



# EAST PRESTON PARISH COUNCIL

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## **MAJOR EVENTS COMMITTEE**

**MINUTES:** of the Committee Meeting held on Monday, 25<sup>th</sup> April 2022 at East Preston Infant School, Lashmar Road, East Preston at 19:00

**PRESENT:** Councillors Christine Bowman, Andrea Chapman, Lisa Duff, Patricia Gander, John Gunston and Elizabeth Linton (Chairman)

**ALSO:** Simon Cross, Clerk to the Council

**ABSENT:** Councillor Steve Toney

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The following abbreviations may appear in these Minutes:

ADC – Arun District Council;

WSCC – West Sussex County Council.

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The meeting opened at 19:00.

### **356/22 APOLOGIES AND REASONS FOR ABSENCE**

An apology and a reason for absence were received and accepted from Cllr Toney (representing the council elsewhere).

### **357/22 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS**

No Interests were declared.

### **358/22 PUBLIC SESSION**

No members of the public were present.

### **359/22 FUNDAY SUNDAY, 24<sup>TH</sup> APRIL 2022**

All present agreed the event had gone well. Cllr Linton congratulated everyone and said it had been a good team effort.

Initial verbal feedback was all positive and the Clerk had issued a short survey to all attendees for whom he had an email address.

47 of the 50 available tickets had been sold and one complimentary ticket had been given to Carol Feasey for the help she had given in providing crockery and cutlery free-of-charge. Eight people booked did not attend.

The biggest problem had been caused by Sainsbury's Online failing to honour the online order for sandwiches. This had resulted in Cllr Gander having to clear the chilled shelves of ready-made sandwiches on Sunday morning and a reduced overall number of sandwiches available for the event. Furthermore, two of the four platters of sandwiches Sainsbury's had provided had been dated 23<sup>rd</sup> April and had therefore not been used. Cllr Gander had drafted a letter of complaint which she and the Clerk were finessing before sending.

Cllr Gander estimated the event had come in between £200 and £250 under budget. This would increase if Sainsbury's honoured the council's request for a full refund.

On the catering front, it was agreed three was the optimum number to be in the kitchen at any one time. Unfortunately, Mrs Reid had been unavailable leaving Cllr Chapman and Mrs Roberts in the kitchen. Their workload had already been increased by needing to handle the off-the-shelf sandwiches. Neither of these situations could have been foreseen or were likely to occur again. A lot of the filler cakes came back whilst the larger cakes were mainly consumed. Cllr Chapman suggested cakes could be served with tongs from platters, which may reduce wastage. The committee AGREED with Cllr Chapman's suggestion.

The committee AGREED unanimously Reserved signs should be provided for tables of known bigger parties.

### **360/22 QUEEN'S PLATINUM JUBILEE WEEKEND – 2<sup>ND</sup> TO 5<sup>TH</sup> JUNE, 2022 - DEDICATIONS**

There were two dedications to be considered – the Jubilee Clock and the Jubilee tree.

The Jubilee Clock dedication was scheduled for 10:00 on Thursday, 2<sup>nd</sup> June, assuming the installation of the clock had been completed by then. This was currently not guaranteed. Planning Permission had been received, but siting permission had yet to be received from WSCC.

Mrs Roberts and the Clerk would collect barriers from the Council Office at 09:30 and close the southern part of the Northern shops service road at 09:45. The road closure was booked for 09:45 to 10:30 and was only for the service road. Cllr Moore had agreed to play live music but had not fully confirmed what music he would be playing. Cllr Gander would talk to the East Preston in Bloom team about suggested for a temporary floral display around the clock, for the dedication. The Clerk explained longer-term displays would need to be licenced by WSCC and, to some extent, planning for that could only really take place once the clock was in place.

The committee AGREED a big purple bow should be held in front of the clock for a member of the public to cut. In response to a request in an e-newsletter, five members of the public had come forward to say their birthday was on 2<sup>nd</sup> June. Sue Hickey was the member of the public with a date of birth closest to 1952. The committee AGREED Sue should cut the ribbon whilst the other four held either end of the ribbon.

The Clerk had had some conversation with the leader of the Upbeat Singers who usually rehearsed in the village at 10ish on Thursday mornings. Although the Clerk had pointed out this was a Bank Holiday, the leader felt she would still hold a rehearsal and therefore the choir could join in the dedication.

The committee AGREED unanimously Happy Birthday should be sung to the five birthday people. This should be followed by a speech dedicating the clock and the cutting of the ribbon, followed in turn by the National Anthem.

The committee considered whether or not to lay on some nibbles but AGREED unanimously this was not practical.

A plaque would likely be installed once the clock was in situ so would not be ready for the dedication.

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The Jubilee tree dedication was scheduled for 11:45 on Sunday, 5<sup>th</sup> June.

Councillors were asked to be in attendance from 11:30. No barriers would be required just a little polite crowd control, if necessary.

Mrs Dorothy Lee had agreed to be the guest of honour. Cllr Chapman AGREED to tie a ribbon around the tree for Mrs Lee to cut or untie.

Cllr Linton and the Clerk would liaise on the wording for a plaque to be planted adjacent to the tree.

### **361/22 QUEEN'S PLATINUM JUBILEE WEEKEND – 2<sup>ND</sup> TO 5<sup>TH</sup> JUNE, 2022 – BIG JUBILEE LUNCH**

Although the committee felt the council elements of this event were all in place, Cllrs Gander and Linton agreed they should have another meeting with representatives of the Festival Committee to ensure their expectations of the council's involvement on the day matched with ours.

### **362/22 QUEEN'S PLATINUM JUBILEE WEEKEND – 2<sup>ND</sup> TO 5<sup>TH</sup> JUNE, 2022 – STAFF MATTERS**

Understanding the long Bank Holiday weekend presented council officers with an ideal opportunity to get away, the committee considered its staffing requirements for the council events over the weekend.

Simon and Alison would be on hand for the Jubilee clock dedication on 2<sup>nd</sup> June.

Alison and probably Simon would be on hand for the Jubilee tree dedication on 5<sup>th</sup> June.

The committee did not believe there would be any need for officers to be working during the Big Jubilee Lunch. The committee AGREED available councillors could draw up a rota if there were tasks the Festival Committee wanted the council to complete during the event. The Clerk reminded the meeting officers and councillors should not be drinking alcohol if attending the event in an official capacity.

### **363/22 EAST PRESTON FOOD & DRINK FESTIVAL, 27<sup>TH</sup> AUGUST 2022**

Cllr Gunston was the lead councillor for this event. Cllr Gunston started by thanking Alison for the great job she had already undertaken on this event.

Alison said most stalls had paid and most had submitted their paperwork. There was still no explicitly vegan business at the event but most of those attending did vegan and vegetarian options.

The toilets and hay bales had been ordered. Entertainment had been booked The Cackle Street Cats for the first half of the afternoon and Bubblepop for the second half. Both acts were happy with this arrangement.

The committee discussed an East Preston business which was booked to attend but about which there were concerns about the hygiene certification. Alison had discussed this with Environmental Health which had, albeit reluctantly, advised the business's hygiene certification was appropriate if illogical. The committee AGREED Alison should get something to that effect in writing from the Environmental Health officer with whom she had spoken. This would cover this council in the event of any comeback from a member of the public.

### **364/22 FUNDAY SUNDAY, OCTOBER 2022**

The committee considered whether or not to host another *Funday Sunday* during 2022. The committee AGREED unanimously to host one in October. The Clerk would liaise with the Village Hall Foundation and come back with a suggested date.

Depending upon any refund received from Sainsbury's, the committee might need to ask Full Council for some extra funding for the event. That might also have an impact upon the choice of musical act.

Cllr Gander suggested guests could be offered a glass of something alcoholic upon arrival – a glass of Cava may have been ideal for the Spring-themed event the day before the meeting. The committee AGREED this was a good idea if there were no licensing complications to overcome. The Clerk would speak to the Chairman of the Village Hall Foundation.

### **365/22 EAST PRESTON CHRISTMAS CELEBRATIONS, 26<sup>TH</sup> NOVEMBER 2022**

Alison advised the meeting the closing date for applications to be present at the Christmas Celebrations event was 30<sup>th</sup> April. Cllr Bowman AGREED to help Alison choose the best-possible cross-section of businesses for the Craft and Gift Fair in the Village Hall.

The committee AGREED it was best to keep to the pre-booked storytime arrangement for Father Christmas as that had worked so well in 2021. The number of children per session suggested was 40. Cllr Duff was happy to lead on Father Christmas's storytime.

**366/22 END-OF-TERM PARTY, 14<sup>TH</sup> APRIL 2023**

Following the last meeting, the date of 14<sup>th</sup> April had been AGREED electronically for this event.

The Clerk asked committee members to continue to let him know of anyone in the village they believed should be included in the event.

**367/22 RETURNING BUSINESSES POLICY**

The committee AGREED it would be useful to have a written policy explaining why it was necessary to have a policy detailing the council's reasons for discretionary limiting businesses to two consecutive years at an event before reserving the right not to include them again regardless of how popular or successful the business had been at that event. This allowed the council to have sufficient churn of businesses to keep events fresh. This policy was loosely in place for businesses at the Food & Drink Festival and Christmas Celebrations and for music acts at Christmas too, but needed a stronger basis with which angry rejected businesses could be held at bay.

Alison and Simon AGREED to draft some wording to present to the next committee meeting.

**368/22 COMMITTEE BUDGET LINES**

The committee's agreed budget for 2022/23 included £1,500 for an Outdoor Film Show and £0 for the Queen's Platinum Jubilee. With the possibility of expenditure on the Queen's Platinum Jubilee events, the committee AGREED it would be right to vire the £1,500 from the Outdoor Film Show budget line to the Queen's Platinum Jubilee budget line.

**369/22 MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> FEBRUARY 2022**

Draft Minutes had been circulated to all councillors on 3<sup>rd</sup> March asking for any suggested amendments by 10<sup>th</sup> March. Cllr Gander noted a typographical error which was subsequently corrected.

The committee AGREED the Minutes were a true reflection of the meeting held on 28<sup>th</sup> February. These were duly signed by Cllr Linton.

**370/22 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

There was nothing to report not already covered above.

**371/22 NEXT MEETING (27<sup>TH</sup> JUNE)**

Nothing new.

*The Meeting closed at 20:28.*

Chairman: *Cllr Elizabeth Linton*      Date: **27<sup>th</sup> June 2022**

(END)