



# EAST PRESTON PARISH COUNCIL

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## **MAJOR EVENTS COMMITTEE**

**MINUTES:** of the Committee Meeting held on Monday, 17<sup>th</sup> June 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), Rick McElroy and Steve Toney

**ALSO:** Simon Cross, Clerk to the Council  
Alison Roberts, Receptionist / Admin Assistant to the Council

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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 19:01.

Following the Annual Meeting of the Council on 13<sup>th</sup> May, the membership of the committee was Cllrs Bowman, Chapman, Duff, Hill and McElroy. As Chairman and Vice-Chairman of the Council respectively, Cllrs Toney and Linton were entitled to attend and vote at meetings of this committee.

In advance of the meeting the Clerk had written to all committee members, letting them know Cllr Linton had put herself forward for the role of Chairman and Cllr Toney put himself forward for the role of Vice-Chairman. No other councillors put themselves forward for either role. The meeting AGREED Cllr Bowman could act as a second teller alongside the Clerk.

### **431/24 APPOINTMENT OF A COMMITTEE CHAIRMAN FOR THE YEAR 2024/25**

Cllr Linton was appointed unopposed.

Cllr Bowman confirmed all seven councillors present had voted.

### **432/24 APPOINTMENT OF A COMMITTEE VICE-CHAIRMAN FOR THE YEAR 2024/25**

Cllr Toney was appointed unopposed.

Cllr Bowman confirmed all seven councillors present had voted.

### **433/24 APOLOGIES AND REASONS FOR ABSENCE**

All committee members were present.

434/24 **PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS**

None were declared.

435/24 **PUBLIC SESSION**

No members of the public were present.

436/24 **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, 2<sup>nd</sup> June 2024**

**Committee is asked to review and consider any matters pertaining to this event.**

This event was run in conjunction with the Royal British Legion and the East Preston Festival Committee.

Public feedback has all been very good.

On 4<sup>th</sup> June, the council did receive the following email from the Legion's Ritchie Leccia:

Hi Simon,

Just wanted to say thanks for everything on Sunday - seemed to be a success with the Singers, the Spitfire and Winston.

Thanks

Ritchie

On 7<sup>th</sup> June, the council received the following email from the Spitfire display team:

Belatedly – thank you very much for your kind email. We all thoroughly enjoyed working with you and thought your event was really lovely

Thank you also for the photos!

Best wishes from Normandy!  
Georgina, Rex, Steve and Royce.

Ps – see you in Littlehampton!

On 10<sup>th</sup> June, the council received the following email from Karen of the Silhouette trio:

Dear Simon,

Thank you so much for inviting us along to your D-Day Lunch. The ladies had a wonderful time and the feedback on the day and after has all been very positive. I hope all went well for you all?

We would love to come back and entertain for you all at any future events you may have.

It was great to catch you at the start too :)

Many thanks

Simon Cross – **Clerk to the Council**

12<sup>th</sup> June 2024

Feedback on the event had been positive. Cllr Linton thanked the East Preston Festival Committee for its involvement with the event.

The Clerk said he felt collaborative events did not work well for the council as too many different people involved had too many different views on who was responsible for what, and this led to greater stress for council officers than if the council ran the event solo. (For example, no source of power had been provided for the entertainers. Fortunately, a neighbouring property was able to provide power but had that person not been around...) Mrs Roberts felt holding collaborative events itself was not the problem, but much tighter control needed to be exercised to exorcise the numerous side conversations which took place between representatives without ever being fed back through any central point.

Councillors said they had felt unsure what was expected of them whilst they were on duty and to whom they should have turned should some assistance have been required.

On the day of the Big D-Day Lunch, there was unofficial mention of a similar event to mark the 80<sup>th</sup> anniversary of VE and VJ Days.

Cllr Linton concluded this item saying she hoped lessons had been learned.

#### **437/24 EAST PRESTON FOOD & DRINK FESTIVAL, 24<sup>TH</sup> AUGUST 2024**

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

### **East Preston Food & Drink Festival, 24<sup>th</sup> August 2024**

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

Cllr Chapman is the lead councillor on this event.

Alison will attend the meeting to give us an up-to-the-minute update.

Nick and Ben entertainment will be offering children's size basic meals. There are also two vegan suppliers this year. Nick Cook will be running circus skills workshops throughout the afternoon, and other entertainment will be provided by [Never A Gull Moment](#) performing three interactive shows as they wander around the Village Green.

Simon Cross – **Clerk to the Council**

12<sup>th</sup> June 2024

Cllr Chapman reported she had a meeting with Mrs Roberts scheduled, at which they would go through the tasklist for the event to ensure it was up-to-date before circulating to all councillors for them to say what they would be able to do.

Mrs Roberts said there were still five stalls to pay.

Cllr Chapman asked that more muscle was available to help with moving the hay bales around the Village Green on the morning of the event. Cllr Chapman advised the bales were bulky and heavy and it was quite a task to manoeuvre them into position. The meeting suggested the Clerk contact East Preston Football Club to see if anyone there could assist.

Cllr McElroy reported he had given members of the East Preston Festival Committee a banksman awareness session, and he was willing to do the same for councillors and officers too. This was recommended for insurance purposes – should an accident occur, the council would be able to say councillors and officers on banksman duty had attended an awareness session and had acted accordingly.

Cllr McElroy then stressed the importance of councillors and officers only drinking alcohol at events after they have stopped being on duty. This was also for insurance reasons as any insurance would be invalidated if it transpired a

councillor had been drinking whilst on duty. Cllr McElroy said councillors and officers should remove any hi-vis wear when they finish having a responsibility for an event. Committee members said they understood this.

With reference to the above, Cllr Chapman said she, Alison and Simon would be around, not drinking, for the whole duration of the Food & Drink Festival event.

Alison asked for advice on how many traffic cones to hire for the day of the event. Cllrs McElroy and Toney suggested 20 x 700mm yellow cones should be sufficient.

#### **438/24 EAST PRESTON YARBOMBERS, 26<sup>TH</sup> OCTOBER 2024**

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

### **East Preston Yarnbombers poppy cascade “P-Day”, 26<sup>th</sup> October, 2024**

**Committee is asked to consider any matters related to the public “unveiling” of the East Preston Yarnbombers’ poppy cascade on 26<sup>th</sup> October.**

The big coup is the agreement of the Lord-Lieutenant of West Sussex, Lady Emma Barnard, to attend or to send a representative if she is unable to attend herself.

Sir Peter and Lady Virginia Bottomley have put the date into their diaries.

I have liaised between the Yarnbombers and the Junior School and they are now talking to each other about the Junior School choir performing at the event.

Beyond that though, we do not have a lot of idea of how the event will look.

A councillor needs to be appointed lead councillor for this event.

The Yarnbombers have invited the BBC to attend.

Simon Cross – **Clerk to the Council**

12<sup>th</sup> June 2024

The committee AGREED Cllr Linton could be lead councillor on this event. No decisions had yet been made about the format of the event.

#### **439/24 REMEMBRANCE SUNDAY, 10<sup>TH</sup> NOVEMBER, 2024**

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

### **Remembrance Sunday, 10<sup>th</sup> November, 2024**

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

This morning, I have chased the Legion reps about details for road closures so Alison can apply for those sooner rather than later. Otherwise, I don’t believe there is anything else for us to organise at this point.

Simon Cross – **Clerk to the Council**

12<sup>th</sup> June 2024

Alison and Simon said there were no updates on this.

#### **440/24 EAST PRESTON CHRISTMAS CELEBRATIONS, 23<sup>RD</sup> NOVEMBER 2024**

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

## **East Preston Christmas Celebrations – 23<sup>rd</sup> November 2024**

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

Alison will attend the meeting to give us an up-to-the-minute update.

East Preston & Kingston Village Hall, the Conservative Hall and Our Lady, Star of the Sea hall have all 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.

Simon Cross – **Clerk to the Council**

12<sup>th</sup> June 2024

Alison reported the forms for the craft and gift market had been sent out and there was lots of interest.

The Clerk said the council had not yet thought of how it could make use of the cricket pavilion for this year's event.

Cllr Linton discussed the 6' snowman purchased through the Community Engagement Committee. Following the most recent Community Engagement Committee meeting, the Clerk has contacted West Sussex Library Service as to whether it would like to host the snowman – although keen to support the village and Christmas, the library did not feel it was an appropriate location for something so big. Cllr Linton wondered whether the snowman could be located in the Warren Recreation adjacent to the playground. There were concerns about vandalism and not wanting to move the snowman too often. The library also pointed out the health and safety issues which come with the snowman, i.e. some sort of platform upon which children will need to stand in order to be photographed. Cllr Hill suggested East Preston Men in Sheds may be able to help with this. Cllr Linton asked any councillor not yet familiar with the snowman to have a look at it. Cllrs Linton, Chapman and Toney AGREED they would work together on this to find the best solution.

As a reminder, the following councillors have previously 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.

There was nothing else added at this time.

### **441/24 MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> APRIL**

The draft Minutes had been circulated to all councillors on 24<sup>th</sup> April asking for any suggested amendments by 1<sup>st</sup> May. None had been received.

The committee AGREED unanimously the Minutes were a true reflection of the meeting held on 22<sup>nd</sup> April. These were duly signed by Cllr Linton.

### **442/24 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

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

## Updates from previous meetings

**Minute 308/24 – Funday Sunday, 21<sup>st</sup> April 2024** – on 25<sup>th</sup> April, Cllr Hill did return the faulty gluten-free bread to Waitrose and circulated the following update to all committee members, “I returned the GF Bread today to Waitrose in Rustington, they offered us another to which i declined. I explained the situation, they were very sorry we had this experience, they will be look in to it. A cash refund was excepted, I will deposit to Parish Council petty cash with the refund receipt.”

**Minute 308/24 – Funday Sunday, 21<sup>st</sup> April 2024** – attendees will be familiar with two couples who always get up and do a bit of a routine, one of the men in particular always impressing. I have spoken to him and his wife and, in exchange for a ticket deal (my idea), he would be happy to take a few minutes early in the afternoon to teach willing attendees a routine they could all do to a number together. This would just be a bit of fun but might encourage people to dance earlier in the event than they may otherwise.

There are no other updates that will not be covered higher up the Agenda for this meeting.

Simon Cross – **Clerk to the Council**

12<sup>th</sup> June 2024

Cllr Linton thanked Cllr Hill for pursuing the matter of the damaged bread and the Clerk for his suggestion of a bit of a dance class at next year’s Funday Sunday.

### **443/24 TERMS OF REFERENCE**

The committee AGREED unanimously no changes were required to V3 of the committee’s Terms of Reference, first adopted on 26<sup>th</sup> May 2020 and amended by council on 4<sup>th</sup> May 2021.

### **444/24 NEXT MEETING (19<sup>TH</sup> AUGUST, 19:00)**

Nothing new was suggested.

*The Meeting closed at 19:36.*

Chairman: *Cllr Elizabeth Linton*      Date: **19<sup>th</sup> August 2024**

(END)