



EAST PRESTON PARISH COUNCIL

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

01903 770050

<http://eastpreston.arun.gov.uk>

Email: eparishcouncil@btconnect.com

MAJOR EVENTS COMMITTEE

MINUTES: of the Committee Meeting held on Wednesday, 13th March 2019 at Council Office, 122 Sea Road, East Preston at 11:00

PRESENT: Councillors A Chapman, P Gander, E Linton (Chairman) and S Toney

ALSO: Clerk to the Council, Simon Cross

ABSENT: Cllrs C Bowman, L Duff and D Shah

The meeting opened at 11:00.

241/19 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were received and accepted from Cllrs Bowman (away), Duff (unwell) and Shah (away).

242/19 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

No declarations were made.

243/19 PUBLIC SESSION

No members of the public were present.

244/19 END-OF-TERM CELEBRATION, 12TH APRIL 2019

Cllr Linton handed this item over to Cllr Chapman as Cllrs Chapman and Duff are leading on this event.

The Clerk had received the following message from Cllr Duff, "Could you let Andrea know I have wine bottles for lights, and will be free to decorate on the Friday after I get back from hols. I liked the wine choices from Liz."

The Clerk had met with Mrs New, Headteacher at East Preston Infant School, on 26th February, and had subsequently emailed committee members, "I have been in to see Claire, Headteacher at the Infant School, this afternoon, as I felt it better to approach this in person. Claire liked the idea of holding the party in the library, with use of the meeting room for overspill and the staff room as a kitchen. From her point of view there is the advantage the doors the branch off the main hallway can be closed and that will reduce the likelihood of anyone wandering into some part of the school where we would not know where they were. Looking through the eyes of a party host, Claire could see the library had more atmosphere and has toilets right there – the hall only has the one toilet to hand. I mentioned the concern about guests dropping food or spilling wine and Claire did not see that as a problem – the carpet is especially hard-wearing and looking at it today, it is very short-haired - more wire-haired terrier than afghan hound. Bottom line is there will be a decision to be made at the meeting on 13th March."

Cllr Chapman said she and Cllr Duff had looked again at the library in light of the Clerk's email above and believed it was a venue they could make look special at little cost. Fairy light, battery candles, fairy lights in wine bottles, all these could add to the attractiveness of the library.

The committee AGREED to use the library (at the Infant School) as the venue for the end-of-term party.

Cllr Chapman said she would talk to Claire Woods about possible use of a red carpet in the foyer and to the Chair of the Friends of East Preston Infant School about what decorations may be available to use on the night.

The committee AGREED to order 24 bottles of Majestic Loves Fizz, 18 bottles of Antacoya Merlot and 36 bottles of Pinot Grigio Villa Vito, totalling £467.22 excluding VAT. The committee also AGREED to hire 120 flute glasses and 120 medium wine glasses, all at £1 a glass refundable deposit. All this will be supplied by Majestic Wine Warehouses Ltd., to be delivered direct to the Infant School on Thursday, 11th April. Payment must be made in advance.

Cllrs Chapman and Gander will decorate the library during the 11th. That allowed the 12th for any last-minute additions or amendments needed.

On the 12th itself, councillors and the Clerk will be asked to be present from 17:00. The event is scheduled to start at 18:00, but the committee AGREED it was likely there would be some early arrivals. The Clerk confirmed just over seventy people had replied saying they would attend and a further eight people (all +1s) were on the reserve list. A reminder would be sent out asking people who had not yet replied to confirm by 31st March.

The committee AGREED Cllrs Toney and Linton and the Clerk should meet and greet attendees at the bottom of the stairs up to the library. Cllrs Gander and possibly Gale would greet attendees at the top of the stairs and direct them to where they could get a drink from Cllrs Chapman and Duff. No food should be served before 18:30 and would then be handed round by Cllrs Mathias, McElroy, Moore, Shah and Wilkinson.

All councillors would be expected to stay at the end to clear away, wash up, pack up, put the library back to how it should be and so on.

Cllrs Gander, Linton and Toney to bring bottle openers, just in case. Cllr Toney to bring black sacks for rubbish. Cllrs Gander and Linton to provide tea-towels, in case.

Serviettes are not being provided with the canapés.

245/19 NEXT MEETING (29TH APRIL)

Nothing was suggested.

The Meeting closed at 12:00.

Chairman: *Cllr Elizabeth Linton* Date: **29th April 2019**