EAST PRESTON PARISH COUNCIL

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN

01903 770050 http://eastpreston-pc.gov.uk Email: clerk@eastpreston-pc.gov.uk

MAJOR EVENTS COMMITTEE

MINUTES: of the Committee Meeting held on Monday, 17th August 2026 at Council Office 2, 118 Sea Road, East Preston at 19:00

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

ALSO: Simon Cross, Clerk to the Council

ABSENT: Councillors Christine Bowman and Lisa Duff

The following abbreviations may appear in these Minutes:

ADC – Arun District Council; WSCC – West Sussex County Council.

With nobody else expected, the meeting opened at 18:49.

Cllr Linton welcomed everyone to the meeting.

672/26 APOLOGIES AND REASONS FOR ABSENCE

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

673/26 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

None were declared.

674/26 PUBLIC SESSION

No members of the public were present.

675/26 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, including the review of the Risk Assessment for the 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.

The latest Risk Assessment for this year's event will be circulated electronically with the supporting papers for this meeting.

Simon Cross – **Clerk to the Council** 11th August 2026

Cllr Chapman reported all was on track. She had published an initial task list which had been minorly updated following feedback from specific councillors.

Cllr Chapman said there would be circus skills entertainment for children from 12:30 until 15:30. Musically, a lady called Beth would be playing her guitar, indie hits, between 13:00 and 15:00, with a short break at 14:00 as she moved between locations. Cllr Bradshaw would be playing between about 15:45 and the event closure of 17:00.

Cllr McElroy confirmed he had spent time with Alison earlier in the day and he was happy to sign off the Risk Assessment, slightly updated from that which was circulated to all committee members with the supporting papers for this meeting.

Cllr Bowman would be delivering letters to local residents and businesses at the beginning of the week leading up to the event. These would simply remind recipients about parking restrictions and road closures during the day of the event.

The meeting AGREED to bring the go / no go call forward to 11:00 on Wednesday 26th August. The call would involve Cllrs Chapman and Linton and Alison.

Cllr Chapman asked the Clerk to record her thanks to Alison in these Minutes.

676/26 AUTUMN BINGO, 4TH OCTOBER 2026

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

Autumn Bingo, 4th October 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 the six hours from midday, the cost will be £90.

Cllr Duff and I discussed this last week and propose a ticket price of £10 per head. The event will be open to all ages and will comprise six games. Prizes – for a line and a full house - will be chocolates or wine depending upon the age of the winner. Some cash prizes may be available too. Profits to this year's Chairman's Charity, Chestnut Tree House Hospice. Attendees will be asked to bring their own refreshments.

Marketing will need to start soon.

Simon Cross – **Clerk to the Council** 11th August 2026

With her apologies for this meeting, Cllr Duff had advised she would be contacting Bingo Simon upon her return from holiday. The committee AGREED marketing should start immediately after the end of the Food & Drink Festival.

677/26 REMEMBRANCE SUNDAY, 8TH NOVEMBER 2026

There were no updates from the British Legion.

Cllr Linton advised the meeting the Amenities Committee was hoping to work with East Preston Men in Sheds to provide a more supportive structure for the wreaths at the war memorial.

The Clerk advised the committee East Preston in Bloom was now the official station partner for the southern platform at Angmering station. There was a Silent Soldier style remembrance figure on the southern platform, but this unfortunate woman had long been headless. The committee AGREED unanimously the council should offer one of its spare Silent Soldiers to East Preston in Bloom to replace the headless lady.

678/26 EAST PRESTON CHRISTMAS CELEBRATIONS, 22ND NOVEMBER 2026

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

East Preston Cool Yule – 22nd November 2026

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

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

East Preston Library had a bit of a panic when I emailed just to let it know the event was on the Sunday, even though we had already agreed any library event would not be on the same day. I reassured the members of library staff we were not expecting them to work on a Sunday.

The marquee will be installed at the Village Hall during Saturday, 21st November. Do we need a council presence there at any point during the day?

I have cancelled the booking for the hall at Our Lady, Star of the Sea church. The Premises Manager called to say he was sad about this but looked forward to the council and church working together again in the future.

Does the council wish to support a Christmas Window competition for local businesses this year and, if so, who would like to take charge of ordering a new trophy? Although currently out of stock, this is similar to the current trophy - https://www.trophiesplusmedals.co.uk/ignite-monument-trophy-cup.

Sam Hart, representing Ian Hart Funeral Service Ltd., replied as follows when I asked him whether the council could use the June Sutherland Chapel car-park on 22nd November, "All good for using the car park, I am happy for it to be in use when needed if it eases stress in the area. For example, my club Broadwater CC are playing at EP on Saturday, so I have told our players to use it if required, and I have also told East Preston Stoolball club it is available on a Wednesday night when required."

Simon Cross – **Clerk to the Council** 11th August 2026

The committee unanimously liked the logo the Clerk had designed with AI.

The committee thanked unanimously Sam Hart for the future use of the car-park at the June Sutherland Chapel.

The committee AGREED unanimously a window competition should be run again.

679/26 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.

Cllr Bradshaw is unable to attend and therefore unable to provide any background music whilst guests arrive. Cllr Moore has agreed to play his clarinet at this time of the event.

At the Village Hall, the Miller Barn has a permanent booking for 18:30 on a Friday.

A draft list of attendees will be circulated together with these supporting papers. A few people have been crossed through but can be argued back in should anyone feel they should be on the list.

Simon Cross – **Clerk to the Council** 11th August 2026

The committee AGREED unanimously enquiries should be made about other outside caterers. Cllr Linton suggested getting a price for 100 people. The Clerk said he would ask Rustington Parish Council who it used.

No comments were made upon the proposed guest list as it stands.

Cllr Linton will again source the wine from Majestic on a sale or return basis.

In a side issue, councillors were unsure how many votes each elector would get should there be more candidates than vacancies in the 2027 local election. The Clerk would enquire of ADC.

680/26 ***FUNDAY SUNDAY, 2027***

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

Funday Sunday, 25th April 2027

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

Cllrs Chapman and Duff have volunteered to lead this event.

Booking request for the Village Hall has been submitted.

Please could the committee consider whether committee members truly want to make all the sandwiches for the event or whether we should buy in again. Could the committee also consider entertainment – it would be good to get that sorted soon. Does the committee want a theme for the event?

Simon Cross – **Clerk to the Council** 11th August 2026

The committee AGREED it was too big an ask of the kitchen team they should make sandwiches for the event too, no matter how willing they were.

The committee AGREED not to have a particular decorative theme for the event. Cllr Chapman reminded everyone the council has recently bought decorative items for such events.

There was some discussion about entertainment, and the committee AGREED unanimously to contact Vintage Candy first as it had been several years now since the act last appeared in the village.

681/26 **SAFETY BARRIERS**

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

Safety barriers

Committee is asked to consider the purchase of a number of safety barriers and cones for use at events in the village. The purchase is proposed to be a joint purchase with East Preston Festival Committee and The Great Dane. The items would be stored in the shed adjacent to 118 Sea Road.

Alison has acquired a couple of quotes of approximately £800, one-third of which would be just under £270. This would acquire: 20 x crowd control barriers, 10 x 750mm cones, 40 x 500mm cones, some rope and 30 x metal fencing pins. For comparison, for the Food & Drink Festival, Littlehampton Town Council has charged this council about £240 (excl VAT) for the hire of barriers and cones and the delivery thereof. The delivery alone is about £220.

I suggest this committee agrees (or not) expenditure of up to £800 on this event equipment. If the council does agree to this expenditure, should it split the expenditure with one village organisation and one village business or would it be cleaner to keep the purchase wholly council. The council could then charge a nominal fee to any village organisation or business borrowing the equipment. It would take fewer than four events for the delivery charge saving to make the council's money back if it paid for this equipment in full.

Simon Cross – **Clerk to the Council** 7th August 2026

The committee AGREED unanimously it would be better for the council to purchase the equipment alone. This would eradicate any possible ownership issues and mean the council could hire the equipment wherever it was needed in the village.

The finance would need authorisation by Full Council as there was no provision for this in the committee's current budget.

682/26 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.

Cllr McElroy said has been reviewing the latest documentation produced by the government in the form of a 129-page guide, the first of about four such documents. Alison has attended an online seminar and may also have some information on this.

Simon Cross – **Clerk to the Council** 11th August 2026

Cllr McElroy reported he was still reading through the relevant documentation. With the recent change of Prime Minister, it was possible the implementation date would be put back further.

683/26 TERMS OF REFERENCE

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

Terms of Reference

Committee is asked to review and agree the committee's Terms of Reference for the coming year.

The current Terms of Reference, v3, were last updated in May 2021 and re-adopted on 23rd June 2025. These will be circulated with the supporting papers for this meeting.

The Personnel Committee has agreed one change on behalf of the committee, that being to correct the Standing Order referenced in §3.1.

I am proposing no other changes.

Simon Cross – **Clerk to the Council** 4th August 2026

The committee AGREED unanimously to adopt the latest Terms of Reference with no further changes.

684/26 MINUTES OF THE MEETING HELD ON 22ND JUNE

Draft Minutes had been circulated to all councillors on 24th June asking for suggested amendments by 1st July. None had been received.

The committee AGREED unanimously the Minutes were a true reflection of the meeting held on 22nd June. These were duly signed by Cllr Linton.

685/26 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

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

686/26 NEXT MEETING (19TH OCTOBER, 19:00)

Nothing was suggested.

The Meeting closed at 19:35.

Chairman: Cllr Elizabeth Linton Date: **19th October 2026**

(END)