



EAST PRESTON PARISH COUNCIL

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MAJOR EVENTS COMMITTEE

MINUTES: of the Committee Meeting held on 17th August 2020 at 19:00 via the Zoom online meeting application.

PRESENT: Councillors A Chapman, L Duff, P Gander, J Gunston, E Linton (Chairman) and S Toney

ALSO: Simon Cross, Clerk to the Council

ABSENT: Councillor C Bowman

The meeting opened at 19:00.

The meeting was held in accordance with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* and the council's own *Protocol for Remote Meetings*.

579/20 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence was received and accepted from Cllr Bowman (holiday).

580/20 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

No Interests were declared.

581/20 PUBLIC SESSION

No members of the public were present.

582/20 EAST PRESTON [VIRTUAL] FOOD & DRINK FESTIVAL, 29TH AUGUST 2020

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

East Preston [Virtual] Food & Drink Festival – 29th August 2020

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

Cllrs Chapman and Gunston are leading on this event.

Cllr Chapman designed a poster which has been used as advance publicity through social media. At the time of writing, 726 people "Like" the Food & Drink Festival's Facebook page,

an increase of twenty over the past week. There is a video from Joie de Vin publicising its wine tasting offer for the day. Other videos will mainly be posted on the day of the Festival rather than in advance. Alison will be scheduling posts in advance so there should be no need to intervention on the day.

Simon Cross – **Clerk to the Council**

10th August 2020

The Clerk said Mrs Alison Roberts was carrying out sterling work on social media, publicising the businesses that would have been present had an in-person Food & Drink Festival gone ahead. The Clerk had included details of the virtual event in the latest e-newsletter to residents and it had also been mentioned in the Summer 2020 quarterly (paper) Newsletter to residents. He did not know how it was possible to measure the success of this approach.

583/20 FUNDAY SUNDAY, 18TH OCTOBER 2020

The following report was circulated in advance of the meeting:

Funday Sunday, October 2020

Committee is asked to consider the rescheduling of this event, originally planned for 3rd May 2020.

Cllr Gander is leading on this event.

Alison has been able to provisionally book both Vintage Candy and the Village Hall for 18th October.

Simon Cross – **Clerk to the Council**

10th August 2020

Reluctantly, the committee AGREED it would not be possible to run this event this year. The whole concept of social distancing rather went against the idea of *Funday Sunday* as a way of getting people out of their homes and into a more sociable environment for an afternoon.

The committee AGREED to plan to hold a *Funday Sunday* on 9th May, 2021, sticking with the V.E. Day theme suggested earlier this year.

The Clerk will rebook the Village Hall and, hopefully, Vintage Candy.

584/20 EAST PRESTON CHRISTMAS CELEBRATIONS – 21ST NOVEMBER 2020

The following report was circulated in advance of the meeting:

East Preston Christmas Celebrations – 21st November 2020

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

Cllr Linton is leading on this agenda item.

My opinion remains a year off from the Christmas event might not be a bad idea; but then again maybe the village needs something to look forward to.

Members of the public have suggested the following:

- A Christmas scarecrow event
- A Treasure Hunt
- A photographic competition

These events may all be something we could talk to the Festival Committee about, with a view to it running them.

Simon Cross – **Clerk to the Council**

10th August 2020

Again reluctantly, the committee AGREED it was necessary to cancel the East Preston Christmas Celebrations in the current pandemic situation.

After some discussion about a scarecrow competition, the committee AGREED to work on a Light Up Your Village competition, which could take whatever forms competitors chose as long as it was visible from the road.

Some other ideas were considered and it was AGREED to hold a photographic competition too.

For both of the above, the Clerk will contact the East Preston Festival Committee to see if they are willing to collaborate on these ideas.

The committee AGREED it would be nice to send a locally-designed Christmas card to East Preston Voluntary Service volunteers and service users. The Junior School was known to produce Christmas cards each year, so perhaps the council could purchase some cards from either of the schools. The Clerk would contact the headteachers.

The council would still encourage shopfront businesses to take part in a window competition. Perhaps Cllr Bowman would be willing to build on the relationships with local businesses she started last year.

585/20 EAST PRESTON VOLUNTARY SERVICE PARTY

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

East Preston Voluntary Service

Committee is asked to consider an event to celebrate the volunteers of the East Preston Voluntary Service.

I do not think anything has changed in this matter since the last meeting.

At the last count, there were c147 volunteers registered with the Voluntary Service, including several councillors. Similarly, c150 households have been registered for help from the Voluntary Service. It has not been possible to pair up every volunteer with a household and not every household has actually called upon the Service for assistance.

Simon Cross – **Clerk to the Council**

10th August 2020

Cllr Bradshaw had offered to provide some music for the event.

The committee AGREED it could again make no progress with the organisation of this event while pandemic social distancing measures remained in place.

586/20 OUTDOOR FILM SHOW, LATE SUMMER 2021

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

Outdoor film show, late summer 2021

Committee is asked, by the Community Engagement Committee, to begin consideration of any matters relating to such an event.

Following the last Community Engagement Committee meeting, at which it was suggested this committee be asked to consider such an event, I contacted Littlehampton Town Council (LTC) which has run successful outdoor film shows for some time now. Kieran Gibbins, Events Officer at LTC,

kindly provided the following information which was circulated electronically to committee members on 28th July:

Hi Simon,

Pete forwarded your email onto me. I'm the Events Manager here at LTC.

We have a budget of roughly £15,000 for the event.

To break it down for you slightly:

- Screen (Urban Entertainment): **£3,550** (40ft x 20ft) also includes film license
- Sound/Production (CrimsonCraft Audio): **£1,800**
- Generators (Event Power Engineering): **£1,750** powers catering units, screen, sound and trailer toilets
- Staffing (MS Services- stewarding, EMS Services- medical, Richards Events- security): **£2,600** also includes Amenity Team
- Publicity: **£1,200**
- ADC Trading License: **£187**

There are additional costs to consider if you want to include trailer toilets (£4,000+).

These figures will obviously fluctuate depending on the size of the screen, generator etc. The screen we hire is suitable for an audience of over 2,500 people. The following link will give you an idea of what screen size you may require. <https://urbanentertainment.co.uk/urban-cinema/size-guide/>

I hope this helps.

If you would like to talk anything through, please don't hesitate to give me a ring. I've worked on numerous outdoor cinema events before, so I'd like to think I know what I'm talking about!

Kind Regards,

Kieran Gibbins
Events Officer

Simon Cross – **Clerk to the Council**

10th August 2020

The committee was somewhat surprised at the expense of the Littlehampton events although it also felt the overall costs would be less for an East Preston event. It was AGREED the Clerk should try to get the company out to give some advice on the likely capacity of the Warren Recreation Ground and what size screen we would need and so on. The committee felt the event could be a paid event as the Warren Recreation Ground was less overlooked than the Village Green. The committee recognised there was the potential to have some food vans at the event too.

The proposed date was September 2021.

587/20 MINUTES OF THE MEETING HELD ON 29TH JUNE 2020

The draft Minutes had been circulated to all councillors on 1st July asking for suggested amendments to be submitted by midday on 8th July. None were received.

The committee AGREED the Minutes were a true reflection of the meeting held on 29th June, and that Cllr Linton could sign them. The meeting further AGREED Cllr Linton could sign the Minutes when next passing the Council Office.

[Clerk's Note: Cllr Linton signed the Minutes late on the morning of 18th August.]

588/20 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

Minute 418/20 – French Market, 25th July 2020 – following the last meeting the Clerk had written to Mme Muriel Charles, the Manager of France at Home advising her of the committee's decision not to take her up on her offer of a French Market on the Village Green on 25th July. Muriel had replied:

Hello Simon

Thank you for your email.

I have to say that I am not really surprised by this decision, I appreciate the Council's concerns.

I am aware of the situation in Leicester, people think the pandemic is over and don't care about social distancing. It is a little bit worrying when you look at people gathering outside on beaches, parks.. It is the same in France, above all young ones.

I am afraid I don't have any available date in September or October, but in case of any cancellations, I will come back to you.

Have a great summer

Take care and stay safe.

Best

Muriel

589/20 NEXT MEETING (26TH OCTOBER 2020)

Nothing new was suggested.

The Meeting closed at 19.51.

Chairman: Cllr Elizabeth Linton Date: **27th October 2020**