



EAST PRESTON PARISH COUNCIL

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MAJOR EVENTS COMMITTEE

- MINUTES:** of the Committee Meeting held on Monday, 24th April 2023 at East Preston Infant School, Lashmar Road, East Preston at 19:00
- PRESENT:** Councillors Andrea Chapman, Lisa Duff, Patricia Gander, John Gunston, Elizabeth Linton (Chairman) and Steve Toney
- ALSO:** Simon Cross, Clerk to the Council
- Alison Roberts, Receptionist / Admin Assistant to the Council
- Mick Stephens, Group Scout Leader, 1st East Preston Scouts (until 19:39)
- Mrs S C, Mrs D L and Mrs K T (all until 19:39)
- ABSENT:** Councillor Christine Bowman

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;

WSSC – West Sussex County Council.

The meeting commenced at 19:04. Cllr Linton welcomed the four members of the public to the meeting.

330/23 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were received and accepted from Cllr Bowman (away).

Public apologies had been received from Ian Buckland and Jim Lee.

331/23 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

Cllr Toney declared a Personal Interest in Agenda Item 9a – *To agree to support and liaise with the British Legion in a Remembrance Sunday event.*

332/23 PUBLIC SESSION

As all members of the public present were there only for Agenda Item 9a – *To agree to support and liaise with the British Legion in a Remembrance Sunday event*, the meeting agreed to consider that item first.

333/23 REMEMBRANCE SUNDAY, 12TH NOVEMBER, 2023

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

Remembrance Sunday, 12th November, 2023

At the committee's two previous meetings, Nick Ward, Chairman of the British Legion Branch, has updated the council on his committee's thoughts for changes it would like to see to the running order of the event. Nick has also been present to hear some concerns raised by members of the public. The committee asked Nick to provide a final proposal it could consider at this meeting.

The council has received the following letter from Nick:

East Preston and Kingston Remembrance Parade 2023 proposed changes to order of parade

Overview

The aim of this document is to outline planned changes to the order of parade for the 2023 East Preston and Kingston Remembrance Parade.

Background

For a number of years, the Remembrance Parade has left the RBL and marched to the East Preston Church where the 11 o'clock 2 minute silence has been observed. Following the end of the service the parade has marched to the East Preston war memorial in order to conduct a short service (provided by the Vicar) and additional 2-minute silence (at midday). At the end of this service the parade falls out, and, with members of the public, and takes refreshments in the RBL. At the same time a small branch contingent travels with the Vicar to Kingston to conduct a final short service and 2 minutes silence.

Rationale for Change

The 2-minute silence has historically been observed at the Church prior to the establishment of a war memorial in East Preston. This has continued since, however the 11 o'clock silence should be conducted at a war memorial if one is available. The East Preston RBL Branch Committee has liaised with the Vicar and local Veterans in order to agree a revised plan that will bring East Preston in line with other Remembrance Parades nationally and overseas.

Revised parade plan

1. Church service starts at earlier time of 10:00hrs, members of the parade wishing to take part in the service will take part along with the Branch President and Standard bearer.
2. Church service finishes at 10:30hrs, parade is to be outside the Church for 10:30hrs. The Vicar and members of the congregation join the parade.
3. Parade sets off from the Church no later than 10:45hrs and marches with the band to the East Preston Memorial.
4. Parade arrives at memorial at 10:55hrs, after a short sermon by the Vicar the 2 minute silence takes place at 11:00hrs.
5. Post the 2-minute silence wreaths are laid and the parade falls out and enters the RBL at approximately 11:15hrs for refreshments. A contingent from the RBL Branch Committee travels with the Vicar to Kingston to conduct an additional short service and 2 minute silence.

Summary

The Branch and Veterans strongly believe that the 2 minute silence should take place at the East Preston War Memorial. They also want to ensure the church and local community remain involved and believe this plan will allow for that.

Next steps

1. Confirm process required to ensure bar can be opened at earlier time than currently licensed.
2. Final vote on Parade changes at East Preston RBL Branch Committee to be held 6th April.
3. Meet with Vicar to finalise proposed changes to the order of Remembrance Parade.
4. Update the next Parish Council on final plan for Parade changes.
5. Inform Scouts and band of changes to Parade.
6. Inform local MPs office of changes to Parade.

SIGNED.....N M WARD.....

BRANCH CHAIRMAN

Sent after 6th April, the email which came with the letter advised, “Enclosed is a Parade Change Proposal which has been voted on and adopted for this year.”

Committee is now asked to agree to support and liaise with the British Legion in a Remembrance Sunday event.

Simon Cross – **Clerk to the Council**

17th April 2023

Subsequently, several pieces of correspondence collated by Mrs T had been circulated to all committee members. An exception to this was an email latterly received from Mick Stevens, Group Scout Leader of 1st East Preston Scouts, and Cllr Linton read this email to the meeting. Mrs T read the following email to the meeting, as it had been received too late for the Clerk to have picked up in time for this meeting:

Hello Simon

Please could you advise your Major Events Committee of the following and also Nick Ward, Chairman of EP&K RBL of the following:

Whilst Kingston Parish Council has not been formally consulted on the proposed changes to the arrangements for Remembrance Sunday Service, Council felt it might be useful for you to have some feedback on its initial views:

1. The arrangements for the Sunday Remembrance Service should be led by the RBL
2. The parish will liaise with RBL to support a successful Sunday Remembrance Service.

KPC has the following concerns

1. Have the owners of Kingston War Memorial been consulted about the change in time (will that be 11.30am)?
2. It will be disappointing if our MP and County and District Cllrs cannot be present to pay their respects due to the change in times.

Regards

Val

Mrs Val Knight
Clerk of Kingston Parish Council

Mrs L explained it was upon Armistice Day the national two minutes’ silence fell at 11:00, and Armistice Day only fell on a Sunday once every seven years. Upon Armistice Day, regardless of the day of the week, a “mini-service” was held at the entrance to the British Legion. Remembrance Sunday was more of a village-wide commemoration of the Armistice. Mrs L said the whole situation of the British Legion wanting to change the way in which the event was run was “ludicrous”. Nothing was broken and nothing needed to be fixed.

Mr S said he had occasionally been Parade Marshall for Remembrance Sunday and had noted the number of people in the parade back from the church was usually 50% more than the number of people who had paraded to the church. Observers lined the route, including residents of local care homes who could not take part in the service or the parade. The church was too small for the number of people who would attend if there was room. Under the new proposal, the club would have to

have a special licence to open up to an hour earlier than it did currently and Mr S did not feel that was necessary on a Sunday.

Mrs C said she and her family had been attending the service at the War Memorial for the seventeen years they had lived in the village. For a family, Mrs C felt midday was a far more accessible time than 11:00.

Mrs T said she felt the proposed timings were unrealistic, pulled together by someone with no idea.

Cllr Linton read out the proposed timetable. Cllr Linton explained the council found itself unwittingly stuck in the middle having been asked to support the event, by means of insurance, road closures and suchlike. Cllr Linton felt the British Legion had the experience of this event and the council needed to take guidance from the current British Legion committee. Perhaps the proposed timetable needed to be tried and if the event “failed” the current British Legion committee would revert to the existing layout of the event.

In response to a question from Mrs T, Cllr Linton said the insurance was to cover members of the public and participants during the event.

Mrs L said many town and parish councils organised their local Remembrance Sunday events, usually where there was no British Legion branch. The Clerk said this was right but this council had been fortunate the village did have a British Legion branch which had been, until national British Legion decreed differently, allowed to organise Remembrance Sunday in the village. The council was only involved now because national British Legion now refused to insure Remembrance Sunday events organised by British Legion branches.

Mrs L asked whether the Full Council had had an opportunity to vote on this matter. Cllr Linton said she would ask her committee whether it wanted to refer this matter to the Full Council. The Clerk said the committee would look at supporting the event rather than the details of the proposed event.

Cllr Gander said she saw a parallel between the current discussion and the support the council gave to the East Preston Festival Committee. Each year, the council was asked to fund the Festival Committee’s insurance, which it agreed to do. The council did not consider the details of each Festival, it was led by the trust it placed in the Festival Committee. Mrs L argued the Festival Committee was very pedantic and the Festival’s programme was near-enough identical every year, there were not the sweeping changes to consider this Remembrance Sunday proposal brought with it.

Cllr Linton said she was sad the council and the village was in this position which, she felt, was a personality thing.

Mr S said he understood now the detail of the event was nothing to do with the council. Mrs T agreed it was for residents to challenge the proposal directly with the current British Legion committee. Cllr Linton agreed and asked that road closure timings were, ideally, finalised by the end of May as the council had hoped to have completed all the administration before now. Mrs T asked if the council could find out whether a community group marching to and from the church could be covered by the council’s insurance.

(All four members of the public left the meeting at this point.)

334/23 END-OF-TERM PARTY, 14TH APRIL 2023

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

End-of-term Thank You party, 14th April 2023

Committee is asked to review this event and to record any lessons for the 2027 end-of-term party.

The event took place in the library of East Preston Infant School. Including councillors, partners and members of staff, 141 people were invited. Eighty-eight people attended. Nearly everyone invited did reply to say whether or not they were going to attend, but that figure did not include one of the District Councillors nor the County Councillor.

A few invitees assumed or questioned whether the invite included a +1. Their names were added to a waiting list and this was considered by the Chairman and Vice-Chairman of the Council about a week before the event, at which time the list of attendees was 100. The decision was taken not to open the invite out to those +1s. When I informed the actual invitees of this decision, only one decided not to attend, and that was not a surprise.

If the council does run a similar event in 2027, it will need to consider the venue carefully. One expected attendee would have been in a buggy. He would have been able to access the library easily enough, but I would be worried his ability to mingle around the room. Personally, I like the library as it's a nice space and has areas for people to sit and even quiet areas, such as the meeting room. But we just need to consider what happens should the event get larger.

As Denise Whisson moves closer to full retirement, we may need to be prepared to look for a different caterer.

My thanks to the great council teamwork on display whilst setting up on Thursday afternoon and throughout and after the event on the Friday evening. Special thanks to Andrea for capturing some lovely moments with her camera.

We have received some lovely written feedback:

"Thank you so much for inviting us to your "End of Term Party". It was such a lovely do."

"Just wanted to thank you all for a lovely Friday evening. Was so nice to meet lots of different people who are passionate and involved in this lovely village. It was appreciated by many of all the support and good work done by you all at East Preston Parish Council!!!"

"Thank you all for the kind invitation to the event this evening. It was lovely to see so many people and organisations that support East Preston celebrated."

"Just to say thank you again for the invited to the End of Term Party on Friday night, which Anna and I thoroughly enjoyed. It was a great turn out and shows how well the Parish Council interacts with the community as a whole."

"Please pass on my thanks to everyone concerned for a very enjoyable evening."

"Please convey my thanks to Parish Councillors for the party on Friday. It was lovely to be greeted with music and every detail was organised with such care. I was so pleased to meet you, and many others from the community who I knew, but did not realise how much they all contribute in so many different ways."

"We thoroughly enjoyed the end of term party held at the East Preston Infants School last Friday April 14th. We thank all those involved in the organisation of the evening and the food was excellent."

"Just to thank you and the Team for such a successful evening on Friday. It was good to catch up meet so many of the villagers."

"Thank you for a very pleasant evening and I'm sure you must be pleased with the turnout of so many people... illustrating the great community spirit East Preston has."

"What a lovely evening it was. Hopefully not too much mess to clear up at the end – those cheese straws were very crumbly!"

"I wanted to thank you all for the wonderful volunteer evening and 'End of Term' party that you organized. The drinks were plentiful, and the canapes were delicious. What perhaps made it special was the people. It was so wonderful to see so many volunteers from different backgrounds and organisations coming together to celebrate their hard work and dedication. Everyone was friendly and welcoming, and it is a joy to be a part of such a supportive and positive community. It was clear that a lot of time, effort and care went into planning every aspect of the event and it truly showed. It is testament to you all that you are all standing uncontested in the forthcoming elections. What a wonderful bunch you are and thank you for making our village such a lovely place to live!"

"I highly appreciate your kindness, concern and love for me. I was lost for words when I found myself in the midst of so many dignitaries of the Community! It was very difficult to believe!"

"Thank you to you and all of the EPPC crew for this evening. You/we as a community are so lucky having so many councillors that are willing to help."

"A very nice event, well done. I recognised lots of faces from around the village."

“Thank you for a lovely evening last Friday, please thank your team for a brilliant evening. When the list of groups and people involved in jobs around the village was read out, it opens your eyes to how much our village does and I felt glad that I knew most of them.”

Committee is also asked to consider financial planning for a 2027 event. By my calculations, there was £1,050 in the ringfenced reserve plus £250 in the Receptions – End of Term Party budget line for 2022/23, a total of £1,300. It would appear we only spent about £300 on wine, £650 on food, about £50 on decorations, most of which will be used for other events, so even with increased prices we have not spent the £1,300. **Do we want to ringfence the £250 from the 2022/23 budget line?**

Simon Cross – **Clerk to the Council**

17th April 2023

Further to emails they had already both sent, Cllrs Linton and Toney both thanked everyone who had contributed to making the event a success.

Cllr Gunston said some guests had been confused by the “dress to impress” instruction. Cllr Linton suggested “smart casual” might be a better wording.

Cllr Gunston said the party ran out of orange juice, despite the 6l purchased.

The committee AGREED unanimously to host an end-of-term party in 2027. The committee AGREED unanimously to ringfence any money unspent in the 2022-23 End-of-Term Party budget line into the End-of-Term Party ringfenced reserve. The committee had already agreed to budget £500 for the current financial year.

There was some discussion about the venue. It was agreed to make greater use of the right-hand part of the room. There was a suggestion the bar could be split into two, one in the right-hand part of the room and one by the staff room. It was agreed to use the pegs downstairs for coats, rather than holding them upstairs.

The Clerk will add these notes to the top of the invite list for a 2027 party.

The Clerk said the number of people the council will want to invite is only likely to get more which means the attendees is only likely to grow.

335/23 FUNDAY SUNDAY, 30TH APRIL 2023

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

Funday Sunday, 30th April 2023

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

Cllr Gander is the lead on this event.

Publicity is out and about and the event has been sold out for some time. There is at least one person on the waiting list. Food has been ordered from Morrisons. Carol Feasey is kindly lending us her crockery again. Decorations used for the end-of-term party will be used again for this event. Cllr Gander is in the process of drawing up a timetable for helpers on the day.

Simon Cross – **Clerk to the Council**

17th April 2023

Cllr Gander said the preparations were almost complete. She would need to borrow the office credit card to pay for the pre-ordered food when she collected it from Morrison’s on the day. She had finalised a task list and would circulate that.

The Clerk confirmed the Village Hall Foundation would be responsible for cleaning at the end of the afternoon.

Cllr Gander asked for help with preparing gluten-free savouries for a small number of attendees. Cllr Chapman said she would happily make some gluten-free sandwiches; Cllr Gander would buy gluten-free sweet things.

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

Coronation of King Charles III, Big Coronation Lunch, 7th May 2023

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

The date for the coronation of King Charles III has been set as Saturday, 6th May 2023. Committee has already agreed to host a Big Coronation Lunch on the Village Green on Sunday, 7th May. Cllr Linton is the lead for this event.

Committee is also asked to consider matters relating to any other Coronation matter (relevant to this specific committee.)

At the time of writing, one thing we have not done is any publicity for the event.

This Agenda Item is not to discuss any presentations the council will make to local schoolchildren – that remains the responsibility of the Community Engagement Committee. For information though, Coronation coins are being presented to the Infant and Junior Schools on the afternoon of Wednesday, 26th April, by Cllrs Linton, Gander and Moore.

Simon Cross – **Clerk to the Council**

18th April 2023

Cllr Linton led a walk-through of the event, assigning volunteers to each activity. She would put this list out to all councillors in case any other councillors wished to take part.

Mrs Roberts confirmed all preparations were where she would expect them to be at this time.

Cllr Duff said she would ask any businesses planning anything on the 7th May to let the office know.

The Clerk asked which councillors would not be drinking during the event. Mrs Roberts confirmed named councillors would need to be identified within the Risk Assessment for the event. In response to the suggestion councillors could be allowed a drink for this once-in-a-lifetime occasion, the Clerk said he did not agree. Cllrs Chapman and Duff said they were both happy not to drink for the afternoon and to be present for the whole afternoon. Cllr Gunston agreed with the Clerk's suggestion this matter should be discussed at the next Personnel Committee meeting as it was contentious ahead of each of the council's events. Perhaps the Personnel Committee could calculate the number of non-drinking named councillors and / or officers required at each event.

Although not directly part of the Big Coronation Lunch, Cllr Linton advised the meeting she, Cllrs Gander and Moore and the Clerk would be distributing Coronation Coins to pupils at East Preston Infant and Junior Schools. This left approximately sixty spare coins which would be sold to members of the public at £5 each. The Clerk would include something in the Spring 2023 Newsletter.

337/23 EAST PRESTON FOOD & DRINK FESTIVAL, 26TH AUGUST 2023

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

East Preston Food & Drink Festival – 26th August 2023

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

Cllr Chapman is leading on this event, with support available from Cllr Gunston, and will provide an update on arrangements for this event.

Simon Cross – **Clerk to the Council**

17th April 2023

Cllr Chapman and Mrs Roberts said that all spaces were currently filled and most paperwork and money had been received. Mrs Roberts was chasing as appropriate.

338/23 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 consider any matters pertaining to this event.

As I understand it, the leads for the event are as follows:

Overall and Conservative Hall afternoon – Cllr Linton
Village Hall – Cllr Bowman
Father Christmas’s Storytime – Cllr Chapman
Lanterns and badge-making – Cllr Duff
EIWP stall – Cllr Gunston

Cllr Toney and the Clerk would be floating help.

Simon Cross – **Clerk to the Council**

17th April 2023

Mrs Roberts said there was nothing to discuss at this time. For now, the council just wanted to concentrate on the Coronation Lunch and the Food & Drink Festival.

339/23 MINUTES OF THE MEETING HELD ON 27TH FEBRUARY 2022

The committee AGREED the Minutes were a true reflection of the meeting held on 27th February. These were duly signed by Cllr Linton.

340/23 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

There were no items from previous meetings not covered by earlier Agenda Items.

341/23 NEXT MEETING (26TH JUNE, 19:00)

Nothing new was suggested.

The Meeting closed at 20:25.

Chairman: *Cllr Elizabeth Linton* Date: **26th June 2023**

(END)