



# EAST PRESTON PARISH COUNCIL

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## **MAJOR EVENTS COMMITTEE**

**MINUTES:** of the Committee Meeting held on Monday, 16<sup>th</sup> February 2026 at East Preston Infant School, Lashmar Road, East Preston at 19:00

**PRESENT:** Councillors Christine Bowman, Lisa Duff, Helen Hill and Elizabeth Linton (Chairman)

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

**ABSENT:** Councillors Andrea Chapman, Rick McElroy and Steve Toney

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The following abbreviations may appear in these Minutes:

ADC – Arun District Council;

WSSC – West Sussex County Council.

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The meeting opened at 19:10.

### **131/26 APOLOGIES AND REASONS FOR ABSENCE**

An apology and a reason for absence were received from Cllrs Chapman (family matter), McElroy (work) and Toney (holiday).

Alison Roberts had also apologised for being unable to attend.

### **132/26 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS**

None were declared.

### **133/26 PUBLIC SESSION**

No members of the public were present.

### **134/26 FUNDAY SUNDAY, 19<sup>TH</sup> APRIL 2026**

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

## **Funday Sunday, 19<sup>th</sup> April 2026**

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

Cllrs Chapman and Duff are co-leading this event.

I have discussed entertainment with Cllr Bradshaw and we have sketched out a music theme. Understandably, Kit did not want to duplicate any of his existing shows as that might have a negative impact upon his audience but, through sharing a couple of judicious photographs, I think I have convinced him the Funday Sunday crowd is not his usual public house crowd. Whilst not wholly a boyband afternoon, Kit would be able to include some boyband hits in the afternoon. For three thirty-minute sets, he would charge £300, a substantial discount on his usual fee. This is not the least we have paid for Funday Sunday entertainment, nor is it the most, I believe.

Ordering of food and decorations is all in hand. Cllr Chapman may provide an update on this. I did follow up with Denise Whisson on catering, but had no further reply.

We need to understand whether we have enough councillors and officers on hand to run the day.

Simon Cross – **Clerk to the Council**

11<sup>th</sup> February 2026

The committee AGREED unanimously to contract Kit Bradshaw to provide the entertainment at this event. The committee did not feel this was a conflict of interest as he was not party to any voting on this matter and would be providing an entertainment the council had not been able to source elsewhere.

Cllr Duff reported Cllr Chapman had been purchasing some new items for the decoration of the hall. These included proper tablecloths and runners, which Cllr Chapman had said she would happily launder after each event. Cllr Chapman had also purchased some plastic cake stands as these would be more robust and therefore easier to use than the china ones supplied by Carol Feasey of the Baytree Community Lunch Club.

The Clerk reported Denise Whisson had come back to him over the weekend, saying she would be able to provide just the sandwiches for the event. The committee AGREED unanimously to accept Denise's offer. Cakes and scones and suchlike would still need to be bought elsewhere. The committee understood this would probably be the last council event Denise would be prepared to cater and so alternative caterers needed to be sourced.

Cllrs Chapman, Duff, Linton and Toney were available on the day. It was AGREED the Clerk should approach Cllr Gunston to see if he would help out as he was very good at that sort of thing. Cllr Bowman was unsure of her availability but was happy to be a reserve until she knew one way or the other. Cllr Hill was unavailable.

Cllr Chapman would work in the kitchen with Alison and Dawn. Cllrs Duff, Linton, Toney and one other would serve tables. The "one person [who] will be responsible for serving those with special dietary requirements" would be the Clerk, as agreed at the review from the 2025 event recorded in the Minutes of the 23<sup>rd</sup> June meeting (Minute 511/25).

Nearer the time, Cllr Mathias would be asked if he would be available to help pack up the hall at the end of the event.

### 135/26 EAST PRESTON FOOD & DRINK FESTIVAL, 29<sup>TH</sup> AUGUST 2026

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

## **East Preston Food & Drink Festival, 29<sup>th</sup> August 2026**

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

Cllr Chapman is lead councillor for this event and will be able to provide an update on any work she and Alison have undertaken for this event. I believe of invitations have been sent to an initial tranche of businesses.

Please continue to visit other markets and to collect business cards and give them to Alison or me and we will investigate further. Thank you.

At the December meeting, committee agreed not to have a funfair at this year's event and to increase pitch fees.

Simon Cross – **Clerk to the Council**

11<sup>th</sup> February 2026

In the absence of Cllr Chapman and Alison, the Clerk said he believed all was in hand for the Food & Drink Festival, certainly he had not be made aware of any major concerns.

**136/26 AUTUMN BINGO, 2026**

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

**Autumn Bingo, Autumn 2026**

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

The Junior School hall is available on both 4<sup>th</sup> and 11<sup>th</sup> October, so hopefully the meeting can confirm which of those two dates it wishes me to book.

Simon Cross – **Clerk to the Council**

11<sup>th</sup> February 2026

Cllr Duff read parts of a lengthy email received from her contact, Simon Tooley. His preferred date was 4<sup>th</sup> October. The Clerk would confirm this with East Preston Junior School.

Cllr Duff AGREED to circulate Simon's email so committee members could consider its content before making more decisions at the council's next meeting. Cllr Linton said she liked the idea of scratchcards for prizes as that gave participants an additional bit of fun and the chance to win a further prize.

**137/26 REMEMBRANCE SUNDAY, 8<sup>TH</sup> NOVEMBER 2026**

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

**Remembrance Sunday, 8<sup>th</sup> November, 2026**

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

Cllrs Linton and Moore and I met with Royal British Legion branch reps, Nick Ward and Ritchie Leccia, on 21<sup>st</sup> January, and a report on that meeting was provided to the February Full Council meeting. Extract from that report, "Backed by documents from central RBL, Ritchie and Nick explained branches cannot pay for or arrange any elements of any road closures related to a parade. For a parade to take place, the council would need to arrange and pay for the road closures, any related signage, barriers, documents and marshals. These elements would all be covered by the council's insurance. [...] The Legion branch would remain responsible for everything else: the church service, the ordering and laying of wreaths, any invites or any event at the Legion club and so on."

Is committee prepared for the council to take responsibility as described above? Expenditure should be less than £500.

Simon Cross – **Clerk to the Council**

11<sup>th</sup> February 2026

The committee AGREED unanimously the council would, in future, fund and organise the road closures and marshalling for the parade.

The Clerk would contact Nick Ward, Chairman of the East Preston branch of the Royal British Legion for any update on his negotiations for getting barriers at no cost.

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

## **East Preston Christmas Celebrations – 21<sup>st</sup> November 2026**

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

Councillors are asked to re-read Minutes 1002/25 and 030/26, from the committee's last two minutes, to bring themselves up to speed with prior discussions.

Alison has met with a marquee supplier recommended by Angmering Parish Council. We have received a quotation but I do not have access to the details at the time of writing.

Immediately before this meeting, Cllr Linton will be asking the Finance & General Purposes Committee to set up a Christmas Celebrations earmarked reserve and for council to transfer £3,500 into it, part of which will be for this marquee. I asked Alison to give the chairman of the Village Hall Foundation committee the chance to attend the meeting with the marquee supplier, but I don't know the outcome.

No approach has yet been made to the library regarding *Father Christmas's Storytime*. Please could the committee give some guidance on this.

Simon Cross – **Clerk to the Council**

11<sup>th</sup> February 2026

Cllr Linton explained the Finance & General Purposes Committee had agreed to set up an earmarked reserve of £3,500 for an East Preston Christmas event in 2026. The committee AGREED this money should be spent on providing a marquee to cover the Village Hall car-park. The Clerk said he had asked Alison to invite the Chairman of the Village Hall, Toni McElroy, to the site visit of the marquee supplier, but he did not know whether Toni had been able to attend.

The committee discussed whether or not Father Christmas should be present at the revamped event. Several different opinions were put forward with pros and cons for each. Cllr Bowman felt strongly Father Christmas should make an appearance for the sake of the village children. There was then the question of what would he give out as it was pretty standard Father Christmas gave out presents wherever he appeared. Cllr Hill said the event was more of a Christmas Market and she did not think Father Christmas attended many of those. The Clerk AGREED to discuss this with Father Christmas at his other job at East Preston Library.

Cllr Bowman AGREED to discuss with businesses in the Northern shopping area the possibility of providing some children's activities there.

Cllr Duff reminded the committee, more than once, of the dangers of getting too close to a scaled-down version of the council's usual East Preston Christmas Celebrations for fear residents will only see it as that rather than as a completely different offering.

The Clerk said he had suggested to Cllr Bowman, lead councillor for previous Christmas Celebrations offerings in the Village Hall, the event would run from 11:00 to 16:00 rather than 12:00 to 17:00 as previously. This would not only make it a bit different but it would mean it would just about end in daylight and, mentally, stallholders would hopefully feel they were not waiting around so late after the end of the event to leave. The committee AGREED to run the event between 11:00 and 16:00.

The Clerk suggested those available should meet together with Alison, in the Council Office, to work out the optimum layout of the Village Hall and car-park. Such a meeting would be useful to ensure everyone was envisaging the same layout from an early stage.

The committee AGREED more councillors would be needed to help with set up and dismantling and providing breaks.

139/26 **THE TERRORISM (PROTECTION OF PREMISES) BILL**

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.

There is a useful video on the government's Protect UK website - <https://www.protectuk.police.uk/martyns-law/martyns-law-overview-and-what-you-need-know>.

I can find no dates yet for implementation.

Simon Cross – **Clerk to the Council**

11<sup>th</sup> February 2026

In the absence of Cllr McElroy, the committee AGREED to defer further discussion on this matter.

140/26 **MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> DECEMBER**

The draft Minutes had been circulated to all councillors on 23<sup>rd</sup> December asking for any suggested amendments by 5<sup>th</sup> January. None had been received.

The committee AGREED unanimously the Minutes were a true reflection of the meeting held on 15<sup>th</sup> December. These were duly signed by Cllr Linton.

141/26 **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 6<sup>TH</sup> JANUARY**

The draft Minutes had been circulated to all councillors on 9<sup>th</sup> January asking for any suggested amendments by 16<sup>th</sup> January. None had been received.

The committee AGREED unanimously the Minutes were a true reflection of the meeting held on 6<sup>th</sup> January. These were duly signed by Cllr Linton.

142/26 **MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

Committee NOTED the following report:

**Matters Arising from previous meetings**

**Minute 1002/25 – Christmas Celebrations 2025 Fireworks** – I approached The Seaview Hotel which directed me to the Coastal Caravan Park to discuss a New Year's Eve fireworks display. Understandably, our enquiry was turned down as a young dog is now living at the caravan site and does not like fireworks. I approached ADC and it was not happy to host the fireworks on its land without the full eight weeks' notice and paperwork.

Simon Cross – **Clerk to the Council**

11<sup>th</sup> February 2026

**Minute 1002/25 – Christmas Celebrations 2025 Fireworks** – Cllr Linton proposed the fireworks be let off from the beach on the evening of Saturday, 24<sup>th</sup> October to mark the end of British Summer Time. Committee members agreed this could be an option and Cllr Linton said she would research tide times ahead of further discussion.

Nothing else was added.

**143/26 NEXT MEETING (20<sup>TH</sup> APRIL, 19:00)**

Nothing new was suggested.

*The Meeting closed at 19:59.*

Chairman: **Cllr Elizabeth Linton**      Date: **20<sup>th</sup> April 2026**

(END)