



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

MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON WEDNESDAY 22nd APRIL 2009

PRESENT: Cllrs: Mrs. J. Warr (Vice-chairman), Mrs. S. Daniells, P. Dillon, S. Kerrigan (during Min. 91) and K. Scutt.

IN ATTENDANCE: E. Benackova and S. Holmes.

The meeting opened at 6.34 pm.

87. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE

In the absence of the Committee Chairman, Cllr. Mrs J. Warr took the chair and welcomed those present. Apologies of absence were noted as being received from Cllr. D. Eldridge, A. Cunard and J. Passingham.

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

89. TO APPROVE MINUTES OF THE MEETING HELD ON 11TH MARCH 2009, PREVIOUSLY CIRCULATED

The Minutes of the Meeting held on 11th March 2009 were agreed as an accurate record and were signed by the presiding Chairman.

90. ADJOURNMENT FOR PUBLIC QUESTION TIME

No public were present.

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

Min. 81.5 - Hotham Park Restoration Celebration: Arun DC has been given the opportunity to buy in Town Force hours but no response was received.

Min. 85.7 - Letter re-iterating the points previously made has been sent to Mr. B. Jones.

Cllr. S. Kerrigan offered his apologies and joined the meeting at 6.38pm.

92. TO APPROVE EVENTS OFFICER'S REPORT - PREVIOUSLY CIRCULATED

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

92.1 Sands of Time 2009

The Committee noted that the car entries had been very slow this year and discussed the possible reasons.

It was reported that photos of the mosaics made at the 2006 Festival have now been supplied to the sponsors, Azurra Mosaics who included them on their website along with an article about the event.

92.2 Veterans Day 2009 (Now renamed Armed Forces Day)

The Armed Forces flag would be flown at the Town Hall for a week, starting on Monday 22nd June.

A letter from the RAFA club who hoped to organize an event on 27th June was read out to the Committee. It was felt that with the BRTC service planned for 21st June, this might be packaged as a week of events. As no budget allocation has been spent to date, funds for promoting the events would be available.

The Committee also noted that the Events Officer has a contact for a young veteran who has recently returned from Afghanistan. It was **AGREED** to investigate whether his regiment could be involved in the event.

92.3 Hell & High Water

The Events Officer reported that the ADC lifeguards might not be available for the event as the season finishes the weekend before this event. However it was hoped that some could be persuaded to be involved. Cllr. Dillon offered help in this matter as he and his wife are qualified divers. In answer to a question about the role of BRTC, the Events Officer clarified that her task was to ensure that the event is run safely. Negotiations with Arun DC were also being undertaken including completion of the necessary paperwork.

92.4 Town Show

It was noted that the Horticultural Society submitted a grant application to Grass Roots for £5,000 and an outcome should be known within a week.

92.5 General Update

The Committee noted that the Events Officer had been invited to attend TBI event at the Royal Hotel as a guest speaker on 3 June and hoped to obtain some sponsorship.

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

93. 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). It was highlighted that the closing date for carnival entries was 22nd May, not 6th May as stated in the report.

A Member raised the matter of the carnival collection and questioned the split between BRTC and the Rotary Clubs. The Events Officer clarified that the Rotary Clubs were providing 40 marshals and running an information point on the day. It was stressed that without the man-power, the carnival would not happen. The Committee also noted that although the Lions Club had provided some information as to how it was run before, no request for a share in the collection had been tabled. Furthermore, as the Committee had already agreed the two way split, the six-month rule relating to rescinding a resolution applied. An application for street collection has also been submitted to Arun DC. In view of the circumstances, the Committee felt that it was too late to change the arrangements.

With regard to the lack of entries for the carnival queen competition, the Committee felt that this could have been due to the high profile Miss West Sussex competition which was also being run. It was agreed to extend the deadline by another week and attempt to contact the unsuccessful candidates for the Miss West Sussex.

The Events Officer gave details of the carnival entrants. Although there was a lot of initial interest, it seemed rather difficult to get the public committed to enter. The Members were also informed of the

change in rules and regulations that now required participants to be strapped whilst on a moving vehicle. Cllr. Dillon pointed out that many walking groups take part in the Pagham Pram Race and agreed to approach the organisers. The Committee also engaged in a detailed discussion about bringing in the Aldingbourne Trust to run a refreshment stall. It was pointed out that Arun DC would not allow a commercial operator in West Park as there was a concession there. Following further debate, the Events Officer advised that any catering brought in would be a part of the event and a member of staff would need to be present. Further, the experience of Chichester City Council showed that these arrangements had not worked, the public started to leave as soon as the awards finished. The chairman summarized the debate, noted the comments and suggested going ahead with the Trust's catering and pursuing the matter with Arun DC separately. This was **AGREED**. Votes of thanks were recorded to the Events Officer.

Details of the new arrangements for the Safety Advisory Group meetings were given to the Members.

94. UPDATE ON THE PLANNING FOR THE 80TH ANNIVERSARY OF GRANTING THE TITLE 'REGIS' TO THE TOWN

It was reported that the look-a-likes had been found however it was felt that the cost of £3,000 could not be justified. It was suggested that perhaps Mr. J. Hawkins might be willing to be the King and the Events Officer agreed to contact him. Mrs. S. Olliver was suggested as the Queen but it was reported that she was unwell and was also thought to be unavailable at the time. Following further discussion, it was proposed and **AGREED** to ask Cllr. Mrs. Carol Wiseman, the chairman of Aldwick Parish Council. The Committee was informed of the estimated costs for the banner, publicity, refreshments supplied by the Royal Norfolk Hotel, musicians and hire of costumes and marquee (if necessary) totalling approximately £700. The Members thought that the RNH charges were somewhat excessive. It was suggested that by opening the event to the public, by advertising the opportunity to join in with the Garden Party, a price reduction could be achieved. This was **AGREED**. The Committee hoped that Aldwick PC could contribute towards half of the estimated expenditure. A Member reported that the Bognor Regis Sub-Committee had discussed the anniversary and it was **AGREED** that the Events Officer would contact Arun DC asking for a contribution towards the event.

The Committee considered various ways of contacting members of the public born in 1929 and discussed the numbers, agreeing on inviting 20 guests. As for the background music, it was **AGREED** to approach the Regis School of Music. Arrangements for obtaining the vintage cars were also debated. Cllr. Scutt agreed to contact Mr. K. Jay about his Rolls Royce. Some of the Rolls Royce owners participating in the Sands of Time cavalcade or Rolls Royce in Westhampnett could also be contacted.

It was **RESOLVED** to fund this event from the Civic Fund.

95. UPDATE FROM EVENTS OFFICER ON PLANNING FOR THE CULTURAL OLYMPIAD

There was nothing to report as there had not been a meeting. The next meeting is scheduled for 18th June.

96. TO NOTE CORRESPONDENCE

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

96.1 Various entry forms for Sands of Time.

96.2 Bognor Regis Nursery School – Letter of thanks for the clown visit.

96.3 Clowns International – Letter of thanks for continuing support and the reception.

96.4 E-mail from K Greenaway in response to the newspaper article detailing Mr. B. Gartside's comments about Bognor Regis. The email was read out to the Committee that shared the concerns and wished that more members of the public were taking interest in the town. A response detailing the BRTC services would be sent.

97. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 3rd June 2009 at 6.30pm.

The meeting ended at 8.15 pm.

Events Officers Report to Events Committee 22nd April 2009

Events from 2008/2009 Budgets

Clowns Parade 2009

Agreed at previous meeting:

- A. Budget £6,000
- B. Dates – Parade 8th 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:

The Committee was updated on the event at the last meeting. Since that time:

- A meeting took place at Butlins, with representatives from Clowns International, Butlins and the Events Officer. This mainly dealt with the issues raised by the Clowns in regard to their dealings with Butlins, and these issues were resolved satisfactorily
- All three parties agreed to an event in 2010 – date to be notified
- The Events Officer contacted the Security Company regarding the problems which arose during the Clowns Parade. An invoice had already been received which was £90 less than the quote, as the number of stewards attending was less than had been booked. Following the letter of complaint and a number of phone calls, the Security Company has offered a further reduction of 25% of the invoice total
- The Events Officer also contacted the agent for the Jazz Band, as there was some confusion over the time they were booked to. The agent agreed with the times as understood by the Events Officer and will be taking this up with the Band.

Events from 2009/2010 Budgets

Sands of Time 2009

Agreed at previous meeting:

- A. Dates 18th & 19th 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:

Of the total budget of £12,500, approximately £11,500 has been committed to date. However, this does not take into account any of the income from craft fair, activity stalls etc.

The entrants for the car cavalcade are very slow and to date we have only had 40 entries. I am currently reviewing this situation to see if we can increase the numbers.

Veterans Day 2009 (Now renamed Armed Forces Day

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 26th 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 in touch with the Salvation Army with regard to a bigger venue, suggested at our previous meeting, and I am waiting for them to come back to me.

The RAFA have spoken to me about organising an event at the RAFA club on the 27th June and they are arranging a meeting at the Club on 27th April to discuss this.

I have been advised by Arun DC that they are obtaining two Armed Forces Day Flags, one to be flown at the Civic Centre and the other to be flown at the Town Hall.

Sunday Afternoon Concert Programme 2009

Agreed at previous meeting:

- A. Concerts to be back in Hotham Park
- B. Budget £1,400 **Total for 5 bands is £1,150**
- 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 – 20th 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 26th & 27th September 2009
- B. Budget: £500 + £350 from Market

Hell & High Water

Agreed at previous meeting:

- A. Dates – September 13th
- B. Budget: £400
- C. Area of beach: to be agreed with Darrel and Foreshores Officer – between the Beacon and the Pier

Update:

I have now spoken to The Observer regarding sponsorship and it seems unlikely that we will receive anything from them. There appears to have been a misunderstanding at the previous meeting regarding this issue. Now that this has been clarified, a sponsorship plan can be drawn up.

I have now had a meeting with Phil Graham and the Foreshores Officer, who are broadly supportive of the proposed activities. Any issues of concern that they have raised will be discussed at the next planning meeting.

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

Update:

Event for 2010 agreed in principle – dates to be advised by Butlins.

Other Events 2009/10

Town Show

Agreed at previous meeting:

- A: Event would be supported by officer time

Update:

A meeting has now been held with Arun regarding the use of the Recreation Ground for this event and they have raised no objections.

Planning meetings with Bognor CAN and the Horticultural Society will continue.

Budget for 2009/2010

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

General Update:

I am hoping to attend the Hotham Park Restoration Celebration to see how the movement of vehicles, tables, equipment etc is managed.

Events Committee 22 April 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) Events Officer to meet 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 22nd April meeting so we can decide on way forward
- 14) Events Officer to actively seek sponsorship for event
- 15) Events Office has met with the Lions Club and they have agreed that we can use the previous trophies
- 16) Winner of each category will receive a glass trophy to keep
- 17) Prize of £100 will be given to the Best Walking entry and the Best Wheeled entry
- 18) Suggestion that a photograph of each float could also form part of the prize. Events Office to pursue this, to see if a sponsorship deal can be made with a local photographer

- 19) Carnival Queen competition to be run via Observer. Prize money of £200 (£100 for Queen plus £50 for two princesses) to be provided by 3 Councillors. Forever Young will provide make up and local hairdresser will also support
- 20) Judges to be Town Mayor, Chairman of Aldwick Parish Council, Nick Gibb MP
- 21) Entry forms and Rules were presented to Committee – if no amendments are put forward by 13th March, the forms will be sent out
- 22) Workshop to be run on 2nd April, repeated on 4th April

Update:

Workshops

A total of 20 people attended the Workshops, representing 10 organisations. The Evaluation forms completed were generally favourable, considering this was the first time that the workshops had been organised.

Carnival Queen Competition

We have been advised by Kevin Smith that, to date, one entry has been received for the Competition. The closing date is tomorrow.

Bournemouth Carnival Band

These have been booked to lead the Parade

Carnival entries to date

6 entry forms have been received to date. Closing date is 6th May

I have now been provided with a list of previous entrants by the Lions Club and we will be writing to any groups not contacted so far.

West Park

Following my previous memo, unless otherwise agreed at the meeting, I will book the Aldingbourne Trust to run a refreshment stall at West Park

I am still trying to find a band to provide some background music at West Park, while the groups are waiting for the Awards to be made

Safety Advisory Group

The SAG is meeting on 8 May and I will have to have my Management Plan and Risk Assessment prepared a week before this deadline. This will be distributed by Phil Graham so that all of the Group members have a chance to go through the document before the day and raise any issues of concern.

Route & Security

I have had a meeting with security company regarding the road closures. They have been involved with the Illuminated Gala and are familiar with the route and in operating a rolling-road closure. I will include the planning for this in my Management Plan for the SAG.

We have received written confirmation from the Rotary Club that they can provide 40 stewards for the event.