



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 MONDAY 18th FEBRUARY 2008

PRESENT: Cllrs.: D. Eldridge (Chairman), A. Cunard, Mrs. S. Daniells, J. Passingham and K. Scutt (until Min no. 28).

IN ATTENDANCE: E. Benackova, S. Holmes.
1 Councillor in the Public Gallery (during Min. 27)

The meeting opened at 7.01pm.

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

The Chairman welcomed those present. Apologies of absence were noted as being received from Cllr. Mrs. J. Gillibrand, Cllr. Mrs. J. Walker, Cllr. Mrs. J. Warr and Cllr. P. Wells.

23. **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 relation to events organised by Bognor Regis Seafront Lights.

24. **TO APPROVE MINUTES OF THE MEETING HELD ON 7th JANUARY 2008, PREVIOUSLY CIRCULATED**

The Minutes of the Meeting held on 7th January 2008 were amended to read 'Cllr. P. Wells declared a Prejudicial Interest in all matters relating to International Bognor Birdman and left the Council Chamber.' under Minute 19.1.

The Minutes of the Meeting held on 7th January 2008 as amended, were then agreed as an accurate record and were signed by the presiding Chairman.

25. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

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

There were none.

27. TO APPROVE EVENTS OFFICER'S REPORT AND PROPOSED BUDGETS FOR 2008 EVENTS

Members were made aware of the current progress on the 2008 Events (Appendix 1) and advised that updates have been highlighted in red. In response to a query, the Events Officer advised that it was unlikely that the 2008 Clowns Budget would be spent.

27.1 Bognor Regis Festival

Proposal:

A. That a bid for Awards for All funding be made for the Festival. **RESOLVED UNANIMOUSLY.**

27.2 French Market

Proposal:

A. To agree figure to charge market operator - £350. **RESOLVED.**

28. TO APPROVE ALLOCATION OF TOWN FORCE HOURS FOR EVENTS 2008

The list that had been prepared by the Events Officer was detailed and the Committee **RESOLVED** to approve the allocation of Town Force hours as attached - Appendix 2.

Concern was expressed over the format of the Application for Town Force hours. It was felt that not enough detail was being provided for the Town Force team to carry out their duties safely and efficiently. Therefore revision of the form was currently underway. It was also stressed that it is BRTC Policy to charge the organisation for any Town Force time over and above the free hours allocated.

Cllr. K. Scutt offered his apologies and left the meeting at 7.25pm.

29. TO CONSIDER PURCHASE OF CHAIRS AND TRAILER (P&R MINUTE NO.77 23rd OCTOBER 2007 REFERS)

The Events Officer reported that this was originally proposed to speed up the process of setting up for bandstand concerts and similar and to save Town Force time. It had been suggested that a trailer system to hold the chairs could also be investigated. However due to the number of concerts being organized for this year, it was felt that the matter should be put on hold and re-considered next year. This was **AGREED.**

30. CONSIDERATION OF PRESENTATION OF CHEQUES TO VARIOUS ORGANISATIONS

The Events Officer requested that the Committee consider whether there should be a presentation of the cheques to the various organisations this year. This was **AGREED.** This would be arranged to take place prior to the meeting scheduled for 2nd April 2008.

31. TO NOTE CORRESPONDENCE

31.1 West Sussex Guitar Club – Letter of thanks

31.2 Copy of a letter sent to ADC from Mr. B. Jones regarding Birdman accounts

A Member pointed out that all awards given by the Town Council are subject to receipt of signed, certified accounts in accordance with Council procedure. The Events Officer **AGREED** to write to Mr. B. Jones.

31.3 Margaret Murphy, ADC Officer – Request for promotional literature

32. DATE OF NEXT MEETING

The next meeting will be held on 2nd April 2008 at 7pm.

The meeting ended at 7.45pm.

Events Officer Report to Events Committee 18th February 2008

Clowns (March 2008)

Parade is 9th March at 2pm

Budget £6,000

Route has been agreed with Clowns.

Update:

Forms have been submitted and Management Plan completed

Marching band and entertainment for reception have been booked.

First aid and security have been arranged

3 schools and 6 pre-schools/nurseries have requested a visit from a clown during the week before the event

Display to be put into library (in the centre, window unavailable) week beginning 25 Feb

Budget committed to date: £3,730

Sands of Time

Agreed at previous meeting:

A. Dates 31 May – 1 June

B. Budget £12,500

C. Theme - Pirates

D. Marquee to be hired for activities

E. Donkey rides – alternative prices to be sought

F. Basic elements of event as previous years. Events Officer to book entertainment.

Update:

Booking of entertainment is ongoing

Our usual supplier for the donkeys is not able to help this year but we have identified an alternative source and are in negotiations with them

To date we have received 10 bookings for craft stalls and 23 bookings for the vehicle cavalcade

We will be running the children's activities in the grounds of the Royal Norfolk Hotel on the Saturday

Sponsorship for the event is being sought

Veterans Day

Agreed at previous meeting:

A. Veterans Day to be held in 2008

B. Budget allocation of £200

C. Low key event

D. Events Officer to pursue funding from MoD

Update:

Date for service has been agreed with Salvation Army, who will host event, as Sunday 29 June

I have had a meeting with the Arun Intergenerational Officer with regard to involving youth organisations in the event

I am currently looking at MoD funding criteria with a view to putting in a bid for funding

Sunday Afternoon Concert Programme

Agreed at previous meeting:

A. Reduced Programme – 3 in August

B. Proposed budget £1,400 - to be reviewed

C. Venue – Seafront bandstand

D. Content – Brass bands

Update:

I am currently booking bands for the 3 concerts

Proms in the Park

Agreed at previous meeting:

- A. Agreed to proceed with Proms in 2008
- B. Budget £500 plus Events Officer to pursue sponsorship
- C. Venue – Royal Norfolk Grounds
- D. Events Officer to put forward possible dates

Update:

Date has been agreed with Royal Norfolk Hotel and BR Concert Band – 21 June
Now date has been set, I will be pursuing possible sponsorship

Bognor Regis Festival

Agreed at previous meeting:

- A. Budget for this was cut. Events officer would pursue alternative funding

Update:

I would like to pursue this idea if possible, as I feel that with the Heritage days falling in September and the opening up of Hotham Park after the works have been completed, these would form the basis of a good local Festival

I would like the Events Committee's decision on whether I should pursue Awards for All funding. Each organisation can apply for up to £10,000 in any 2 year period. We received £3,500 for Sands of Time last year so we could apply for up to £6,500 this year.

Proposal:

- A. That a bid for Awards for All funding be made for the Bognor Regis Festival**

French Market

Agreed at previous meeting:

- A. Dates - 4 & 5 October
- B. Budget: £600
- C. Events Officer to approach market operator regarding charge

Update:

I have contacted the Market operator and they have suggested £350 as payment. This falls between the £200 suggested by the Events Officer at the last meeting and the £500 suggested by Councillors

Proposal:

- A. To agree figure to charge market operator - £350**

Clowns Parade 2009 (2008 Event comes from this years budget)

Agreed at previous meeting:

- A. Budget £6,000
- B. Reception as before
- C. Route as before
- D. Jazz Band or similar for Parade – Events Officer to investigate other options
- E. Development of activities prior to Parade

Other Events

Update:

I have attended a meeting of the End of the Pier Film Festival Committee and agreed to publicise where we can, using our website and other publicity materials.

OTHER POSSIBLE ACTIVITIES

No Update

Town Force Hours Allocation

| ORGANISATION | Event | 2007 | 2007 | 2008 | 2008 |
|---|-------------------------|------------|------------|------------------|------------|
| | | Allocated | Used | Suggested alloc | Allocated |
| BRTC | Clowns | 28 | 39.5 | 46 | 46 |
| Seafront Lights | Here Comes Summer | 20 | 2 | 0 | 0 |
| Rotary Club | 10K Road Race | 25 | 12 | **25 | **26 |
| BRTC | Sands of Time | 130 | 109 | 120 | 120 |
| BRTC | Proms in the Park | 24 | 22.5 | 30 | 30 |
| BRTC / ROX | Music Festival | 150 | 81 | **100 | **101 |
| BRTC - Concerts (3 concerts on seafront) | Summer Entertainment | 72 | 38 | 15 | 16 |
| Bognor CAN - was Pevensey Group | Fun Day or Town Show | 25 | 4 | **25 | **26 |
| Hotham Park Heritage Trust - small craft fair this year | Country Fair | 96 | 72 | 12 | 12 |
| Seafront Lights | Illuminations Gala | 20 | 9.5 | 0 | 0 |
| International Bognor Birdman Trust | Birdman | 100 | 82.25 | **100 | **101 |
| BRTC | French Market | 20 | 13 | 20 | 20 |
| BRTC | Xmas Light Switch on | 40 | 119.75 | 50 | 50 |
| BRTC | Remembrance Day | 20 | 7 | 12 | 12 |
| Hotham Park Heritage Trust | Carol Concert | 25 | 10.5 | 20 | 20 |
| | | 795 | 622 | 575 | 575 |
| Additional requests | | | | | |
| Pagham Pram Race - wanted to borrow equipment | Pagham Pram Race | Refused | | | |
| Chichester Rotary Club - Cherry Picker - TF time | Lights on Xmas Tree | Refused | | | |
| BR Lions | Xmas stand by Morrisons | Refused | | ** based on last | |
| | | | | years figures | |