



EAST PRESTON PARISH COUNCIL

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MAJOR EVENTS COMMITTEE

MINUTES: of the Committee Meeting held on Monday, 19th August 2024 at East Preston Infant School, Lashmar Road, East Preston at 19:00

PRESENT: Councillors Andrea Chapman, Lisa Duff, Helen Hill, Elizabeth Linton (Chairman), Rick McElroy and Steve Toney

ALSO: Simon Cross, Clerk to the Council

APOLOGIES: Councillor Christine Bowman

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 opened at 19:08.

620/24 APOLOGIES AND REASONS FOR ABSENCE

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

621/24 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

None were declared.

622/24 PUBLIC SESSION

No members of the public were present.

623/24 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.

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

All appears to be in place for the day. One community volunteer has come forward to help with the hay bales.

Alison has updated the Risk Assessment and Event Plan. Just a reminder, Cllr McElroy advised all councillors and officers they should take off their EPPC hi-vis when not on duty.

Simon Cross – **Clerk to the Council**

14th August 2024

Cllr Linton said she was disappointed the tasklist for the event had not be published ahead of the weekend before the meeting, especially as there were tasks on the list for that weekend. Cllr Linton felt this had happened last year too and it was something that needed to be corrected for next year's event. Cllr Chapman apologised admitting she had lost track of time. She and Alison had already spent time together working on the tasklist and Cllr Chapman had asked councillors and officers to advise her of their availability, to which she had received some replies but not all.

The Clerk provided the following update from Alison:

“Banksmen needed and more people to move hay bales. Andrea has the tasklist. Badges and alcohol signage will be ready for the day. Bin bags and water have been ordered. I have blue stick on numbers to update the direction signs.”

Some amendments were made to the tasklist during the meeting.

Cllr Hill said she would approach East Preston Men in Sheds about helping with the hay bales. Cllr Chapman said ten more bales had been ordered than last year.

The committee AGREED to a debriefing / feedback session on Friday, 30th August at 09:00. Cllr McElroy suggested councillors completed a paper feedback form, these could be collated and the comments not lost as was possible from a purely verbal session.

Cllr Linton reminded all committee members to enjoy themselves on the day.

624/24 EAST PRESTON YARBOMBERS, POPPY CASCADE DAY, 26TH OCTOBER 2024

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

East Preston Yarnbombers poppy cascade “P-Day”, 26th October, 2024

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

Cllr Linton is the lead councillor on this event.

As previously stated, the Lord-Lieutenant of West Sussex, Lady Emma Barnard, will attend or to send a representative if she is unable to attend herself. Fr Andrew has agreed to make a parking space available on his driveway.

Dr Beccy Cooper MP has been invited. Sir Peter and Lady Virginia Bottomley have put the date into their diaries.

The chairmen of Angmering and Kingston Parish Councils have accepted their invite but we have not yet heard from the chairman of Rustington Parish Council.

The ADC Military Covenant Champion, Cllr Mark Turner, has accepted an invite and will be accompanied by the ADC Military Covenant Officer, Cathryn French.

Nick Ward, Chairman of the East Preston & Kingston branch of the Royal British Legion, has accepted an invitation. He was asked to include Richie and Jane Leccia in this.

Michael Tidd, Headteacher of East Preston Junior School has accepted his invitation; Claire New, Headteacher of East Preston Infant School is unable to attend, but will try to send a representative.

As Chairman of East Preston Film Society, Paul Amoo has accepted his invitation.

We have invited the Blind Veterans UK charity, now based in Rustington, to send representation. This invite has been acknowledged, and further information has been provided.

Cllr Linton and Mrs Valerie Sharp, representative of East Preston Yarnbombers, have been to Waterstones in Rustington and have chosen some books to be used for childrens' "guess the number of poppies" competitions.

The Yarnbombers have invited the BBC to attend.

Several councillors and officers have agreed to bake cake for the day.

I have let Sussex Police and Stagecoach South know there may be increased traffic around the church for the duration of the unveiling.

Valerie is liaising with Michael Tidd about the Junior School choir. Discussions will continue after the summer holidays.

Committee is also asked to donate £50 to cover the costs of refreshments for the invited dignitaries. Members of the public will pay for their own refreshments.

Simon Cross – **Clerk to the Council**

14th August 2024

The Clerk read an email from Paul Legrave, West Sussex Lieutenancy Officer, received a few hours before this meeting, "Unfortunately, the Lord-Lieutenant now has to be in Dorset for a private family event on 26th October, so very much regrets that she will not be able to join you. However, As I mentioned previously, We will ask one of our Deputy Lieutenants to represent her. As soon as I know who that will be I will let you know." Cllr Linton was especially disappointed by this news. Cllr Linton will look after whoever does attend in the Lord-Lieutenant's place.

There will be two competitions for children to guess the number of poppies in the cascade, one for those under 10 years of age, and those aged 10 to 16. Cllr Linton and Mrs Valerie Sharp have been liaising with Waterstones regarding book prizes for this competition.

The committee AGREED to donate £50 to the St Mary the Virgin social committee to cover the costs of providing refreshments for those guests deemed dignitaries.

625/24 REMEMBRANCE SUNDAY, 10TH NOVEMBER, 2024

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

Remembrance Sunday, 10th November, 2024

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

The Legion has been in touch and Alison has sent back exactly what road closure information was submitted to ADC last year, asking Richie to confirm it is all still correct. We will chase him shortly.

Simon Cross – **Clerk to the Council**

12th August 2024

Simon said there was nothing to add.

626/24 EAST PRESTON CHRISTMAS CELEBRATIONS, 23RD NOVEMBER 2024

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

East Preston Christmas Celebrations – 23rd November 2024

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

East Preston & Kingston Village Hall, the Conservative Hall and Our Lady, Star of the Sea hall have all been booked. Subsequently, there is some doubt as to whether or not the Conservative Hall will be available; working on the assumption it will not be available again by November, we have asked the Cricket Club for use of the pavilion for children's activities.

I have contacted my French Market contact for some idea of how many stalls will be attending, but she is no longer working for the organization. She has copied her response in to two stallholders and I will chase them up shortly if I have heard nothing by the original agreed date of end of August. At that point, Alison and I will work out a proposal for where we think those stalls will best be located.

Everything else is under control. Inside the Village Hall is almost completely booked, and there are four stalls outside. Various food and drink outlets have been booked too. Alison is contacting Celebration Samba about leading the procession.

The committee needs to agree a value of fireworks. In 2023, we bought £450 worth of fireworks; that figure included VAT so we only paid £375.

I have asked Mandy at ADC to have a think about a design overhaul for the Christmas Celebrations part of the Autumn 2024 newsletter.

Father Christmas has been booked.

Simon Cross – **Clerk to the Council**

14th August 2024

The Clerk reported the council had received an email from the latest manager of France At Home markets saying the French Market was no longer available to attend this event. The committee AGREED unanimously an offer to run the market on Friday, 22nd November should be roundly rejected; to run a market on the Friday would be to detract from and dilute Saturday's event.

After some discussion about nearby markets (for example, Arundel, Littlehampton, Goring-by-Sea, Billingshurst, Chichester, Shoreham-by-Sea and Worthing), the committee AGREED unanimously to look out for any suitable stalls and that Alison should attempt to book some more stalls to set up where we had hoped the French market would go.

Alison's written update for this meeting was, "3 indoor stalls left, no car park stalls left, 2 charity pitches left. Celebration Samba have confirmed a half-hour performance then will join the lantern parade."

The committee AGREED to order a fireworks display at a cost of £500 including VAT.

627/24 FUNDAY SUNDAY, SPRING 2025

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

Funday Sunday, Spring 2025

Committee is asked to begin consideration of a Funday Sunday event in Spring 2025.

It may sound far off, but with the future of the Conservative Hall so uncertain, there would be no harm in booking the Village Hall sooner rather than later.

Easter Sunday is 20th April.

Simon Cross – **Clerk to the Council**

14th August 2024

After some discussion, the committee AGREED unanimously to try for an event on the 27th April – if the Village Hall was not available on 27th April, the Clerk would look at 13th April.

Cllr Hill wondered whether the council could run a jazz afternoon. The ones during each East Preston Festival seemed to be very popular.

628/24 MINUTES OF THE MEETING HELD ON 17TH JUNE

The draft Minutes had been circulated to all councillors on 18th June asking for any suggested amendments by 25th June. None had been received.

The committee AGREED unanimously the Minutes were a true reflection of the meeting held on 17th June. These were duly signed by Cllr Linton.

629/24 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

There were no Matters Arising not already covered earlier in the meeting.

630/24 NEXT MEETING (21ST OCTOBER, 19:00)

Nothing new was suggested.

The Meeting closed at 19:48.

Chairman: *Cllr Elizabeth Linton* Date: **21st October 2024**

(END)