



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON WEDNESDAY 3rd JUNE 2009

PRESENT: Cllrs: Mrs. S. Daniells (Chairman), A. Cunard (Vice Chairman), P. Dillon, S. Fyfe (during Min. 5), J. Passingham, K. Scutt and Mrs. J. Warr.

IN ATTENDANCE: E. Benackova and S. Holmes.

The meeting opened at 6.30 pm.

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

The chair welcomed those present. Apologies of absence were noted as being received from Cllr. D. Eldridge and Cllr. G. Burt who is not a Member of this Committee but hoped to be present to comment on agenda item no. 12.

2. **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. J. Passingham declared a Prejudicial Interest in Bognor Regis Seafront Lights and any events they take part in, arrange or may be seen to be a conflict of interest.

3. **TO APPROVE MINUTES OF THE MEETING HELD ON 22ND APRIL 2009, PREVIOUSLY CIRCULATED**

The Minutes of the Meeting held on 22nd April 2009 were agreed as an accurate record and were signed by the presiding Chairman.

4. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

No public were present.

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

Min. 96.4 – The Events Officer read out the BRTC response, agreed by the Town Clerk, to an email received from K Greenaway. It was noted that there was no further correspondence.

Min. 94 – Cllr. Scutt reported on his communication with Mr. Keith Jay who unfortunately no longer owns an open top Rolls Royce. However, contact details of a local resident who owns a Rolls Royce and might be able to help were passed onto the Events Officer.

Cllr. S. Fyfe offered his apologies and joined the meeting at 6.36 pm.

6. TO APPROVE EVENTS OFFICER'S REPORT, PREVIOUSLY CIRCULATED

The confidential budget sheets for Sands of Time, Carnival and Proms in the Park were handed out to those present.

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

6.1 Sands of Time 2009

The Committee noted that 58 car entries had been received to date.

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

6.2 Veterans Day 2009

It was reported that the events had been listed on the Armed Forces Day website and 2 banners from MoD, who is keen to work closely with BRTC next year, had been received.

The Events Officer continued to support the RAFA Club in organizing a day of activities on 27 June. In answer to a question, the Events Officer advised that although she did not intend to have a table at the event, the Mayor and she would be in attendance to represent the Town Council. It was felt that having a table with events leaflets would be a good PR exercise. It was further reported that to date, no budget allocation has been spent.

6.3 Proms in the Park 2009

The Committee noted that all was ready for the event and although the current budget sheet was showing a shortfall, it would be reduced / covered by the money collected on the day.

6.4 Hell & High Water

It was noted that promotion of the event would commence shortly. It was also hoped to organize 4 rowing boats and encourage the public to dress up and take part. Further, the Events Officer was in talks with T. Holland who might be supplying some safety boats.

6.5 Town Show

The Members noted that a special cup for 'Best in Show' in memory of one of the judges would be introduced this year.

6.6 General Update

The Events Officer reported that the de-brief meeting of the Hotham Park Celebration event would be held tomorrow.

The Committee was pleased with the publication of an article advertising Sands of Time in the nationally distributed Coast magazine.

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

7. TO RECEIVE UPDATE ON PROPOSED CARNIVAL 2009 FROM THE EVENTS OFFICER, PREVIOUSLY CIRCULATED

Cllr. J. Passingham declared a Prejudicial Interest and left the Council Chamber.

The Events Officer updated the Committee on the current progress as per her report (Appendix 2). The Committee noted the appointment of Kathryn Ayling-Randall as the Carnival Queen and Cllrs. Scutt and Fyfe agreed on the prize money split. The Events Officer advised that individual cheques should be made out to BRTC so that one BRTC cheque for £100 could be made out to Kathryn. The Events Officer had purchased the tiara, shown to the Members, and ordered a Carnival Queen sash. Arrangements for Kathryn's make-up and hair were agreed. However, an open top car still had to be found. Cllr Dillon offered help and following a phone call, a convertible Jaguar was organised.

Please note: Due to unforeseen circumstances, no drivers were available to drive the Jaguar after all. Following some research, Mrs. M. Wadley kindly agreed to make her BMW available and drive the Carnival Queen.

A list of the carnival entries was circulated to those present and the Members congratulated the Events Officer for such a good turnout.

Details of the Safety Advisory Group meeting was given including the issue of the Regis Centre car park management. Having taken into account the access requirements of the Regis Centre, the Regis pub, the market traders and Shopmobility, who had already been contacted, it has now also transpired that there were town centre businesses in possession of annual parking permits for the car park. It was pointed out that this had not been picked up on by the SAG or Arun's Car Parks Department. The Events Officer emailed the Arun's Events Development Officer who is the point of contact for events organisers at ADC and expected to hear from him on his return from annual leave tomorrow.

The Committee also noted that the route had been walked with the Police, TF and the security firm. Further it was noted that distribution of the road closure letters started today.

In answer to a question about ownership of the tiara, it was agreed that it should be worn by the Carnival Queen at all events but it would remain property of BRTC.

A query about the carnival timetable was raised and the Events Officer spoke of the details and timings of the proceedings on the day. It was reported that not much entertainment had been arranged for West Park as this was a first year of BRTC running the carnival and also due to the staffing requirements at both ends of the carnival parade. The Committee noted that the participants had been issued with detailed instructions and asked to have a designated person responsible for their entry. Further, all vehicle drivers have been asked to attend a safety briefing on 10th June. On the day, all vehicles will be checked by Arun's Health & Safety Officer.

A Member asked what arrangements had been put in place with regard to taking photographs. It was noted that a local business had already been contacted and the staff would also try to take photos. The Events Officer also hoped that Mr. A. White, who had previously supplied BRTC with excellent photos, would be in attendance.

With regard to judging of the entries, the Events Officer was still waiting to hear from the Lions who had been asked to provide a judge. It was **AGREED** that the chair of this Committee would step in if needed.

A Member hoped that more local pubs and night clubs would enter next year.

Cllr. J. Passingham returned to the Council Chamber.

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

The Committee noted that a reduction in the price of refreshments per head had been obtained but further reduction could only be given if the content was altered. The Events Officer read out a letter from Aldwick PC asking for equal partnership in all matters including the negotiations, publicity and invitation of all Councillors. The Committee debated the matter pointing out that it had not been intended to invite all BRTC Councillors, only the Mayor and a guest, as doing so would increase the costs. It was felt that the request could only be implemented if the Members were prepared to pay for their own refreshments. It was therefore **AGREED** to send a response to this effect.

The Events Officer reported on the budget arrangements and the advice given by the Town Clerk and the Deputy Town Clerk. The Committee asked that the balance of the Civic Budget is checked in view of the Policy & Resources Committee agenda item no. 12. The Committee then engaged in a discussion about the content of the refreshments and **AGREED** to proceed with tea, scones and sandwiches.

The Members also debated the possible means of finding 20 members of the public born in 1929. Suggestions put forward included contacting the retirement homes & Laburnum Centre, advertising on the BBC Southern Counties Radio or writing a press release for the Observer. However a Member pointed out that the Observer sales have dropped considerably and advised using the Guardian.

9. **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.

10. **TO CONSIDER REQUEST FROM BUTLINS TO USE THE BATHING MACHINE FOR A PHOTO SHOOT**

The Events Officer reported on the request from Butlins, who now aim to focus their promotion on bringing back the traditional family holidays. The Members noted that the company had been told of the difficulties in moving the bathing machine and was happy to cover the associated costs including Town Force time spent supervising the transport and assembly. A Member queried the value of the bathing machine and the Events Officer advised that although it had been extensively restored, guidance from the BRTC insurers would need to be sought. The Committee **AGREED** lending the bathing machine to Butlins as long as the associated costs detailed above are covered and insurance cover during the transport provided. A Member also suggested asking Butlins to support the 80th Anniversary.

11. **TO NOTE CORRESPONDENCE**

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

11.1 Illuminated Gala entry form.

Cllr. J. Passingham declared a Prejudicial Interest in Bognor Regis Seafront Lights and any events they take part in, arrange or may be seen to be a conflict of interest.

It was understood that the organisers wished to use the allocated 20 man-hours for Town Force to enter the Gala. This was **AGREED** subject to TF staff availability on Sunday 30th August.

11.2 Carnival entry forms

11.3 Classic Motor magazine featuring the Sands of Time advert

11.4 Letter from Mr Maurice Thorogood regarding 80th Anniversary

11.5 Hotham Park Heritage Trust – Letter requesting attendance of the Carnival Queen at the Country Fair. The Committee debated the Queen’s attendance protocol and **AGREED** her attendance at other events.

11.6 Spirit FM – E-mail asking to be part of the sandcastle competition at Sands of Time. It was understood that there would no longer be a separate competition run by Spirit FM and organisers hoped to join in with BRTC. The Events Officer commented positively on the extra coverage gained by such an arrangement however highlighted the issue of sponsorship deals. The Members **AGREED** involvement of Spirit FM subject to the BRTC sponsors’ agreement.

12. **CONSIDERATION OF INVOICE RECEIVED FROM THEATRE AGENT RELATING TO 80TH ANNIVERSARY CELEBRATIONS**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (SO.29.1) – Agenda item 12 (contractual).

The Committee noted the letter received in connection with this matter and **RESOLVED** that a reply from the Town Clerk should be sent.

13. The Committee was invited to ask any questions related to events. A Member raised the subject of planning for next year’s events and spoke in connection with the prospect of the Birdman event returning to Bognor Regis. The chair, as the BRTC representative on the Birdman Committee in 2007, gave details of the discussions and proceedings that lead to the Committee’s decision to cancel the event on Health & Safety grounds. During the debate, it was clear that all Members were in favour of the event returning to Bognor Regis however there were still numerous unresolved issues. A Member pointed out that BRTC could not afford to increase the level of grant previously given to the organisers and there would be difficulties building the ramp due to less space on the Pier. It was also understood that a recent safety inspection revealed a defect on one of the metal structures. The Committee engaged in a detailed discussion on the matter emphasizing that any organisation was

welcome to apply for a grant from BRTC. All previous grant aid applicants get sent an application stating the terms and conditions. The Events Officer informed the Members of the last years correspondence with Mr. Jones who had asked for an indication whether the application would be likely to succeed. The Committee agreed with the Events Officer who stated that such conduct would have been unacceptable. Following a question about the deadline for submissions, the Committee understood that there were some intentions to move it to December. However this matter came under the remit of the Task & Finish Group, that has yet to be appointed. The Committee then went on to reiterate that an application from the IBB Trust would be welcome. A Member reminded those present of the budget & precept restrictions and commented on the level of financial support WSCC had given to Worthing Birdman. The debate moved onto to the subject of Worthing Birdman and the backing of Worthing Borough Council.

Mrs. Holmes declared a Prejudicial Interest as her son is a Director of Leaderboard Sports (UK) Ltd. that provide the technical support at the event and Mrs. Holmes is Company Secretary.

The Committee was happy that Cllr. Fyfe contacts Mr. Jones inviting him to complete a grant aid application form once this years grant aid is advertised.

14. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 15th July 2009 at 6.30pm.

The meeting ended at 7.56pm

Events Officers Report to Events Committee 3rd June 2009

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:

I have presented my Management Plan for the event to the SAG and a small number of issues were raised, which I am currently addressing

Car entries are still coming in, although very slowly. We now have over 50 but I do not think it likely that we will receive the same number as last year. From one or two comments that we have received, there seems to be a number of other car events taking place on the same day, so I am assuming that is having an impact on our entries.

I hope to produce the leaflet for this event (in conjunction with The Observer) in the next week or so, in order that we can get it distributed via the VIC's in good time.

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 spoke to the Salvation Army about a larger venue and they were quite happy for this to happen. However, it would have meant planning the event, and catering, from scratch with another Church and I did not have time to go down this route. For this year, therefore, we will run the Service as last year.

I have attended 2 meetings at the RAFA Club regarding the Armed Forces and Veterans Day activities they are planning with ex-service and service associations and cadet groups. They will be running a day of activities at the Club on Saturday 27th June

As previously reported, I have spoken to Folk on the Coast organisers, who are quite happy to theme the event on Friday 26th June to fit in with the Armed Forces Day events.

I will be producing a leaflet (in-house) which will go to library etc, giving details of the week's activities.

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

Update:

The Concert dates are: 28th June, 5th, 12th & 26th July and 2nd August
A banner will be put up over the Pedestrian precinct advertising the concerts, as well as a banner at the bandstand in the Park. We will also produce a flyer.

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

Update:

I am currently seeking sponsorship for the Proms event.

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 (plus possible unspent 2009 Clown event budget)
- C. Area of beach: to be agreed with Darrel and Foreshores Officer – between the Beacon and the Pier

Update:

I presented my First Draft of the Management Plan to the Safety Advisory Group on 8th May and the response was very positive. A number of issues were identified which need to be developed and I will do this over the next two months.

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
- 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:

Planning meetings with Bognor CAN and the Horticultural Society continue. The Grassroots funding bid was successful but only £500 was awarded (£5,000 was requested) due to the high number of applications. Bognor CAN are applying for other funds to assist with the costs of marquees etc.

Budget for 2009/2010

Event	Proposed budget	
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
Total	£	20,300.00

General Update:

I will be attending a de-brief meeting of the Hotham Park Celebration event (held at the beginning of May) and will hopefully be able to get some pointers as to the best way to move equipment etc onto the bandstand and around the Park.

Events Committee 3rd June 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 hope to have one a band (samba or similar) at West Park. Aldingbourne Trust will provide a refreshment stall to supplement the West Park Café.
- 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 has had meeting with Lions Club 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) Events Officer to actively seek sponsorship for event
- 14) Events Office has met with the Lions Club and they have agreed that we can use the previous trophies
- 15) Winner of each category will receive a glass trophy to keep
- 16) Prize of £100 will be given to the Best Walking entry and the Best Wheeled entry
- 17) 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
- 18) 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
- 19) Judges to be Town Mayor, Chairman of Aldwick Parish Council, and one extra (Nick Gibb, MP, is not available on this day)

Update:

Carnival Queen Competition

Carnival Queen has been chosen – her name is Kathryn Ayling-Randall. I am currently arranging a car to driver her during the parade.

Bournemouth Carnival Band

These have been booked to lead the Parade

Carnival entries to date

We have received a total of 25 entries. This is includes: Guides & Scouts; 3 Pom Pom troupes; 5 schoos/pre-schools; 5 representing businesses; various community groups.

Safety Advisory Group

I delivered my First Draft Management Plan to the SAG on 8th May. A number of suggestions were made and I am making the appropriate changes. The Police planning officer will be walking the route with me on 27th May, to ensure that they are happy with the planning for the road closure and event safety.

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.

Regis Centre Car Park

One issue that I need to firm up on is the management of the Regis Centre Car Park, where entries will form up before the Carnival. We will need to take into account the market traders, Shopmobility and the Theatre (who have their own bit of the car park). I will also have to produce a management plan for the car park, showing drop off points etc to give to participants.

We will be distributing letters in the week beginning 1st June to local residents and businesses, advising them of the Carnival route and also that the Car Park will be closed to the public on that day.

SJH 26.05.09