



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON TUESDAY 12th AUGUST 2008

PRESENT: Cllrs.: D. Eldridge (Chairman), Mrs. J. Warr (Vice-Chairman), Mrs. S. Daniells, J. Passingham and K. Scutt.

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

The meeting opened at 7.01pm.

16. 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 and A. Cunard.

17. 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. Brooks declared a Prejudicial Interest in the Sunday Afternoon Concerts and Sands of Time as a member of a band involved in these events.

Cllr. J. Passingham and Cllr. Mrs. J. Warr both declared a Prejudicial Interest in Agenda item no. 9 and Bognor Regis Seafront Lights.

18. TO APPROVE MINUTES OF THE MEETING HELD ON 20TH MAY 2008, PREVIOUSLY CIRCULATED

The Minutes of the Meeting held on 20th May 2008 were agreed as an accurate record and were signed by the presiding Chairman.

19. RATIFY THE NOTES OF THE NON-QUORATE MEETING HELD ON 1ST JULY 2008, PREVIOUSLY CIRCULATED

The Committee noted that there had not been a quorum present for the meeting scheduled to be held on 1st July 2008. It was **RESOLVED** to ratify the Notes. A copy of the Notes to be appended to these Minutes as Appendix 1.

20. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

Concern was expressed about the ROX Festival as there appeared to be no Town Council banners in the stage area and, in initial press reports, the Council was not named as a sponsor. It was felt that in the view of the funding and TF time provided, some recognition should have been given. Following some discussion, it was **AGREED** to write to the organisers. A Member suggested introducing a new condition of grant aid that would require event organisers to acknowledge the support of BRTC.

22. 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 2).

22.1 Sands of Time

The Events Officer reported on possible dates for the 2009 event. In view of the tide times, the Committee agreed that the most suitable date would be 19th July 2009. However, the Events Officer needed to do more research on other local events so the date would be firmed up at the next meeting. The Committee then considered a theme for next year and Time & Time Lords was proposed.

22.2 Veterans Day

Although none of the budget was spent, the Events Officer would like to expand the 2009 event.

22.3 Sunday Afternoon Concert

It has proven very difficult to book bands for August. The Events Officer suggested other forms of children activities on the seafront bandstand in August and would bring suggestions forward to the next meeting. The Reunion Band has been booked for 17th August.

22.4 Town Show

The Events Officer reported on the issue of use of the Hampshire Avenue Recreation Ground. Member noted that C. Fullick had been told by Inspire Leisure that she would not be able to use the field after the end of July, as it might cause damage to the football pitches.

Cllr. K. Scutt declared a personal Interest in Bognor Regis Football Club.

The Committee was very concerned and appalled about this. It was felt that the Recreation Ground was there to be used by and for the community. It was also pointed out that there were very few open spaces available to run events. Following a detailed discussion on the matter, it was **AGREED** that the Events Officer would take this further and contact Caroline Gosford.

22.5 End of the Pier International Film Festival

The Events Officer reported on her meeting with Bryan Gartside. It was reported that the organizers had offered to input film related content into any BRTC run event. Further, a mobile projection unit for both indoor and outdoor screenings could be supplied. The Committee was also made aware of the plans for the 2009 Film Festival which due to the expansion, would be split between a number of venues along the south coast. Concern was expressed about the possibility of losing yet another event but Members were advised that Bognor Regis would keep the comedy content and animation section. It was pointed out that the grants awarded to the organization must not be used to subsidize screenings outside the town.

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

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

The Events Officer referred to her report (Appendix 2) and emphasized that the event should not be costly as the schools would prepare the floats, Butlins had offered to provide venues for training therefore the biggest costs would be the road closure and security. The procession could finish in Hotham Park where a band could be playing on the bandstand. The Events Officer was currently researching other carnivals and was going to visit the Isle of Wight event.

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

After some discussion, the Committee **UNANIMOUSLY AGREED** to include the Carnival in the 2009 Events List.

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

24. CONSIDERATION OF TOWN FORCE ENTRY INTO ILLUMINATED GALA ON SUNDAY 24TH AUGUST AT 8.30PM

The Committee was asked to consider the matter, taking into account the staff shortages and the fact that no TF hours had been allocated to the event. Following some debate, it was **RESOLVED** that Town Force shall not enter into the Gala.

Cllr. Mrs. J. Warr and Cllr. J. Passingham returned to the meeting.

25. TO AGREE NEW FORM FOR BORROWING ELECTRICAL EQUIPMENT

The form was circulated to those present. The Committee was advised that theft should be included in the terms & conditions and the amended form was then **APPROVED**.

26. TO NOTE CORRESPONDENCE

26.1 Various E-mails regarding the Cultural Olympiad

Raising of the Olympic flag & a photo shoot will be held at the Civic Centre and Arun Leisure Centre on 24th August.

Query was raised whether the Paralympics would be recognised too and the Events Officer agreed to bring it up at the ADC meeting next week.

26.2 ADC: E-mail inviting BRTC to advertise events in the Sussex by the Sea brochure. Deadline for submissions 19 September.

The Events Officer pointed out that no dates could be firmed up until the P&R Budget meeting on 1st December. After some discussion, the Committee **RESOLVED** to take out the advertisement and include at least some provisional dates. There was also some debate on the issue of organising events on year by year basis.

26.3 Mr. L. Garrett: Letter of thanks for the Veterans Day service

26.4 Mr. B. Jones: Letter regarding International Bognor Birdman

Copy of the letter was handed out to those present. Following detailed discussion on the matter, the Committee noted contents of the letter and asked the Events Officer to send Mr. Jones an acknowledgement.

27. DATE OF NEXT MEETING

The next meeting will be held on 23rd September 2008 at 7pm.

The meeting ended at 8.35pm.



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NOTES OF THE EVENTS COMMITTEE MEETING

HELD ON TUESDAY 1st 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.

Apoloies 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 20th 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 17th 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 12th August 2008 at 7pm.

The meeting ended at 7.31pm.

Events Officer Report to Events Committee 1st 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:

Invoices have now been received and the final total for Sands of Time expenditure, minus income, is £12,601.69. This gives an overspend of £101.69

Veterans Day

Agreed at previous meeting:

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

Update:

None of the budget was spent.

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:

Costs to date for are £445 (for 2 bands). Chichester City Band played on 3rd and Emsworth Concert Band is due to play on 10th. I am still trying to find performers for 17th. I have been turned down by 10 bands to date.

If we wish to have entertainment on the seafront bandstand in August in the future, we may need to consider having different forms of activity, such as Punch & Judy or a magic show, as these may be easier to book during the summer months

Proms in the Park

Agreed at previous meeting:

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

Update:

The final costs for the event are £1,955.24, against a budget of £500 plus income of £1,733.11. This gives an underspend of £277.87.

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

Update:

I have been in contact with the market organisers to arrange for them to complete the appropriate forms for Arun DC. We will advise WSCC of the proposed dates and obtain permission for a Pre-Planned Activity on the Highway. As usual, we will arrange the publicity nearer the event.

The market organiser contacted us about the attendance of an ice cream van/barrow. However, as this was not a French trader, but English, I requested that they not attend as I felt this could cause some ill-feeling with the local traders, as it is supposed to be a French Market.

Clowns Parade 2009

Agreed at previous meeting:

- A. Budget £6,000
- B. Dates – Parade 8th March
- C. Reception – will be a lighter, finger buffet
- D. Route as before
- E. Jazz Band or similar for Parade – Events Officer to investigate other options
- F. Activities in schools and the community prior to Parade to be developed further

Update:

None

Other Events

Update:

Peace Week

We continue to liaise with the Peace Week Team on developing a week of events celebrating the ethos of Peace Week.

I have now booked the workshop leader for our Lantern making workshop (Lanterns for Peace), and this will come out of my Christmas Illuminations event budget.

Town Show

Bognor CAN will be again be running a Town Show on Saturday 6th September. This will be on a smaller scale than last year and the Horticultural Show will take place in the Westloats Lane Youth club Hall.

We are supporting the event by officer time, helping the Horticultural Society with their organisation before the event and during the day. Bognor CAN have also been allocated 25 hours of Town Force time.

Carnival

Further to my report to the last meeting, I have now had a meeting with Sadie Tooley from Arun DC. Sadie is the contact at Arun for the Cultural Olympiad planning. We discussed the possibility of developing carnivals that could be run across the Arun district, leading up to a large event in 2012. Sadie was going to talk to the WSCC Olympiad team to see if there could be any funding available.

I intend to visit the Ryde (IOW) carnival over the last weekend of August, to see firsthand how they run their event and I hope to have a meeting with one of the organisers. I am particularly keen to find out how they involve so many children during the school holidays.

I will continue to investigate various options for a carnival, including possible routes, and bring a full report to the next meeting. If the Committee agrees to proceed, I would like to launch the idea in the New Year to schools and other groups, with the first carnival taking place next summer. If Butlins are still in agreement, we will set up a series of training days for teachers and youth group leaders to promote the skills needed to devise costumes and props

2009 Events

At the next meeting I will include in my report suggested events, with dates and budgets, for 2009 events.