



BOGNOR REGIS TOWN COUNCIL

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SANDS OF TIME SEASIDE FESTIVAL

MINUTES OF A MEETING OF THE SANDS OF TIME 2007 COMMITTEE

Monday 18th June 2007 at the Council Chamber

PRESENT: Cllr. D. Eldridge (Chairman), Cllr. P. Wells (Vice-Chairman), Cllr. A. Cunard, Cllr. Mrs. S. Daniells, S. Fyfe (during Min. 22) and Cllr. Mrs. J. Warr.

IN ATTENDANCE: E. Benackova, T. Bell, E. Holmes and S. Holmes.
1 Councillor in the Public Gallery

The meeting opened at 6.01pm.

18. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

Apologies of absence were noted as being received from Mrs. S. Hardy and Cllr. S. Fyfe who would be late.

19. 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 all business related to the Alexandra Theatre as Trustee of the Alexandra Theatre.

Cllr. P. Wells declared a Personal Interest in item no. 5.7 Craft Fair as his sister participated and item no. 5.3 Sandcastle Competition as he supplied free badges to the entrants.

20. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

21. TO APPROVE MINUTES OF THE MEETING HELD ON 23rd MAY 2007, PREVIOUSLY CIRCULATED

The Committee **AGREED** to approve the Minutes of the meeting held on 23rd May 2007 as a true and correct record of the proceedings and the Chairman signed them.

22. REVIEW OF 2007 EVENT

It was felt that the event was a success and having the marquee worked well. The Events Officer reported on a letter published in the Observer complaining that no times were included with the map. This was noted for next year. A Member commented on the degree of the Observer coverage in comparison to the previous years.

The Committee also noted that there was no link from ADC website to the Sands of Time website.

Cllr. S. Fyfe offered his apologies and joined the meeting at 6.09pm.

22.1 OVERALL PROGRAMME

The Members were in consensus that the programme was put together well.

22.2 ENTERTAINMENT

The Events Officer reported that Fusions Dance Company, who approached us about appearing at the Festival, was not able to perform due to the lack of performers. Alternate entertainment was arranged to fill the gap in. It was suggested that perhaps the Committee would like to review the entertainment arrangements for next year.

22.3 SANDCASTLE COMPETITION

The competition went very well and there were more entrants than during the last two years. Couple of contestants had to be disqualified for using spades. Vote of thanks were recorded to Lesley Hoff who helped out on the day. There was some discussion on raising profile of the competition and inviting professional sand sculptors along to attract more entries.

It was **AGREED** that Cllr. G. Burt could speak on this item.

A Member spoke in connection with the money prizes the competition offers.

It was proposed to extend the competition to both days and have the professionals advertising the contest on the first day. It was also recommended to select few photographs of the best sand sculptures over the years and display their enlargements around the bandstand area.

22.4 CLASSIC VEHICLE CAVALCADE

T. Bell paid tribute to S. Holmes and E. Benackova for planning as well as organising the cavalcade and compiling the programme of vehicles. Thank you letters had also been sent to all volunteers who helped out on the day. It was reported that the sheets provided for the booking-in procedure at West Park could have included the vehicle registration numbers, vehicle name and model name which aid recognition. The class structure could also be looked at. This was noted for the next year. Comment was made about parking arrangements at the RNH.

It was **AGREED** that Cllr. G. Burt could speak on this item. Query was raised regarding judging of the vehicles and T. Bell advised that the criteria could be reviewed for next year. The Committee thanked T. Bell for all his hard work.

22.5 CHILDREN'S ACTIVITIES

E. Holmes reported positively on the weekend and great atmosphere in the marquee. It was noted that organising free activities only should be considered. There was a complaint from a parent whose child entered the junk modelling competition but did not win. Ceramics painting, mosaics and clay workshops went extremely well. The Events Officer mentioned that an issue with one of the concessionaires arose on Sunday but was settled immediately.

22.6 HISTORY EXHIBITION

The Events Officer read out the report from S. Endacott and S. Lewis. Both were tremendously pleased with the venue and would like to be involved again next year.

The open top bus tours were yet again very popular. Request was made for a radio microphone as easier to use than the megaphone.

Question was raised concerning the size of the marquee and the Events Officer advised that Lewis Marquees had measured the space and recommended 40 x 40.

22.7 CRAFT FAIR

The Events Officer reported on a negative email about publicity of the fair and her response to the participant.

22.8 DONKEY RIDES

Although the rides were very popular, there had been issues with arranging the walkers, the field and cleaning the Prom. Following some discussion on the value for money it was **AGREED** to obtain quotes from other operators.

22.9 OTHER ACTIVITIES

With regard to the Charity Fair there were six stalls within the road closure area on Saturday and it worked well. The Fossils Walk was not as well attended as was hoped, despite the publicity. Members expressed disappointment with the Rainbow Fish performance and the Events Officer pointed out that no contract had been received yet and the publicity material was extremely late. The Committee was advised that a price reduction would be sought.

There was a steady flow of people into the Steyne Gardens to try the Giant Games and the organisers were quite happy. The Committee also discussed the space available for events on the seafront.

It was **AGREED** that Cllr. G. Burt could speak on this item. Concern was expressed about the use of space within the road closure area. The Events Officer clarified that it was necessary for the charity fair and safety of the children. It had been hoped that there would be sufficient stalls to fill the area.

23. RECOMMENDATIONS TO BE CONSIDERED AT THE EVENTS WORKING PARTY

The Events Officer spoke in favour of the Festival and the theme which gives the opportunity to change the Festival. The Committee was made aware of the staff overtime and the shortage of volunteer stewards which had to be filled in by family members. The Events Working Party was asked to consider this when planning events for next year.

It was **AGREED** that Cllr. G. Burt could speak on this item. It was noted that P&R Committee had put forward a list of projects, including review of the committee structure, to be considered at the Council. It was acknowledged that events have an impact on staff time.

A Member congratulated the Events Officer and her team on an enjoyable event and queried how the success was measured.

Cllr. P. Wells offered his apologies and left the meeting at 7.00pm.

The Committee participated in a full debate on the role and purpose of events and there was a consensus of opinion that value for money needs to be provided.

Cllr. Mrs. J. Warr offered her apologies and left the meeting at 7.15pm.

It was **AGREED** that Cllr. G. Burt could speak on this item. A copy of the Arun's Events Strategy was requested for the meeting of the Events Working Party. It was also **AGREED** that Andy Clegg is invited along to the meeting to give a presentation to the Councillors.

24. PUBLICITY AND MARKETING

The brochure was produced in partnership with the Observer, with 8,000 copies supplied. The Festival was publicized on the BRTC website as well as in the Observer. There was a two week display in the window of the library. Banner was put up in London Road along with the lamp post banners. There was an issue of attracting people attending the seafront market and this needs to be looked at.

25. AWARDS FOR ALL FUNDING

Stickers and signs had been supplied and displayed over the weekend. The Events Officer would prepare a report on how the money was spent in due course.

26. FINAL BUDGET APPROVAL

Confidential budget list was circulated to those present and figures commented on. Members were informed that there are still some estimates as not all invoices had been received. It was noted that the funds allocated to the permanent decking might not be all used. It was **RESOLVED** to approve the budget.

27. CORRESPONDENCE

- 27.1 Thank you note from Mr. & Mrs. Hough
- 27.2 Request for presentation photos from Mr. J. Keenan
- 27.3 Email about craft fair publicity from Mrs. K. Wells

28. DATE OF NEXT MEETING

The next meeting will be held after meeting of the Events Working Party.

The meeting ended at 7.45pm.