



# BOGNOR REGIS TOWN COUNCIL

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## MUSIC FESTIVAL

### MINUTES OF A MEETING OF THE MUSIC FESTIVAL 2007 COMMITTEE

Wednesday 27<sup>th</sup> June 2007 at the Town Hall

**PRESENT:** Cllr. Mrs. Jeanette Warr (Vice-Chairman), Cllr. A. Cunard, Cllr. Mrs. J. Walker.

**IN ATTENDANCE:** E. Benackova, S. Holmes, S. Goodheart, A. Levtov, R. Parker, S. Ross, M. Ringwood.

*The meeting opened at 7.01 pm.*

#### 16. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, the Vice-Chairman took the chair for this meeting. Apologies of absence were noted as being received from Cllr. Mrs. J. Gillibrand (Chairman), Cllr. D. Eldridge, Cllr. J. Brooks and Cllr. S. Kerrigan.

#### 17. MINUTES SILENCE IN MEMORY OF RON HILDRETH

The Committee stood for a minute's silence in the memory of Ron Hildreth who had sadly passed away on 8<sup>th</sup> June 2007.

#### 18. 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.

*Cllr. A. Cunard declared a Prejudicial Interest in the Hotham Arts Centre and the Picturedrome*

*Cllr. Mrs. J. Walker declared a Personal Interest in all business related to the Hotham Arts Centre.*

*S. Goodheart and R. Parker both declared a Personal Interest in all business related to the ROX organisation.*

*A. Levtov declared a Prejudicial Interest in all business related to The Regis School of Music.*

*Mrs S. Ross declared a Personal Interest in all matters related to The Bognor Regis Concert Band.*

#### 19. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 29<sup>th</sup> MAY 2007, PREVIOUSLY CIRCULATED

The Committee **RESOLVED** to approve the Minutes of the meeting held on 29<sup>th</sup> May 2007 as a true and correct record of the proceedings and the Chairman signed them.

**20. MATTERS ARISING FROM THE MINUTES**

It was noted that no further arrangements have been made for the senior busking championship. The Licence for London Road has been granted.

**21. WEEKEND 21<sup>st</sup> – 22<sup>nd</sup> JULY 2006 AND ROX ELEMENT**

S. Goodheart reported that the event was going ahead as planned. The Committee noted that there could be a change to the workshops as not many details were available and Carol Fullick was on holiday. A meeting with Phil Graham had been arranged in order to finalize the elements of the weekend. It was also noted that Tim Harris who had been with ROX for many years has taken over some production works, previously undertaken by Ron Hildreth.

**22. PROGRAMME FOR MIDWEEK**

The Events Officer handed out the SunFest brochures and commented on the final programme of performances over the week.

20,000 copies of the brochure had been produced and will be distributed by BRTC staff and some of the organisations involved in the Festival, via their own mailing list. They will also go out to the four wards of Bognor Regis with the Town Newsletter.

**23. PROGRAMME FOR WEEKEND 28<sup>th</sup> – 29<sup>th</sup> JULY**

The Events Officer referred to the brochure which details the programme.

**24. BUDGET & APPROVAL OF EXPENDITURE**

The confidential budget list was circulated. The costs of the Lithuanian Band as well as Pete Morton's performance have now been confirmed. The Committee noted that the advertising estimates were based on last years figures. Question was raised whether weekly updates on ticket sales could be sent to the members. This was agreed. There was some discussion on the profit made in this years Festival and its use for next years SunFest. The Events Officer pointed out that the future of the Festival is in hands of the Events Working Party.

It was **RESOLVED** to approve the budget.

**25. THE MUSIC FESTIVAL SAFETY ADVISORY GROUP REPORT**

The notes were handed out to those present (Appendix 1). The Committee noted that there would not be fireworks as originally planned. The Street Trading Licence had been submitted and there were only couple of issues which would be resolved this week. Apart from that all is in hand. In answer to a question about the numbers expected, the Members were advised that the licence Application submitted allowed for 4,000 people.

**26. THE MARKETING GROUP (TO BE TABLED AT THE MEETING)**

The Events Officer reported briefly on the meeting which was held yesterday. It was agreed that a press release would be prepared by R. Parker, a photo shoot arranged possibly at the Royal Norfolk Hotel with key partners and Councillors, time permitting.

*S. Goodheart offered his apologies and left the meeting at 7.30pm.*

Further, the brochure would be placed on the website and banners put up on the lamp post as well as in London Road. It was reported that on the map, the Regis School of Music and the Music Club had been reversed. The Events Officer will arranged for correx signs to be put up outside those venues. There was also some discussion on the design of lamp post banners and the Committee was informed that there is a limit of what could be put on due to the traffic safety reasons.

**27. CONFIRMATION OF SUNFEST BROCHURE**

The Brochure was **APPROVED**. The Events Officer circulated a poster designed in line with the first page of the programme. Following a lengthy debate on the logos included, it was **AGREED** that

the Town Council's crest should be enlarged and placed in the middle. The Events Officer would liaise with the other Councillors on the Committee regarding the additional logos.

**28. DATE OF NEXT MEETING**

The next meeting would be held at the The Town Hall at **7pm** on 18<sup>th</sup> July 2007.

*The meeting closed at 7.51pm.*