



EAST PRESTON PARISH COUNCIL

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MAJOR EVENTS COMMITTEE

- MINUTES:** of the Committee Meeting held on Monday, 19th February 2024 at East Preston Infant School, Lashmar Road, East Preston at 19:00
- PRESENT:** Councillors Christine Bowman, Andrea Chapman, Lisa Duff, Helen Hill, Elizabeth Linton (Chairman) and Steve Toney
- ALSO:** Simon Cross, Clerk to the Council
- Nicola Harlow and Dee Morton, East Preston Festival Committee (both until 19:16)
- Jane and Ritchie Leccia, East Preston and Kingston Royal British Legion (both until 19:21)
- ABSENT:** Alison Roberts, Receptionist / Admin Assistant to the Council

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;

WSCC – West Sussex County Council.

The meeting commenced at 19:04.

162/24 APOLOGIES AND REASONS FOR ABSENCE

All committee members were present.

The Clerk also advised Mrs Roberts was on leave but had provided some updates and comments for the meeting.

An apology had been received from Janine Nicholson, Chairman of the East Preston Festival Committee.

163/24 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

None were declared.

164/24 PUBLIC SESSION

The committee AGREED unanimously the members of the public present could address the meeting during the relevant item.

165/24 THE BIG D-DAY LUNCH, JUNE 2024

The committee NOTED the following paper which had been circulated in advance of the meeting:

Big Lunch, D-Day event, 2nd June 2024

Committee is asked to consider any matters pertaining to this event.

This event will be run in conjunction with the Royal British Legion and the East Preston Festival Committee. Representatives of the Festival Committee will attend the meeting.

Alison has booked food and drink stalls and The Disco Lady for the event. I have now received and completed the paperwork for Silhouette (the trio version of Funky Fusion) for two 45-minute sets during the event.

There has been no further update from the Infant School on its choir's appearance.

No further communication from Nick Ward, Chairman of the Royal British Legion branch, but Ritchie Leccia, Secretary, has indicated he will attend this meeting.

Simon Cross – **Clerk to the Council**

8th February 2024

Alison had provided the following update for the meeting:

The Big D Day Lunch

Toilets and marshals are booked.

The refreshment stalls are:

Olly's Fish Shack – fish tacos and fish burgers

Bake Em Girl – Scones, jam & Cream, savoury pastries, quiche, cakes

Mr & Mrs Cheese – cheeseboards

Mr Delicious – Hog Roast

Summit Tasty – Loaded fries

Clockhouse – Gin, Pimms & Prosecco bar

Coffees & Cream – Ice Van with hot drinks as well.

Entertainment – School choir, Silhouette Trio, Zoe Hart Disco, Silhouette Trio again.

Mr Leccia said the branch was looking at what it could afford to finance in support of this event. Mrs Leccia added the branch's accountant had been unwell recently, which had resulted in a delay. The branch committee was meeting on 29th February, after which the branch would be able to confirm finances for the event. Both Mr and Mrs Leccia felt there would be no problem with the branch sponsoring the event's entertainment, plus a replica Spitfire and possibly other replicas. The Clerk asked them to bear in mind there was not a lot of room for replicas.

Mrs Harlow explained the event's budget from a Festival Committee perspective offset against income from food and drink outlets included in the event. Miss Morton said the committee was still actively seeking business sponsorship for the event, but it was reassuring to know the Legion branch may be able to cover that.

Cllr Linton stressed her understanding was the event was being organised by the Festival Committee and British Legion together, with upfront support from the council as necessary. The Festival Committee and Legion reps present agreed with this. Miss Morton suggested the two organisations met soon, and the Clerk offered the use of the Council Office meeting room, as then Alison would be on hand to answer any queries.

The Clerk confirmed there were no road closures associated with the event.

(Mrs Harlow and Miss Morton left at the conclusion of this item.)

166/24 REMEMBRANCE SUNDAY, 10TH NOVEMBER, 2024

The following report had been circulated in advance of the meeting:

Remembrance Sunday, 12th November, 2023

Committee is asked to review any matters pertaining to this event. Ritchie Leccia, Secretary of the East Preston & Kingston branch of the Royal British Legion, has said he will attend.

Committee members are asked to refer to Minute 1076/23 from the committee's last meeting for a summary of the initial review of the 2023 event.

Simon Cross – **Clerk to the Council**

9th February 2024

Mr Leccia said the branch committee felt the change to the timings for the Remembrance Sunday event in 2023 had, generally, worked although there may be some tweaks to the event in 2024. The timings would not change from the 2023 timings.

The Clerk reminded Mr Leccia of a conversation they had had immediately after the 2023 event, in which the Clerk had suggested the mustering for the parade after the church service would be safer either in the churchyard or in Vicarage Lane; either would mean Station Road would not need to be closed which would also mean fewer marshals would be required.

Mr Leccia said the large amount of publicity ahead of the 2023 event had really helped.

(Mr and Mrs Leccia left the meeting at the conclusion of this item.)

167/24 FUNDAY SUNDAY, 21ST APRIL 2024

The following report had been circulated in advance of the meeting:

Funday Sunday, 21st April 2024

Committee is asked to consider any matters pertaining to this event.

Cllr Hill is the lead councillor for this event.

21st April was finally chosen as the date, and the Village Hall has been booked accordingly. Entertainment will be provided by [Mel the Pocket Rocket](#).

Pat Gander will be on hand to help and guide Cllr Hill (and the rest of us) as necessary.

The event has been publicised in the Winter 2024 Newsletter, delivery of which will have started by the time of this meeting, and will be included in forthcoming e-newsletters. Thanks to Kevin Hill for help with the poster design.

Simon Cross – **Clerk to the Council**

8th February 2024

Alison had provided the following update:

Funday Sunday

Tablecloths and napkins have been purchased. Helen has designed the poster. Tickets have started to sell. Sandwiches will be ordered 7 – 10 days beforehand. Food Hygiene certificates are all up to date.

Cllr Linton thanked Cllr Hill and her husband for designing an eye-catching poster for the event.

Cllr Hill asked all present to confirm they were still happy to undertake the same tasks as had been previously assigned to them. All said they were.

Cllr Linton confirmed tickets were now on sale and the Clerk confirmed a regular attendee had booked 12 tickets. About 50 tickets would be available for sale, with an additional few available as complimentary tickets for people who have helped with the event.

Cllr Hill was confident the event would run smoothly and all involved knew what they needed to do.

Cllr Linton thanked Cllr Hill for her past and future work on this event.

168/24 EAST PRESTON FOOD & DRINK FESTIVAL, 24TH AUGUST 2024

The following report had been circulated in advance of the meeting:

East Preston Food & Drink Festival, 24th August 2024

Committee is asked to consider any matters pertaining to this event.

Cllr Chapman is the lead councillor on this event. Cllr Chapman and Alison have issued an initial batch of invites to a range of businesses they believe would make for a good event. Most have responded positively. Alison will be able to provide an update, either written or verbal, at the meeting.

Simon Cross – **Clerk to the Council**

9th February 2024

Alison had provided the following update:

Food & Drink Festival

1st Wave of stalls have mostly returned their forms, second wave have been sent out with a cut off date of 25th February. Andrea and I will then meet to discuss any gaps that we have in terms of products for this event. Toilets, TEN, road closures, marshals and First Aid will all be booked by the end of March. Nick Cook is booked for children's entertainment so we just need to choose one other. I email Mick Chips regarding their opening hours and they would like to stay open all day to benefit from the event. We, in turn, will not book a fish and chips style stall.

Cllr Chapman said everything was under control with this event and thanked Alison for her work so far.

169/24 EAST PRESTON CHRISTMAS CELEBRATIONS, 25TH NOVEMBER 2023

The following report had been circulated in advance of the meeting:

East Preston Christmas Celebrations – 25th November 2023

Committee is asked to review any matters pertaining to this event.

East Preston & Kingston Village Hall and the Conservative Hall have both been booked.

The French Market has confirmed it will attend, and has agreed to confirm the number of stalls by the end of July. At that point, Alison and I will work out a proposal for where we think those stalls will best be located.

We probably need to make a final decision as to where we are going to run the children's activities and, depending upon that decision, how we will use the Conservative Hall.

Simon Cross – **Clerk to the Council**

9th February 2024

Alison had provided the following update:

Christmas Celebrations

Craft Fair forms will be sent out at the end of the month.
The Conservative Hall has been booked for the celebrations. Suggested use is for children's activities plus café as it will give more room for all of the activities. A second badge maker has been purchased.

There was some discussion about whether or not to move children's activities from the cricket pavilion into the Conservative Hall. Pros were this would give more space for the children's activities; cons included the loss of the additional craft fair which had taken place in the Conservative Hall in 2021 and 2023 and the question of what could take place in the cricket pavilion. Cllr Linton suggested a short children's show could be programmed into cricket pavilion, something that did not detract from Father Christmas's Storytime. The Clerk suggested the East Preston Village Preschool could be asked whether it would provide something for preschool children in the cricket pavilion, the Conservative Hall activities being designed for slightly older children. The committee AGREED the preschool should be approached, with a council-provided children's show as a fallback option.

The Clerk said he and Alison were currently thinking of locating the French Market south from Oakley Gardens. It would only encourage more people down to the southern businesses if those businesses supplied more attractions. Cllr Bowman pointed out the annual Food & Drink Festival brought plenty of people to the southern businesses of the village, and the Christmas Celebrations was the only annual event that was closer to the northern businesses.

The following councillors agreed to be attraction leads:

Cllr Linton – overall control

Cllr Bowman – Village Hall craft and gift fair and refreshments

Cllr Duff – Conservative Hall children's activities

Cllr Chapman – Father Christmas's Storytime at Our Lady, Star of the Sea

Cllrs Hill and Toney would provide cover for each of the above to give them a break and a chance to wander around the rest of the event.

Council officers would also be floating around, able to help where needed.

170/24 MINUTES OF THE MEETING HELD ON 18TH DECEMBER 2023

The draft Minutes had been circulated to all councillors on 20th December asking for any suggested amendments by 31st December. None were received, but Cllr Toney emailed, "Thankyou, all correct as usual."

The committee AGREED the Minutes were a true reflection of the meeting held on 18th December. These were duly signed by Cllr Linton.

171/24 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

There were no updates not already covered above.

172/24 NEXT MEETING (22ND APRIL, 19:00)

Nothing new was suggested.

The Meeting closed at 19:59.

Chairman: *Cllr Elizabeth Linton* Date: **22nd April 2024**

(END)