



EAST PRESTON PARISH COUNCIL

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MAJOR EVENTS COMMITTEE

MINUTES: of the Committee Meeting held on Monday, 22nd June 2026 at Council Office 2, 118 Sea Road, East Preston at 19:00

PRESENT: Councillors Christine Bowman, Andrea Chapman, Lisa Duff, Elizabeth Linton (Chairman) and Steve Toney

ALSO: Simon Cross, Clerk to the Council

ABSENT: Councillor Rick McElroy

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;

WSCC – West Sussex County Council.

The meeting opened at 19:00.

Cllr Linton welcomed everyone to the meeting.

Following the Annual Meeting of the Council on 11th May, the membership of the committee was Cllrs Bowman, Chapman and McElroy with one vacancy; Cllr Hill had resigned from the committee. 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 15th 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 Bowman could act as second teller alongside the Clerk.

479/26 APPOINTMENT OF A COMMITTEE CHAIRMAN FOR THE YEAR 2026/27

Cllr Linton was appointed unopposed.

Cllr Bowman confirmed all five councillors present had voted.

480/26 APPOINTMENT OF A COMMITTEE VICE-CHAIRMAN FOR THE YEAR 2026/27

Cllr Toney was appointed unopposed.

Cllr Bowman confirmed all five councillors present had voted.

481/26 APOLOGIES AND REASONS FOR ABSENCE

A retrospective apology was received from Cllr McElroy (work).

482/26 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

None were declared.

483/26 PUBLIC SESSION

No members of the public were present.

484/26 EAST PRESTON FOOD & DRINK FESTIVAL, 29TH AUGUST 2026

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

East Preston Food & Drink Festival, 29th 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.

On 15th June, the council received the following email:

Hi there,

I've been to the Party on the Green on Sunday 14th June 26. Very enjoyable and fun afternoon it was. While I was there I had a thought for the Food and Drink Festival on the Saturday 29th August 26 about inviting our Local Radio Station V2 Radio. I am little bit involved with them. I know Steve Freegard quite well and sat on his shows from time to time. I have message him about it. He has come back to me and gave me the sales email address. So I wanted to speak to you lot first. I also wondered as well could it be possible to have the singer back that performing on the Party on the Green. She was really good.

Kind Regards

Michael

I went back to Michael and asked him how he see the radio station being part of the event. He replied:

I just thought of they can play music. If we have the singer back. She could use there enquiment. Also thought it will be a thing for them as well as being part of the community. It's just thought. They way always been bought up you don't ask you don't get.

Simon Cross – **Clerk to the Council**

15th June 2026

On behalf of Alison, the Clerk reported there were thirteen hot food stalls booked in, fourteen for take home goods and four drinks stalls. Alison and Cllr Chapman need to draw up a site map to work out what room is left. Two stalls have yet to pay their pitch fee.

Cllr Chapman said she was planning to meet with Alison within a couple of days of this meeting.

Cllr Linton thanked the member of the public for the suggestions about music but she was not convinced a lot of live music was essential to the event. Cllr Chapman said she and Alison were still working on the earlier idea of a busker wandering around the event much as the Ukulele Apothecary ladies had done last year. Cllr Bradshaw had already agreed to busk for

the final hour. The committee AGREED not to progress the member of the public's idea at this time, but to reconsider it should the council hold a further Food & Drink Festival next year.

The meeting AGREED to a go / no go call at midday on Wednesday 26th August to confirm use of the Village Green or the Village Hall for the event.

485/26 AUTUMN BINGO, 4TH OCTOBER 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.

Cllr Duff has agreed to be the lead councillor for this event.

The Junior School hall has been booked for 4th October; for the six hours from midday, the cost will be £90.

Cllr Duff and I are yet to meet to discuss the matters we need to discuss.

Simon Cross – **Clerk to the Council**

15th June 2026

Cllr Duff said she planned to meet with the Clerk soon. The Clerk confirmed Alison was ready to put the tickets online when the time came.

486/26 REMEMBRANCE SUNDAY, 8TH NOVEMBER 2026

Alison's update was she had heard nothing further from the British Legion, but she was ready to apply for road closures as and when. The meeting AGREED unanimously Alison should apply for the same road closures as last year. If the Legion now come back and request changes, they will have to understand those may not be possible until next year.

[Clerk's note: the wreaths from 2025 had now been collected in and discarded.]

487/26 EAST PRESTON CHRISTMAS CELEBRATIONS, 22ND NOVEMBER 2026

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

East Preston Christmas Celebrations – 21st November 2026

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

Cllr Linton is the lead councillor for this event and will be able to provide any updates not covered below.

As mentioned at the Community Engagement Committee meeting on 8th June, it is not possible to install a marquee on a Friday, due to prior bookings at the Village Hall. However, it would be possible to install a marquee on a Saturday and hold the event on the Sunday.

At the time of that meeting, although the Chairman of the Village Hall Foundation, Toni McElroy has said she saw no problem with the proposal, she had needed to run it past her committee members and the council had not heard back following that. Subsequently, the council has been advised the Village Hall Foundation supports the proposal to move the event to Sunday, 22nd November and would only charge the council for the Sunday whilst ensuring nobody else used the hall on the Saturday.

Committee is asked to agree to holding the Christmas event on Sunday, 22nd November rather than Saturday, 21st November.

Committee is then asked to consider the implications of this and actions that arise from this decision.

Simon Cross – **Clerk to the Council**

15th June 2026

Cllr Linton reminded the committee of the need to consider a change of date for this event.

The committee AGREED unanimously to run the event on Sunday, 22nd November.

Alison would now be able to send out booking forms, but needed a meeting with an event lead before then to understand how the council will use the marquee space and two inside rooms at the Village Hall. The Lighthouse Café had asked to run the catering for the event.

Cllr Chapman offered to come up with a different name for the event, to underline the different format of the event.

The committee AGREED unanimously the council could release its booking for Our Lady, Star of the Sea on 21st November. The Clerk added the council would not be able to use the church car-park on the new date as members of the congregation will be parked there throughout the morning.

488/26 END-OF-TERM PARTY, 2ND APRIL 2027

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

End-of-term party, 2nd April 2027

Committee is asked to consider any matters pertaining to the end-of-term party scheduled for 2nd April 2027.

That is the date chosen at the end of the last meeting. Committee needs to give some consideration to **venue, entertainment, catering, guest list** and so on. Previous end-of-term parties have been held in the library of East Preston Infant School but if everyone invited attended then we would be pushed for space and each term, the number of people to invite increases. In the past, we have had a musician gently playing for the half-an-hour or so when the guests arrive; once most people are in and the volume of conversation has increased, it is no longer necessary to have a musician playing. What catering do we want to offer?; Denise Whisson has catered in the past but wants to retire fully. As always I have begun building a guest list, but always welcome suggestions from committee members.

Simon Cross – **Clerk to the Council**

15th June 2026

At the time of writing, the Clerk said there were 137 names on the list, three of whom (so far) he had marked for removal. About 85 guests had attended in 2023 plus thirteen councillors and five officers, a total of just over 100.

During a discussion about the venue, Cllr Duff suggested the Village Hall might allow the council a bit more breathing space for the event. The Clerk was asked to find out availability before a decision on venue was made at the next meeting.

The Clerk said he would bring the current list of invitees to the next committee meeting for the committee to review.

The committee AGREED the Clerk should first ask Cllr Bradshaw to play some music at the beginning of the event and if he is unavailable the Clerk should ask Cllr Moore.

For catering, in addition to The Lighthouse, the committee would obtain details of caterers used by Dean Jones and The Great Dane. This would be for platters of food for councillors and officers to circulate to the guests.

489/26 FUNDAY SUNDAY, 2027

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

Funday Sunday, April 2027

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

Should the committee run a *Funday Sunday* event in 2027 and, if so, when, where, how and who would like to lead this event?

Easter Sunday is on the 29th March and Spring Bank Holiday is on 3rd May. There will be local council elections and these will likely be on Thursday, 6th May. That may all suggest Sunday, 25th April would be the best date to choose.

Simon Cross – **Clerk to the Council**

15th June 2026

The committee AGREED unanimously to host a *Funday Sunday* event on Sunday, 25th April, 2027. The Clerk would confirm the Village Hall was available. Cllrs Chapman and Duff VOLUNTEERED to co-lead the event again.

490/26 ANNUAL PARISH MEETING 2027

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

Annual Parish Meeting, 11th May 2027

Committee is asked to review the Annual Parish Meeting held on 11th May.

The meeting was held on the same night as the Annual Meeting of the Council. The latter started at 18:00 and was intentionally short although there was scope for it to be longer if it had needed. The Annual Parish Meeting started at 19:00. A few members of the public attended and listened to a presentation from a community fundraiser for Chestnut Tree House hospice, Alice Jalley. The charity was chosen to present to the meeting as it is the chairman's charity of the year, and hopefully next year's chairman's charity will be similarly happy to present to the Annual Parish Meeting.

Committee is asked to consider whether it is happy having both these meetings on the same evening or whether it would like to try something different next year. The Local Government Act says the parish meeting should be held between 1st March and 1st June each year and must not start before 18:00. We went through a period of holding it in June and nobody, internal auditors included, minded. We also went through a period of holding the meeting at different times of the day and on different days of the week in order to draw a larger audience, and again nobody minded.

If our justification for holding the meeting after 1st June cut-off was to attract more members of the public to attend, I do not think anyone would object seriously. In the past we have held the meeting on midweek evenings and even on Saturday mornings well into the middle of June – most recently 13th June 2022.

Simon Cross – **Clerk to the Council**

15th June 2026

The committee AGREED to separate the two meetings, especially in light of a local election next year. The committee AGREED unanimously to hold the Annual Parish Meeting at 19:00 on a Monday in April. Councillors AGREED unanimously it had been good to have the Chairman's Charity represented at the meeting.

491/26 THE TERRORISM (PROTECTION OF PREMISES) ACT 2025

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

Terrorism (Protection of Premises) Bill

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>.

At the last meeting, Cllr McElroy said he was reviewing the latest documentation produced by the government in the form of a 129-page guide, the first of about four such documents.

Simon Cross – **Clerk to the Council**

16th June 2026

The Clerk had no further update from Cllr McElroy.

492/26 MINUTES OF THE MEETING HELD ON 20TH APRIL

The committee AGREED unanimously the Minutes were a true reflection of the meeting held on 20th April. These were duly signed by Cllr Linton.

493/26 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

There were no matters arising not covered earlier in the meeting.

494/26 TERMS OF REFERENCE

The committee was unable to undertake the annual review of its Terms of Reference. This was because the Clerk had noticed a discrepancy between the Terms of Reference for all of the council’s committees and the council’s Standing Orders. He planned to refer this to the council’s Personnel Committee following which he will bring the Terms of Reference back for annual review.

495/26 NEXT MEETING (17TH AUGUST, 19:00)

Nothing was suggested.

The Meeting closed at 19:33.

Chairman: Cllr Elizabeth Linton Date: 17th August 2026

(END)