) Events Officer to actively seek sponsorship for event

**To be agreed:**

- 15) Do we want cups / shields etc
- 16) Prize money? Winner & runner up? Certificates
- 17) Agree cut-off point for entry forms
- 18) 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. Do we want to pursue this?

At the previous meeting it was also suggested that we hold a Carnival Queen competition. However, as we have no budget for this and nothing was decided at the previous meeting, we need to decide:

- 19) Do we still wish to hold a Carnival Queen competition, owing to the short time to the event? If yes.....

Appendix 2 – Town Carnival Report

- 20) Do the Committee wish me to organise the event in conjunction with the local Newspaper?
- 21) What do we offer in the way of a prize – cash / clothes and where does the budget come from for this?
- 22) Do we organise a separate event for the selection of the Queen, crowning ceremony etc.
- 23) Do we want just a Carnival Queen or attendants as well – if so, how many?
- 24) What age group are we aiming for?

To date we have had the following responses to the initial letters about the Carnival:

5 who wish to enter the Carnival and 4 who have said No

4 who wish to attend Workshop or would like more information on this.

I have however, spoken to Scout and Guide groups who have indicated that they will be participating but have not yet submitted their forms.

The latest date given by Butlins for the Workshops was mid March and I do not feel that we have enough response to go ahead with this. I am therefore going to book space at the Theatre and I have been in touch with the organisers of the Ryde Carnivals to see if some of their committee will come over to be involved in the workshops. I will try to run one mid-week (which would probably be better for schools) and one on a Saturday for those who can't attend on weekdays.

SJH 03.03.09