



# EAST PRESTON PARISH COUNCIL

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## **MAJOR EVENTS COMMITTEE**

- MINUTES:** of the Committee Meeting held on Monday, 23<sup>rd</sup> June 2025 at East Preston Infant School, Lashmar Road, East Preston at 19:00
- PRESENT:** Councillors Andrea Chapman, Lisa Duff, Helen Hill, Elizabeth Linton (Chairman) and Steve Toney
- ALSO:** Simon Cross, Clerk to the Council
- ABSENT:** Councillors Christine Bowman and Rick McElroy

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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 19:02.

Following the Annual Meeting of the Council on 12<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.

On 17<sup>th</sup> June, the Clerk had asked members of the committee to let him know whether they wished to stand for Chairman and/or Vice-Chairman of the committee. Cllrs Linton and Toney had replied they were willing to stand for Chairman and Vice-Chairman respectively.

The committee AGREED Cllr Hill could act as second teller alongside the Clerk.

### **506/25 APPOINTMENT OF A COMMITTEE CHAIRMAN FOR THE YEAR 2025/26**

Cllr Linton was appointed unopposed.

Cllr Hill confirmed all five councillors present had voted.

### **507/25 APPOINTMENT OF A COMMITTEE VICE-CHAIRMAN FOR THE YEAR 2025/26**

Cllr Duff was appointed unopposed.

Cllr Hill confirmed all five councillors present had voted.

### **508/25 APOLOGIES AND REASONS FOR ABSENCE**

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

**509/25     PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS**

None were declared.

**510/25     PUBLIC SESSION**

No members of the public were present.

**511/25     FUNDAY SUNDAY, 27<sup>TH</sup> APRIL 2025**

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

**Funday Sunday, 27<sup>th</sup> April 2025**

**Committee is asked to note an informal review of this event took place on 28<sup>th</sup> April and both Alison and I have notes from that review.**

Cllr Hill was the lead councillor for this event.

Generally, the event had run very smoothly. Some of the food supplied by Morrisons had been out of date and replacements had had to be found at very short notice; this food was not used and a full refund was given by Morrisons. In light of this, the council may seek an outside caterer for any future events of this nature.

For future events, one person will be responsible for serving those with special dietary requirements, probably me. A set of cutlery and/or additional teaspoons need to be bought.

Clearing crockery, cutlery and food from tables can be completed during the last set of music but furniture should not be moved or dismantled whilst public is still in the hall.

Cllr Duff agreed to undertake First Aid refresher training. There had been times when only one council representative had been in the hall, and that should be avoided in case of emergency.

**Committee is also asked to consider hosting a similar event in 2026.** Easter Sunday is 5<sup>th</sup> April in 2026; the other Sundays would be 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>. Choosing a couple of dates now should enable me to make a booking with the Village Hall.

Simon Cross – **Clerk to the Council**

17<sup>th</sup> June 2025

Cllr Duff said she would research First Aid courses and a suitable one would then be offered to all councillors and officers who also wanted to attend.

The committee AGREED unanimously to host a Funday Sunday event on 19<sup>th</sup> April 2026, with 12<sup>th</sup> April as a fallback date. (Electronic booking form submitted on 24<sup>th</sup> June.)

**512/25     EAST PRESTON FOOD & DRINK FESTIVAL, 23<sup>RD</sup> AUGUST 2025**

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

**East Preston Food & Drink Festival, 23<sup>rd</sup> August 2025**

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

Cllr Chapman is the lead councillor on this event.

Cllr Chapman and Alison have worked out the layout of stalls for the day. As previously reported, marshals, toilets and hay bales have all been booked. Men in Sheds will be booked soon for assistance with hay bales. Cllr Chapman and Alison are working on completing the task list for the event.

Feather banners have been delivered for use in better identifying the Marketplace area. Festival bunting has been left up until after this event.

Alison is following up on the booking for the Village Hall for 23<sup>rd</sup> August.

The Ukulele Apothecary, a duo, will be entertaining people, wandering through the event, three thirty-minute slots. Nick Cook will be on hand for circus skills, filling in where the ukuleles are not playing and maybe at times they duo is playing.

Simon Cross – **Clerk to the Council**

18<sup>th</sup> June 2025

Cllr Chapman talked through the progress made on the timetable and allocation of tasks for the day of the event and the run-up to the event. There were a few councillors she had not heard back from yet. Cllr Chapman confirmed the timetable and task-list would be available a good week before the 23<sup>rd</sup> August.

The meeting AGREED any go / no-go decision should be taken at midday on Wednesday, 20<sup>th</sup> August. The final details for how that decision should be made would be agreed at the committee's next meeting.

#### 513/25 **AUTUMN QUIZ, 12<sup>TH</sup> OCTOBER 2025**

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

### **Autumn Quiz, 12<sup>th</sup> October 2025**

**Committee is asked to continue consideration of an Autumn Quiz event in October 2025.**

Cllr Linton is the lead councillor for this event.

I have booked the Junior School hall for the afternoon of 12<sup>th</sup> October.

Cllr Duff's contact, Simon Tooley, has been booked to run the quiz and other entertainment on the afternoon. As the event is for the Chairman's Charity for 2025, Air Ambulance Charity Kent, Surrey and Sussex, Simon has said he will not charge the council, but he would appreciate two reams of A4 paper for the printing he will do for the event.

At the October meeting, it was agreed entry would be £2 per head and teams could be up to six people. Attendees would be expected to provide their own refreshments. People attending on their own would be found teams to be part of. There would be cash prizes and prizes donated by local venues too.

What does the committee want to do with regards to sourcing prizes? Do councillors want to commit their attendance now?

Simon Cross – **Clerk to the Council**

18<sup>th</sup> June 2025

The event would run from 14:00 to 17:00, with the quiz itself probably running between approximately 14:30 and 16:30. Set-up to start at 12:30 as only comprised putting out tables and chairs and helping the quizmaster set up.

Cllr Linton asked if Alison could prepare a flyer which could be handed out at the Food & Drink Festival.

The committee AGREED to a first prize of £60, a second prize of £40 and a booby prize of the team's entry fee back. Each of these three teams would also win a tub of sweets.

Tickets would be sold from the Council Office only and willing councillors would sit in the back office and sell tickets to members of the public that way. Doing so, they could also keep a list of people attending solo and start to put them into teams together, possibly headed by a councillor. Bookings would open on 1<sup>st</sup> September during office hours only.

Cllr Hill again advised she would not be present at the event.

#### **514/25     REMEMBRANCE SUNDAY, 9<sup>TH</sup> NOVEMBER 2025**

The Clerk confirmed Alison was in touch with Ritchie Leccia and had agreed he would meet with her to sort out his road closure paperwork before the end of July.

#### **515/25     EAST PRESTON CHRISTMAS CELEBRATIONS, 22<sup>ND</sup> NOVEMBER 2025**

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

### **East Preston Christmas Celebrations – 22<sup>nd</sup> November 2025**

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

Alison started inviting stallholders from 1<sup>st</sup> March.

Most indoor stalls have been booked plus a couple of outdoor stalls. Six charity stalls on Sea Road. Applications are still coming in.

Nick and Ben will provide fairground rides. Other matters will be sorted nearer the time.

Simon Cross – **Clerk to the Council**

18<sup>th</sup> June 2025

Nobody had anything to add to the above report.

#### **516/25     MARTYN'S LAW**

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

### **Martyn's Law**

**Committee is asked to receive any updates relating to the implementation of “Martyn's Law”, The Terrorism (Protection of Premises) Bill.**

Cllr McElroy is the council's lead on anything related to The Terrorism (Protection of Premises) Bill.

The latest draft of the Bill, available online, is dated 3<sup>rd</sup> April 2025, and is 46 pages long.

Simon Cross – **Clerk to the Council**

18<sup>th</sup> June 2025

In the absence of Cllr McElroy, nobody had anything to add to the above report.

#### **517/25     TERMS OF REFERENCE**

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

### **Terms of Reference**

**Committee is asked to carry out the annual review of its Terms of Reference.**

The committee's Terms of Reference, see Appendix A below, were last reviewed, unchanged, on 17<sup>th</sup> June 2024.

I propose no changes.

Simon Cross – **Clerk to the Council**

18<sup>th</sup> June 2025

The committee AGREED unanimously no changes were necessary.

**518/25    MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> FEBRUARY**

The draft Minutes had been circulated to all councillors on 20<sup>th</sup> February asking for any suggested amendments by 27<sup>th</sup> February. None had been received.

The committee AGREED unanimously the Minutes were a true reflection of the meeting held on 17<sup>th</sup> February. These were duly signed by Cllr Linton.

**519/25    MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

Committee NOTED the following report:

**Matters Arising from previous meetings**

**Minute 161/25 – Green Day, 13<sup>th</sup> September 2025** – the Environmental Initiatives Working Party met in March and agreed to wind itself up. Plans for a Green Day have been put on hold, with some recommendations made to the Community Engagement Committee for future initiatives.

**Minute 162/25 – East Preston Christmas Celebrations 2024 Fireworks** – the 21<sup>st</sup> March event was cancelled due to forecast high winds and rain. Cllr Linton's subsequent efforts to donate the fireworks to a local worthy cause have all come to nothing. The fireworks are currently being stored in the shed behind the Council Office. It is difficult to know how suitable a storage place the shed is.

Simon Cross – **Clerk to the Council**

4<sup>th</sup> June 2025

**Minute 162/25 – East Preston Christmas Celebrations 2024 Fireworks** – Cllr Linton said she was pleased the fireworks were no longer being stored in the Council Office itself, but said the council needed to be cautious should there be prolonged periods of cold or damp weather as the shed would inevitably become damp and that would affect the performance of the fireworks which, presumably, would only be used at Christmas Celebrations 2025 now. It had been disappointing no organisation wanted the fireworks as a gift. Cllr Linton asked the committee to keep reviewing this situation.

**520/25    NEXT MEETING (18<sup>TH</sup> AUGUST, 19:00)**

Nothing new was suggested.

*The Meeting closed at 19:35.*

Chairman: Cllr Elizabeth Linton    Date: 18<sup>th</sup> August 2025

(END)