



BOGNOR REGIS TOWN COUNCIL

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SANDS OF TIME SEASIDE FESTIVAL

MINUTES OF A MEETING OF THE SANDS OF TIME 2007 COMMITTEE

Wednesday 23rd May 2007 at the Council Chamber

PRESENT: Cllr. D. Eldridge (Chairman), Cllr. A. Cunard and Cllr. S. Fyfe (during Min. 9.8).

IN ATTENDANCE: E. Benackova, T. Bell, E. Holmes and S. Holmes.

The meeting opened at 6.01pm.

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING

It was noted that Cllr. D. Eldridge was appointed the Chairman and Cllr. Paul Wells the Vice-Chairman of the Committee.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

As the meeting was not quorate it was **AGREED** to make recommendations where necessary.

Apologies of absence were noted as being received from Mrs. S. Hardy, Cllr. S. Fyfe who would be late and Cllrs.: Mrs. S. Daniells, Mrs. J. Warr and P. Wells who were not able to attend due to the Arun District Council's Annual Meeting.

3. 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.

A. Cunard declared personal interest in all business related to the Alexandra Theatre as Trustee of the Alexandra Theatre.

4. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

5. TO APPROVE MINUTES OF THE MEETING HELD ON 15TH NOVEMBER 2006, PREVIOUSLY CIRCULATED

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

6. RATIFY THE NOTES OF THE NON-QUORATE MEETINGS HELD ON 13TH DECEMBER 2006, 17TH JANUARY, 21ST FEBRUARY, 21ST MARCH AND 30TH APRIL 2007

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

7. CONSIDERATION OF CO-OPTED MEMBERS

The Committee confirmed appointments of E. Holmes, S. Hardy, S. Endacott, P. Frederick, PC Mark Stevens, and A. White as co-opted non-voting members. The Events Officer informed the Committee that she would continue liaising with Sylvia Endacott and Pip Frederick, who were unable to commit to attending meetings.

8. TO APPROVE EXPENDITURE FOR A SMALL GAZEBO TO BE USED AS CONTROL POINT

The Events Officer suggested purchasing a small gazebo for the Control Point using the Awards for All funding. The expenditure would be around £200. It was **AGREED TO RECOMMEND** that this is approved.

9. PLANS FOR 2007 EVENT

The plans are now being finalised.

9.1 OVERALL PROGRAMME

The Events Officer presented the 2007 Programme.

9.2 ENTERTAINMENT

The Events Officer reported on her meeting with Pip Frederick where she was informed that the Fusion Dance Company could not perform at the event. Pip would try to fill the gap in.

9.3 SANDCASTLE COMPETITION

The Events Officer reported that the registration would start at 10am with judging from 12 noon and presentations at 1.30pm. The rules have been amended to state 'Entries for the Childrens' Category must not have adults help. In cases where this rule is broken, the finished sculpture will not be judged. Stewards will patrol the area to ensure rules are adhered to.'
Letters to the previous entrants had been sent out. It was noted that more judges were needed.

9.4 CLASSIC VEHICLE CAVALCADE

So far 104 entries have been received. It was noted that a cheque from Mr. Parsley had been returned by the bank and the Events Officer was waiting to hear from him as to his attendance. £2.50 vouchers for refreshments had been issued to all entrants. The plaques have been ordered from Southern United Ltd. as they quoted less than Rossiters. The £5 entry charge should therefore cover our costs.

9.5 CHILDREN'S ACTIVITIES

E. Holmes reported on some of the activities such as junk modelling competition, starfish necklaces, beaded starfish, pop up cards, dolphin key rings and jigsaws. The last activity on Sunday would finish around 3pm and include a procession to the Theatre to see the Rainbow Fish show.

Further there will be mosaic and clay workshops as well as pottery painting.

9.6 HISTORY EXHIBITION

It was noted that all is in hand for the exhibition to be held in the marquee.

9.7 CRAFT FAIR

So far 12 tables booked for the Royal Norfolk Hotel. The Events Officer had ordered a banner to assist with publicity and had listed the event on a Crafts website.

9.8 DONKEY RIDES

Donkeys booked and attendance confirmed.

Cllr. Simon Fyfe arrived at 6.35pm during the discussion on the arrangements for donkeys. As a result of his arrival a quorum was now present.

9.9 OTHER ACTIVITIES

Games Arena would have the giant games in Steyne Gardens on Sunday. The Events Officer has arranged with ADC that the area would be cleaned of dog mess before the event.

Arts exhibition would be held by the Weather Station as well as Scouts tombola.
The Victory Jivers would be performing on the decking which should be built next week.
The open top bus tours have also been arranged for Sunday.

There will be a display from the Whale & Dolphin Conservation Society as well as the Diving School. Suggestion was made to contact Save Our Seas (S.O.S.) Organisation which aims to preserve, protect and restore the world's oceans for future generations. The Events Officer will look into this.

10. TO APPROVE MINUTES OF THE MEETING HELD ON 15TH NOVEMBER 2006, PREVIOUSLY CIRCULATED

The Committee **AGREED** to approve the Minutes of the meeting held on 15th November 2006 as a true and correct record of the proceedings and the Chairman signed them.

11. RATIFY THE NOTES OF THE NON-QUORATE MEETINGS HELD ON 13TH DECEMBER 2006, 17TH JANUARY, 21ST FEBRUARY, 21ST MARCH AND 30TH APRIL 2007

The Committee noted that there had not been a quorum present for the meetings scheduled to be held on 13th December 2006, 17th January, 21st February, 21st March and 30th April 2007. It was **RESOLVED** to ratify the Notes.

12. TO BOOK WORKSHOP LEADERS AND APPROVE THE EXPENDITURE FOR PURCHASING EQUIPMENT AND SUPPLIES

It was reported that more stewards were needed to assist with the activities. Appeal has been placed in the Observer asking for volunteers. Supplies for craft workshops would be obtained from the Craft Bank in Portsmouth.

13. PUBLICITY AND MARKETING

Copies of the programme were handed out. Some 8,000 copies have been printed with the support of the Observer and most of them distributed within days to Hotels & B&Bs, V.I.C., Taxi firms, Butlins and the local shops. Electronic copy had been put on the website and emailed out to various accommodation providers and the media.

Banner has been put up in the Precinct and a display in the library will be done after 28th May. Cllr. P. Wells and the Events Officer did a radio interview for BBC Southern Counties Radio.

14. AWARDS FOR ALL FUNDING

It was noted that BRTC is now in receipt of the funding of £3,500. Press release has been done.

15. BUDGET APPROVAL

Confidential budget list was circulated to those present and figures commented on. Members were informed that there are still some estimates but we are getting more confirmed now.

It was suggested that about 20 crowd barriers are purchased using some of the Awards for All funding and another source. These could be used for all events run by BRTC. This was **RESOLVED**.

Some funds have been allocated to the permanent decking on the Promenade. It would also be financially supported from other sources.

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

16. CORRESPONDENCE

16.1 Classic Cars Booking Forms

16.2 Returned cheque and consequently a letter to Mr. Parsley

17. DATE OF NEXT MEETING

The next meeting will be held on **18th June 2007 at 6pm in the Council Chamber.**

The meeting ended at 7.25pm.