



# BOGNOR REGIS TOWN COUNCIL

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## MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON WEDNESDAY 15<sup>th</sup> JULY 2009

**PRESENT:** Cllrs: Mrs. S. Daniells (Chairman), A. Cunard (Vice Chairman), P. Dillon, D. Eldridge, S. Fyfe, K. Scutt and Mrs. J. Warr.

**IN ATTENDANCE:** E. Benackova and S. Holmes.

*The meeting opened at 6.32 pm.*

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

The chair welcomed those present. Apologies of absence were noted as being received from Cllr. P. Wells.

**16. 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,

**17. TO APPROVE MINUTES OF THE MEETING HELD ON 3<sup>RD</sup> JUNE 2009, PREVIOUSLY CIRCULATED**

The Minutes of the Meeting held on 3<sup>rd</sup> June 2009 were agreed as an accurate record and were signed by the presiding Chairman.

**18. ADJOURNMENT FOR PUBLIC QUESTION TIME**

No public were present.

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

There were none.

**20. TO REVIEW THE TERMS OF REFERENCE**

It was **RESOLVED** to **APPROVE** the Terms of Reference as previously circulated.

**21. TO APPROVE EVENTS OFFICER'S REPORT, TO BE TABLED AT THE MEETING**

The confidential budget sheets for Proms in the Park, Carnival and 80<sup>th</sup> Anniversary celebrations were handed out to those present.

The Committee noted that the Events Officer would only give a brief verbal report at this meeting due to preparations Sands of Time this weekend. Detailed written report would be prepared for the next meeting.

#### **21.1 Proms in the Park 2009**

The event went well, estimated attendance was 1,000 with first people turning up two hours before the event. The Members were pleased that sponsorship of £150 had been obtained from Churchill Retirement Living Ltd. and the final budget was in surplus.

#### **21.2 Veterans Day 2009**

Both the service and the RAF Club event went well. It was noted that the Club wanted to organize a bigger event next year, perhaps have a marquee in Waterloo Square and apply for MOD funding. A meeting has been arranged for the end of this month to decide on a way forward and start the planning.

#### **21.3 Sunday Afternoon Concerts**

Three concerts have been held to date. Attendance figures varied from about 110 to 180 per concert. The Members noted that there was no concert this Sunday due to Sands of Time and that another band had to be found for 2<sup>nd</sup> August due to withdrawal of Emsworth Concert Band that could not get enough members to perform on that date. A Member reported on the feedback she had received with regard to the lack of seating by the bandstand. The Events Officer had also received a phone call regarding this matter. It was noted that provision of chairs by BRTC would have an impact on staff time as the Events Officer tried not to use Town Force for each concert if it could be avoided. It was further noted that Arun D.C. staff must now be on duty every time there is an event on in the park so they take care of the chairs for the band. Arun D.C. also allow the bands to park in the carriage yard but it is the responsibility of BRTC to ensure that no other vehicles park there. The Committee noted that the Events Officer had previously unsuccessfully tried to persuade Arun D.C. to install chair storage by the bandstand. A Member felt that some Members of the Public would not mind paying a small fee to hire a chair / deckchair and perhaps the same arrangements as on the seafront could be put in place in the Park. Another suggestion was to include a note 'Bring your chair' in our programme. The Committee then **AGREED** to write to the Arun D.C. Head of Parks and Greenspace regarding this matter.

#### **21.4 Sands of Time**

The Events Officer reported on the preparations for this weekend, the computer troubles and weather forecast. The Members noted that the flyers promoting the Get Cycling Roadshow had been sent to the local junior schools. It was reported that number of cavaladers could be well down of the weather is bad on Sunday. The sandcastle competition was also weather dependant.

#### **21.5 Town Show**

The Committee noted that the planning was progressing well and Carol Fullick had managed to obtain sufficient funding to book the marquees. It was hoped that a display about history of the area could be arranged. Cllr Scutt mentioned that he could make some of his photos available.

#### **21.6 Hell & High Water**

The Events Officer reported on her meeting with Mike Jupp. The Members noted that thorough work on the event would start as soon as Sands of Time is out of way. A Member reported that there was an interest in the event already.

#### **21.7 General Update**

It was noted that application for Town Force time from HP Heritage Trust had been received and the Carnival Queen would be attending the Country Fair.

A brief list of requirements had been received from ROX. However, the Committee agreed that this was not sufficient as all event organizers had to follow the prescribed procedure and submit the request on the appropriate BRTC form. The Events Officer will be contacting ROX next week.

A Member praised and thanked the Events Officer for her hard work.

*Cllr. A. Cunard offered his apologies and left the meeting at 6.55pm.*

**22. TO RECEIVE UPDATE ON CARNIVAL 2009**

The Committee noted that a detailed report on the event would be presented once all feedback has been received. The comments received so far have been very positive with many groups asking about the dates and the theme of next years event. The Events Officer had explained the BRTC procedure to those concerned and informed them that a definite decision on the event would be reached by the end of this year but it was hoped that a date and a theme could be agreed in principle beforehand. A Member spoke in favour of the event and queried whether a trade entry was relevant and in keeping with the carnival. The Events Officer replied that trade entries were encouraged to enter the carnival and it would be impossible to control how they present their business. A Member felt that some revenue should be obtained from the businesses that use the carnival for promotional purposes only. The Members spoke for and against the trade category and the Events Office suggested tightening up the rules to stipulate that all trade entries must be decorated. This was **AGREED**.

A Member suggested making a throne for the Carnival Queen to sit on during the procession next year. The Committee noted that the Carnival Queen will be attending the Country Fair and the Illuminated Gala.

The Committee was told of the logistics involved in organising the entries in the car park. The Events Officer informed the Members that careful consideration would have to be given to this matter if there are more entries next year, bearing in mind the staffing numbers. Considerations would also have to be given to the space requirements as the car park would not be sufficient. The Events Officer will prepare an in depth report looking at various issues for the next meeting. The Members then discussed the possibility of starting in West Park, closing Belmont Street or the seafront and the impact these would have on the traffic management system.

With regard to the budget, it was noted that unspent funds had been earmarked for next years event. The Events Office apologized for the oversight on the income side of the budget where carnival Queen prize money was omitted.

**23. UPDATE ON THE PLANNING FOR THE 80<sup>TH</sup> ANNIVERSARY OF GRANTING THE TITLE 'REGIS' TO THE TOWN**

The Committee noted the content of the press release which was published on the front page of the Guardian. It was further noted that there was so much interest in the event that not only twenty people born in 1929 have been found but there was also a reserve list. The Garden Party will be open to the public, as previous agreed, who will be able to enjoy their own Afternoon Tea provided by the Royal Norfolk Hotel. Sponsorship of £236 has now also been obtained from Butlins and the Resort Director would be in attendance. The Events Officer informed the Members of the hire arrangements for the 'Queen's' Costume, costing in the region of £60. Other arrangements including telegram to the Queen, the banner, music, gazebo and bunting were all in place. A Member encouraged other Members to dress up and attend the event.

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

The Committee noted that the Event Officer was unable to attend the planning meeting due to the carnival preparations. The meeting was poorly attended which raised questions about the purpose of the Arun group and the forms of communication which are now under review. It was noted that Arun DC was the only Council in West Sussex not paying into the WSCC fund and this had left them out of a loop. However, the Members noted that the Events Officer was part of a carnival group which proved to be a very good source of information.

**25. TO NOTE CORRESPONDENCE**

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

**25.1** Various correspondence related to Sands of Time

**25.2** E-mail from Mr Traynor enquiring about a tourist information website and brochures. The e-mail was forwarded onto Arun DC and the Town Guide plus Sands of Time programme were sent to Mr Traynor.

- 25.3 E-mail from Mr Muscat, who lives in Malta, asking for a copy of the Sands of Time brochure.
- 25.4 E-mail from Mr Burton enquiring about a 2010 carnival
- 25.5 E-mail from Bognor Regis Seafront Lights regarding TF entry into the Illuminated Gala. It was confirmed that TF would be in attendance.

Question was raised regarding Min. 12 of the last meeting. The Committee was informed of the outcome and some debate followed. A Member asked for an item to be added into the Terms of Reference. However it was pointed out that this issue should already be included in the Standing Orders as it applies to all Members, not just the Events Committee. The Events Officer would consult the Clerk on this.

The Committee's attention was drawn to an article in Woman's Weekly magazine (as per Events Officer's memo) that advertised Bognor Birdman being held in Bognor Regis on 4 & 5 July. The Events Officer informed the Committee of her actions and some debate followed.

It was noted that hits on the Events section of the Town Council's website reached 1900. It was also noted that the Town Council's website was being picked up in the UK and also abroad.

26. **DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 26<sup>th</sup> August 2009 at 6.30pm. Cllr. S. Fyfe gave his apologies for this meeting.

*The meeting ended at 7.30pm*