



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON WEDNESDAY 26th AUGUST 2009

PRESENT: Cllrs: Mrs. S. Daniells (Chairman), P. Dillon, D. Eldridge and P. Wells.

IN ATTENDANCE: E. Benackova and S. Holmes.

The meeting opened at 6.32 pm.

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

The chair welcomed those present. Apologies of absence were noted as being received from Cllrs: A. Cunard, S. Fyfe, K. Scutt and Mrs. J. Warr.

28. **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,

29. **TO APPROVE MINUTES OF THE MEETING HELD ON 15TH JULY 2009, PREVIOUSLY CIRCULATED**

The Minutes of the Meeting held on 15th July 2009 were agreed as an accurate record and were signed by the presiding Chairman.

30. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

No public were present.

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

Min. 10 – The Events Officer reported on the use of the bathing machine at the launch of the Oceans Hotel. It was noted that Butlins had agreed to pay for the transport and Town Force time to supervise the transport and assembly in addition to sponsoring the VIP Afternoon Teas at 80th Anniversary celebration.

32. **TO APPROVE EVENTS OFFICER'S REPORT, PREVIOUSLY CIRCULATED**

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

32.1 **Sands of Time 2009**

In answer to a question about the event's value for money, the Events Officer advised that she would be recommending a reduction to one day event at the next Events Committee meeting, partly due to

the reduction in sandcastle competition and classic car entries. The Committee noted that it was difficult to estimate the attendance figures as the event was spread out along the Promenade. It was suggested that consideration might be given to reverting the event to its original roots when it formed a part of the Heritage Day. A Member spoke of the lack of entertainment in front of the Pier on Sunday and was of the opinion that the sandcastle competition entries were down due to the reduction of prize money. The Events Officer clarified that circus skills were scheduled for Sunday but Pip Frederick was unable to go ahead owing to the strong wind. Also the Giant Games had to be substantially reduced on Saturday. It was noted that weather-wise, this had been the worst Sands of Time. A Member agreed with changing the focus of the event, taking it back to its roots and some discussion on the future of the event followed. The Committee **AGREED** that Cllr Wells would prepare a brief report detailing features of the original event and the Events Officer would cost out the individual elements of the event ready for the next meeting. It was felt that a stronger event with more variety could be put on in partnership with outside organizations.

A debate about events advertising followed and a Member suggested approaching the Theatre with a request to use their local notice boards to advertise the Town Council events. The Committee **AGREED** that Cllr Dillon could ask the Theatre. A Member queried the omission of the Town Council events from a Butlins brochure and the Events Officer advised that this could be down to the timing of the brochure as dates of the Town Council events can not be confirmed until the budgets are finalized in December. Following a detailed discussion, the Members felt there was a need to decide upon the events calendar and the budget earlier. However, it was noted that the Standing Orders do not give the Events Committee the power to set the events budget, it can only make budget recommendations to the Policy and Resources Committee. The Events Officer reported on the individual budgets totaling in the region of £25,000. In answer to a question about officer's presence during the Sunday Afternoon Concerts, the Events Officer explained the new arrangements introduced by Arun D.C. A Member raised the issue of the lack of volunteers and the Committee engaged in a detailed discussion about the options of recruiting more volunteers. It was noted that other event organizers were experiencing similar issues, for example the Hotham Park Heritage Trust had recently approached the Events Officer with a request to double the number of Town Force personnel to set up and break down the 2010 Country Fair. Cllr Dillon encouraged all Members to actively take part in the Town Council events. The Events Officer gave details of her previous attempts to recruit volunteers and the possible reasons for the public's reluctance to volunteer. Following further discussion on the matter, it was **UNANIMOUSLY AGREED** to put in an appeal for 'town stewards' in an attempt to get more Bognor Regis residents involved in their town events.

32.2 Veterans Day

The Events Officer reported on the meeting she had attended at the RAFA Club and the plans for 2010 event.

32.3 French Market

It was noted that the banner had now been delivered and will be put up in due course.

32.4 Hell & High Water

The Committee noted that the Events Officer was looking for sponsors, additional participants and volunteers to help on the day. In response to a query, the Events Officer provided a detailed report on the individual elements of the event and answered questions from the Members. The publicity arrangements were also discussed. It was noted that advertisements in the Independent on Sunday and Metro magazine had been taken out in addition to other publicity. A Member suggested creating a catchy headline and following some debate, it was **AGREED** that Cllr Wells would work on a press release in liaison with the Events Officer.

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

33. TO RECEIVE UPDATE ON CARNIVAL 2009, PREVIOUSLY CIRCULATED

The carnival report (Appendix 2) was handed out to those present and the Events Officer apologized for not circulating it in advance as originally intended. The Committee was made aware of the feedback received to date and asked to consider points 1 – 4 included in the report. A Member raised concerns about management of the entries on arrival to West Park and queried counting of the collection money by the Rotary. The Committee was advised that due to the workload of the Events

Officer and the Deputy Clerk, a permission to count the collection money was given to the Rotary. Further, it was noted that the licence was in the name of the Town Council as well as the Rotary. Questions were raised concerning the road closure and the possibility of closing Gloucester Road to form up the parade instead of the Regis car park. It was felt that parking in the town was at a premium. A Member also questioned the need for barriers at each road closure point. The Events Officer advised that the Safety Advisory Group insisted on the barriers, otherwise the event would not be considered safe. The Committee looked at various locations within the town centre including the London Road coach park and Edward Bryant school but no other places were found suitable. A Member felt that lack of parking could put visitors off from coming to the town. It was reported that the security guards at the Regis Centre car park were giving out maps with alternative parking. The Committee also considered changing the day of the event to Sunday as it would be quieter in the town centre but it was uncertain whether the same level of family support could be achieved. Having considered the carnival report, the Members **RESOLVED** to hold 2010 carnival themed 'cinema' with the provisional dates being either 19 June or 3 July 2010. Following some discussion, it was also **AGREED** to bring in food stalls and enter discussions with Bensons Amusements who have organised a funfair and fireworks at previous carnivals.

34. TO RECEIVE REPORT ON 80TH ANNIVERSARY OF GRANTING THE TITLE 'REGIS' TO THE TOWN, PREVIOUSLY CIRCULATED

The Committee having noted the written report (Appendix 3) was pleased with the turn out of the event despite the weather. It was also noted that Town Force would be promoting the anniversary as part of their entry into Illuminated Gala.

**35. UPDATE FROM EVENTS OFFICER ON PLANNING FOR THE CULTURAL OLYMPIAD
*Cllr. Wells declared Personal Interest as a Member of WSCC.***

Following the concerns expressed at the Council meeting, contact was being made with WSCC to ascertain whether the Town Council could be part of the Ahead of the Game. A Member spoke of the importance of the Town Council's participation and some discussion followed.

36. TO NOTE CORRESPONDENCE

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

- 36.1 Various E-mails regarding Hell & High Water
- 36.2 Bognor Regis Scouts - Letter of thanks for the opportunity to have a stall at Sands of Time
- 36.3 Bensons Amusements – Letter regarding funfair and fireworks at the Carnival
- 36.4 A Member of the Public – Email regarding an article in the Times Online. The Events Officer read out the article referring to the pebbly beaches in Bognor Regis. The Committee discussed the matter of having a dedicated press officer who could monitor and respond to the press.
- 36.5 A Member of the Public – Thank you note for organising 80th Anniversary celebrations.
- 36.6 A Member of the Public – Request for the Town Guide
- 36.7 A Member of the Public – Query regarding busking
- 36.8 A Member of the Public – E-mail asking about the procedure of granting the title 'Regis'
- 36.9 Salvation Army band – Query about organising a concert the night before the Remembrance Day
- 36.10 Children and Family Centre – Request for the use the PA system at an event. It was noted that due to the security reasons, the PA system is normally lent out with Town Force hours only. The Members asked the Events Officer to find out more information about the request.
- 36.11 The Chair reported on details of her telephone conversation with Mr. Jones from the Bognor Birdman organisation, emphasizing that the Town Council was not making a decision regarding the safety of Bognor Birdman, nor it could prejudice the outcome of any potential grant aid application.

Cllr. Wells declared Personal Interest.

The Committee was supportive of the event coming back to Bognor Regis but at this stage it was unable to confirm any financial support. It was stressed that all organisations asking for financial help must go through the grant application process and therefore no other commitment could now be given.

36.12 It was reported that a journalist was leaving his employment with the Observer and the Committee wished to recognise his hard work and commitment by organising a civic function. The Events Officer would speak to the Clerk and liaise with the Chair of the Committee on a way forward.

37. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 7th October 2009 at 6.30pm.

The meeting ended at 8.55pm

Events Officers Report to Events Committee 26th August 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:

Sands of Time, like the 80th Anniversary Celebrations, suffered from the weather. Although it was dry for most of the time, the wind was extremely strong and this caused a number of problems. However, despite this the weekend was very well attended and I believe very successful.

Overview of weekend:

- The Get Cycling Roadshow on the Saturday proved very popular and was busy all day
- The history display and model railway display in the marquee was very well attended on both days
- The children's craft activities at the Royal Norfolk Hotel on the Saturday was not so well attended as last year. This was partly due to the fact that we could only use a part of the grounds and so were unable to bring in the large bouncy castles etc, that we had last year and which created a 'draw' to the area. Also we had to reduce the amount of activity due to the high winds, in particular the Giant Games.
- The donkey rides proved popular on both days and according to the donkey owners, with many returning from last year
- The final number of cars attending was about 75, which was only a few down on 2008
- We had a total of 35 entries for the Sandcastle competition, which was about 30 down on last year. Spirit FM had been promoting the competition on their station, as they attended and did a live broadcast (this was done by sponsorship, already arranged by Spirit). However, on the day the weather was very unpleasant and this would have had an impact on the numbers attending. We only had one complaint about charging to enter.
- Sylvia Endacott did a Pier 'Walk & Talk' on Saturday which attracted over 30 people

Although the weather undoubtedly had an impact, we nonetheless had a large number of people attending the event over the 2 days enjoying the various activities and displays.

We did have one potentially major issue on Saturday morning, when there was a problem with the electrics in the public toilets in Waterloo Square. I phoned the emergency Arun number and was told that they would not be able to get anyone out until Monday at the earliest. I explained about our event and that we needed the toilets to be working. At one stage they were threatening to close the toilets altogether. However, eventually after liaising with the Verdant operative on duty and Arun, the problem was finally sorted. (It appears there is a leak in the roof of the gents toilet, which results in water getting into one of the

light fittings and shorting out the power – therefore no lights or hand-washing facilities in either of the toilets.)

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 attended the first planning meeting for a 2010 event. It has been agreed that this will take place in a marquee in Waterloo Square Gardens. The MoD will provide some funding for an event but not the full cost.

The £200 budget allocated for the 2009 event has not been used and I would suggest to the Events Committee that perhaps this could be earmarked and added to any budget set for 2010. This can then be used to provide a bigger and more appropriate event by working in liaison with the Ex-service Associations and cadet groups. Whether or not we wish to continue with the church service will also need to be decided, or whether just to concentrate on one large event. The church service does seem to be very well received by those taking part.

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 Programme has now concluded and, in fact, we had to cancel the last concert as the band booked (Emsworth Concert Band) had to pull out as they could not get enough members to perform. I did try to find another concert band to replace them but was unable to do so – August is a difficult month due to holidays.

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

Update:

Despite some confusion over the dates, we have now agreed with Brunomart that they will bring the market on 26 & 27 September, as previously agreed.

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:

Now that Sands of Time and the Anniversary celebrations are out of the way, I am concentrating on Hell & High Water.

My main concern at the moment is having enough stewards on the day to run all of the activities. I have tried Inspire Leisure and also Butlins to see if they could provide any stewards for the day. Inspire would attend officially, promoting what they do, but are unable to provide assistance with our activities. The only alternative would be to ‘buy in’ time from their staff. I have asked if they can let me know whether any staff would be willing to assist and what we would have to pay. I will be ‘buying in’ Lifeguard cover anyway. Butlins do not have any staff available.

We are also trying to source items such as the boats, lifejackets, etc that we need to run the event.

Mike Jupp is designing the posters and advertising material and these have been emailed round to the Committee for their comments. I did an interview on Spirit FM last week promoting Hell & High Water. This had been arranged by Mike Jupp, who also attended, and I went along to ensure that the appropriate information was given out.

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:

Funding has been received to enable marquees etc to be booked. I will be assisting in the lead up to the event and also on the day, helping to manage the actual show tent and entries, judging and prize-giving.

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

SJH 17 08 09

Report – Bognor Regis Town Carnival 13 June 2009

The general consensus of feedback received about the Carnival is that it was a great success, drawing a large number of spectators as well as participants. We were extremely lucky with the weather which was dry and bright but not too hot.

Two Carnival Workshops were run prior to the event, with 20 people attending representing 10 different organisations. We had 30 entries, although one did not attend due to illness, with over 600 people taking part in the parade. The local scout leader was extremely surprised at the number of scouts, cubs etc who turned up to take part.

From feedback received on the day and at a subsequent meeting with some of those taking part, the following points need to be considered.

- Holding the event during term-time meant that we had a number of schools and nursery schools taking part
- The event could not have been run without the assistance of the Rotary Club and their members. However, the event really needs a greater number of stewards who can be briefed in advance and given specific jobs to do
- In general the arrangements in the Regis Centre Car Park seemed to work well, with one or two hiccups. We had 2 staff and 7 volunteer stewards organising the entries and ensuring that the entries left in the correct order
- The arrangements at West Park did not work so well. It was planned that each of the entries would form up in a line of their Class but this did not work and we need to consider whether or not they form up in their class at all or just line up in the order that they return to the Park
- Although the Rotary had a large number of collectors, we have received reports that they were not spreading out into the crowd and so some of the spectators wishing to donate money were not able to do so
- There was some concern at the delays that formed during the parade. This was partly due to the Bournemouth Carnival Band, who were moving at their own pace. Also groups performing their routines. However, we may need to place extra stewards along the route to monitor this for a future event
- The parade passed without incident and the police were very pleased with the event and the management of the road closures. The security company we used were very professional and had their own supervisors monitoring the parade
- The Carnival Queen competition needs to be run much earlier
- Most people felt that activities at West Park would be desirable. We have been approached by Bensons Amusements, who would like to take part in next year's event. They will put in a funfair at West Park and will contribute to the carnival and also put on fireworks. Now that we have trialled the event and have some idea of the level of support, I would suggest that we include stalls and food outlets at West Park if we decide to proceed next year
- We have already been approached by people who did not take part this year but would like to do so next year, which could mean more entries. The car park was just about big enough to form up with the numbers we had this year – if we have extra entries, we will need to consider how these can be managed. It may be that we would need to put part of the road closure in place earlier and part of the parade form up in this
- We need to find more volunteers to help with this event, not just on the day but beforehand to do things such as distribute leaflets/posters etc
- We also need to have more stewards keeping the public back from the floats
- Although each entry had a number to display so that the judges could mark them, we need some way to ensure that judges can determine where one entry ends and another begins, as this wasn't always clear
- At the debrief meeting there was a lot of enthusiasm for next year. I explained that at this stage I cannot say for sure that a carnival will take place in 2010. The groups present asked if we could agree in principle and also set a date and theme so that they can at least begin their planning

This event was a very steep learning curve for the events team. On the whole we felt it went well and believe that it is an extremely good event for the town. We have worked with participants as much as possible to try and ensure that we identify good and bad aspects, to allow us to improve next year.

The collection on the day raised £1,496.94, of which we will receive £748.47 towards the event for next year. The total cost for this year's event was £5,795.57 including the two workshops. We received grant/sponsorship of £550, making the net cost £5,245.57.

I would like the committee to decide:

- 1) Do we wish to run a carnival for 2010
- 2) Can we book a provisional date

Event Officers report on CARNIVAL to Events Committee 26th August 2009 – Appendix 2

- 3) Can we decide on theme
- 4) Do we wish to have Bensons Amusements and Fireworks

SJH 26 08 09

Report - 80th Anniversary celebrations

Unfortunately the 80th Anniversary celebrations were affected by bad weather on the day. Although initially the tables were set up in front of the Royal Norfolk Hotel, due to the wet and windy conditions it was decided to move the event inside.

As agreed 20 local residents born in the year 1929 were invited. This was achieved by an article in the paper and also working with Arun Neighbourhood Network, who work with a number of organisations supporting older people.

Our VIP's on the day were the 'King & Queen', the Town Mayor, Jeremy Pardey and guest from Butlins, plus two town Councillors. Unfortunately we had no representatives from Aldwick Parish Council.

The event was advertised by way of a banner over London Road, an article in the paper and also flyers. People were invited to join in the celebrations by reserving their own Afternoon Tea by booking directly with the Hotel and on the day we had about 40 people. Added to our 20 invited guests and VIP's we had about 70 people in total attending, which was just about right for the room that we used in the Hotel.

Musicians Roger Clayden and Nina Levtov performed during the afternoon, creating a relaxed atmosphere. We had hired a Rolls Royce Phantom to deliver their majesties but unfortunately the impact to this was somewhat lost due to the fact that the event was held inside.

Cllr Carol Wiseman and John Hawkins did an excellent job as King & Queen, going round to each table and talking to the invited guests.

We did receive one complaint about the food but I was talking to the new Operations Manager of the Hotel at the time and I left him to deal with this. There had been a slight hold up at the start of the afternoon, as the Hotel realised that they had not prepared sufficient food for the number of Teas booked and this delayed serving while additional sandwiches, scones etc were prepared.

The feedback we have received about the event has been very positive and I believe, bad weather notwithstanding, that it was a very successful event.

The total cost for this event is £938.65. Butlins are sponsoring the Afternoon Tea, totalling £236, leaving £702.65. Aldwick agreed to pay up to £350 so the total cost to the Town Council will be £352.65 which will be met from the Civic Fund.

SJH 17 08 09