



# BOGNOR REGIS TOWN COUNCIL

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## NOTES OF THE EVENTS COMMITTEE MEETING

### HELD ON TUESDAY 1<sup>st</sup> JULY 2008

**PRESENT:** Cllrs.: D. Eldridge (Chairman) and Mrs. J. Warr (Vice-Chairman).

**IN ATTENDANCE:** E. Benackova and S. Holmes.  
Councillor in the Public Gallery

*The meeting opened at 7.02pm.*

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

The Chairman welcomed those present. As the meeting was not quorate, it was **AGREED** to make recommendations where necessary.

Apologies of absence were noted as being received from Cllrs.: A. Cunard, Mrs. S. Daniells, J. Passingham, Mrs. J. Walker and P. Wells.

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.

The Committee noted that there were no Declarations of Interest made at this point in the Meeting.

3. **TO APPROVE MINUTES OF THE MEETING HELD ON 20<sup>th</sup> MAY 2008, PREVIOUSLY CIRCULATED**

As a quorum was not present, this item would be dealt with at the next meeting.

4. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

A Member congratulated the Events Officer and her team on the Sands of Time Festival which was felt was a success. In response to a question about photos of the Reunion Band, the Events Officer advised that she would contact Adam White.

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

It was reported that Carol Fullick hoped to go ahead with the Town Show, however on a smaller scale.

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

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

**6.1 Veterans Day**

The service had now taken place and was very well attended by various Ex-Service groups. It was regretted that not many Members attended the service. The Events Officer hoped to involve younger veterans in future years. A Member spoke positively about the service and congratulated the Events Officer on the event.

**6.2 Sunday Afternoon Concert Programme**

It was noted that Salvation Army could not play on 17<sup>th</sup> August and the Events Officer was still looking for a band to play on that date.

**6.3 Proms in the Park**

The concert went well and everyone seemed to have enjoyed it. The bandstand hire from Littlehampton TC proved very successful. A letter had been published in the Observer, complaining that the event was not publicized enough. However there had been additional banners this year and also radio advertising. The Events Officer felt that the cold and overcast evening had much to do with the lower turnout.

It was **AGREED TO RECOMMEND** that the Events Officer's report is **APPROVED**.

**7. UPDATE ON EVENTS OFFICER'S PROPOSAL TO RE-INTRODUCE CARNIVAL**

The Committee was updated on the progress to date. The idea was to hold green carnivals, i.e. without floats, across the district and work together with other local authorities. A meeting with Butlins Resort Director, who was supportive of the proposal, had taken place. The company would be willing to contribute financially as well as provide venues and staff for training days. The next step would be to arrange a meeting with Arun D.C., Littlehampton T.C. and Butlins to look at possible dates and prepare a management strategy for the district. The local schools will be invited to take part.

**8. TO AGREE NEW FORM FOR BORROWING ELECTRICAL EQUIPMENT**

The form was available to those present however due to the lack of a quorum, it would be dealt with at the next meeting.

**9. TO NOTE CORRESPONDENCE**

**9.1** Arts Society – Letter of thanks for the Sands of Time festival

**9.2** Arun District Council – Invite to advertise in the Sussex by the Sea. It was felt that advertising next year's events at this point was somewhat premature as no dates were available.

**10. DATE OF NEXT MEETING**

The next meeting will be held on 12<sup>th</sup> August 2008 at 7pm.

*The meeting ended at 7.31pm.*

## **Events Officer Report to Events Committee 1<sup>st</sup> July 2008**

### **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:**

The weekend was very successful. Despite a bad forecast, the weather over the weekend was good.

The children's activities at the Royal Norfolk were extremely successful and well received. We had 23 entries for the Fancy Dress competition and 66 entries for the Sandcastle Competition.

The Dance Roadshow that performed on the Saturday worked well, as we used their PA system and they provided an MC for the day. In general, the entertainment went down very well.

The donkeys also proved popular, as usual, and on both days they continued to give rides beyond the times agreed.

The Charity Fair on the Saturday was popular and we have had positive feedback from the participants.

I spoke to Lt Clark from the Salvation Army, who played on the Sunday afternoon. He believed that there were approximately 1,000 people in the grounds of the Royal Norfolk Hotel at the time the SA band was playing. I have subsequently spoken to the manager of the Hotel, who was very pleased with the weekend.

We had no problems with the logistics and Town Force worked extremely well over the weekend. The only change to the plans that I had to make was to request Guardian to put on security for the Sunday night, to guard the marquee, as I was concerned at the number of people in the vicinity who were obviously under the influence of alcohol. (This was at about 7 pm, after we had cleared all of our equipment.)

We have not had all of the invoices in yet, so I am unable to give a final Budget figure at the present time.

### **Veterans Day**

#### **Agreed at previous meeting:**

- A. Date of Veterans Day Service – Sunday 29<sup>th</sup> June
- B. Budget allocation of £200
- C. Low key event
- D. Events Officer to pursue funding from MoD

#### **Update:**

The Order of Service has been agreed with Lt Clark from the Salvation Army, who is also printing them for us, and a practice session has been arranged on Wednesday (25<sup>th</sup>) for the groups who will have children presenting their Standards.

### **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:**

Chichester City Band have been booked for 3<sup>rd</sup> August and Emsworth Concert Band for 10<sup>th</sup>. I am waiting to hear from Salvation Army as to whether they can do the third concert.

Costs to date for are £445 (for 2 bands).

### **Proms in the Park**

#### **Agreed at previous meeting:**

- A. Date – Saturday 21<sup>st</sup> June
- B. Budget £500 plus Events Officer to pursue sponsorship
- C. Venue – Royal Norfolk Grounds

#### **Update:**

The issue of finding sponsorship was resolved thanks to an offer from ASDA to sponsor the event (following an approach by Cllr Burt). The figure agreed was £1,500. Local solicitors Staffurth & Bray also contributed £75 and this was put towards the cost of producing the programmes.

Additional marketing was done, due to the change in venue. This included additional banners and advertising on Spirit FM. However, despite this the numbers attending were disappointing. We estimate approximately 300 people. This was in part due to the weather, which was very grey and overcast and also quite cold. However, those that did attend seemed to enjoy the music.

The stage with inflatable cover that we hired from Littlehampton Town Council for the event proved very successful. It was installed and taken down by Littlehampton's own A Team. It provided a very visual sign that something was taking place and I think that, had the weather been better, we would have attracted a lot more people.

### **French Market**

#### **Agreed at previous meeting:**

- A. Dates - 4 & 5 October
- B. Budget: £600
- C. £350 has been agreed with the Market Operator as our charge for this event

### **Clowns Parade 2009**

#### **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

**Update:**

I have had a meeting with Butlins and Clowns International regarding the event next year. Dates have been agreed – 6<sup>th</sup> to 9<sup>th</sup> March – Parade to take place on 8<sup>th</sup>.

It has been agreed that we will ask Butlins to do a lighter buffet on the Friday night. Any money saved will be put towards a small payment for the clowns who will be going into the schools in the week before. This proved to be very popular this year and it widens the community participation of the event.

**Other Events**

**Update:**

**Parish Walk**

This proved to be very popular, with 37 people attending. I have sent WSCC details of our walk, for their information, together with a photograph.

**Peace Week**

I have now had a meeting with one of the workshop leaders from Sands of Time. She is an experienced leader in Lantern Making (she is involved with Chichester Festivities) and I intend to book her for our Lantern Making workshops for the Christmas Illuminations event.

SJH 24 06 08