



EAST PRESTON PARISH COUNCIL

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MAJOR EVENTS COMMITTEE

MINUTES: of the Committee Meeting held on Monday, 29th April 2019 at East Preston Infant School, Lashmar Road, East Preston at 19:00

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

ALSO: Clerk to the Council, Simon Cross

Russell White, M&S (until 19:15)

ABSENT: Cllrs C Bowman and D Shah

The meeting opened at 18:57. Mr Gunston, newly-elected councillor, attended as a member of the public ahead of him taking office in early May.

390/19 APOLOGIES AND REASONS FOR ABSENCE

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

391/19 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

No declarations were made.

392/19 EAST PRESTON FOOD & DRINK FESTIVAL - MARSHALS

Mr White thanked the committee for seeing him. Mr White was representing a company called Medical & Support Services Ltd.. He explained the company was well used to providing security and medical services for large events. The company had overseen events at major venues across the country and more locally, had provided the security for the Littlehampton bonfire event. Mr White answered questions from councillors present.

Mr White confirmed any staff provided would be Emergency Care Assistants (ECAs), removing the need for additional First Aiders.

The company could provide up to 40 radios. Mr White suggested these are set to different channels for different purposes – for example, a medical channel, a road closure channel and so on.

The company was well-versed in dealing residents who claimed not to have been made aware of road closures.

(Mr White left the meeting at this point.)

The committee considered the quotation received from Mr White's company against other quotations received and past invoices paid. The committee had been impressed with Mr White's proposal and decided to offer his company the job of marshalling the Food & Drink Festival this August.

393/19 PUBLIC SESSION

Mr Gunston chose not to speak at this time.

394/19 MINUTES OF THE MEETING HELD ON 25TH FEBRUARY 2019

The draft Minutes had been circulated to all councillors on 28th February, asking for any comments by 7th March. No suggested amendments had been received.

The committee AGREED the Minutes could be signed as a true record of the meeting held on 25th February. This action was duly completed by Cllr Linton.

395/19 MINUTES OF THE MEETING HELD ON 13TH MARCH 2019

The draft Minutes had been circulated to all councillors on 15th March, asking for any comments by 22nd March. No suggested amendments had been received.

The committee AGREED the Minutes could be signed as a true record of the meeting held on 13th March. This action was duly completed by Cllr Linton.

396/19 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

There were no Matters Arising which would not be covered elsewhere on the Agenda.

397/19 END-OF-TERM CELEBRATION, 12TH APRIL 2019

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

End-of-term celebration

Committee is asked to review the end-of-term party which was held on 12th April 2019.

Cllrs Chapman and Duff led on this event.

All feedback received has been positive and will be included in my Clerk's Report to the May Full Council meeting.

Personally, I think the event was very successful, more so than the one similar event I have been involved with here. I know councillors have other matters they wish to discuss, but a few points from me:

1. We need to be careful to avoid "purdah" when we choose the date, should we decide to repeat the event in 2023; for reference the pre-publicity period started on 18th March this year;
2. We need to plan the aftermath better; I felt a little bit like we were taking advantage of the school's, and in particular Mrs New's, goodwill;
3. Drawing up the guestlist needs to be an ongoing activity throughout the next four years; I have started a list with generic job titles in it such as Chairman of the Cricket Club, Chairman of the Tennis Club etc., but throughout the next four years, the council will be helped by all sorts of people and if councillors can remember to ask me to add their names to the list as the years pass, that would be helpful. We did upset at least one person by missing him off the guestlist.

Committee is also asked to agree provisionally to organise a similar event for March 2023.

Simon Cross – **Clerk to the Council**

19th April 2019

Councillors present who had been at the event all agreed the event had been very successful. Cllr Linton admitted the venue had been lovely, despite her initial reservations. Cllr Gander said the food had been lovely although she was concerned at the lack of information available about allergens in each of the products. Cllr Gander believed this information was probably readily available from the caterers and was just something we needed to remember for future events. Cllr Duff

thought the amount of food provided was just right. The wine had been over-ordered but as it had been bought on sale-or-return, this was not a problem.

The committee AGREED with the Clerk about the need to plan the aftermath better.

The committee AGREED unanimously and provisionally to organise a similar event for March 2023.

There was some discussion about people not invited to the party, but the committee AGREED it would be almost impossible to include everyone at such an event.

398/19 EAST PRESTON FOOD & DRINK FESTIVAL

Cllr Gander reported she had met with the council's Receptionist / Admin Assistant, Mrs Alison Roberts, on Thursday, 25th April. Twenty-six stalls were lined up to take part in the event, and most had paid and provided other essential documentation. Alison was chasing up the others. There was some debate about how businesses which had not paid by the deadline of 30th April should be handled. It was eventually AGREED to leave this to the office as Alison is well-acquainted now with the businesses which have been before. Businesses which have not been before and which could be easily replaced would likely be the first to be removed from the list.

The committee learned four companies were willing to sponsor the flyers. It was AGREED to have two companies – one sweet and one savoury – sponsoring. Of the companies interested, it was AGREED to use Chopperwhoppers and Halloumilicious.

Publicity for the event had started. Alison had listed the event on free-to-list events websites and the Food & Drink Festival Facebook page was now hosting posts.

Children's entertainment was arranged. Jonathan, the Punch & Judy man, will do one Punch & Judy show and, after a break, will do a children's magic show. Nick will do his mobile circus skills display. The committee heard Just Because... had bid to bring along helium balloons for sale. The Clerk had expressed a concern to Just Because... about the suitability of having helium balloons at an event where there could be naked flames. Blake at Just Because... had replied helium was inert and therefore not a fire risk. After some discussion the committee AGREED not to take up the offer from Just Because... as this could be another financial burden on parents on the day and also balloon animals were part of Nick's act.

Cllr Gander mentioned Angmering Parish Council had been in touch saying we needed a licence to place advertising signs on the A259. Alison had contacted West Sussex County Council and received the following telephone message back, "Hello this is Adam (Stacey?) from WSCC reading your application for a licence for temporary signs. Thank you for your recent application and outline of what you would like to do. Your signs are not classed as proper signs therefore we cannot issue a licence. I appreciate that you offered to take them down straight after the event. These signs are a common occurrence across West Sussex and I will leave you to take from that what you will. I can't offer permission but as I said please take from my comments what you will." The committee AGREED no further action was required at this time.

398/19 SILVER SUNDAY, 6TH OCTOBER

Prior to the meeting, Cllr Gander had circulated a video clip from the Glamour Club in Worthing. Committee members had viewed this.

Cllr Gander said she had been in touch with the Ducky group which ran similar events across the South East. The reply back had been apologetic in saying a single event would cost £5,000, or ten consecutive weekly events could be put on for a total of £25,000. The author was apologetic and had stressed the high quality of the events and that most events attracted sponsorship and government funding. The committee AGREED that was an untenable option.

Cllr Gander had spoken to the organiser of the Worthing area Glamour Club events. These charged attendees £10 a head and could be profitable for the organisers. The contact was willing to work with EPPC to a variety of levels to put on the Silver Sunday event. The Glamour Club's next event is on Saturday, 15th June between midday and 3pm. The committee AGREED Cllrs Gander and Linton should attend to pick up tips. A decision on whether to go it alone or use the same organiser for Silver Sunday would be taken after the committee had heard back from Cllrs Gander and Linton.

Alison had attended vintage tea parties organised by Girlguiding and had spoken to them as to whether or not they were interested in working with the council on a similar event. The reply had been very positive and this was another avenue to be explored. Alison had expressed a desire to help with the catering. The most recent of these events she had attended had been £9.50 a head to attend; a pianist had provided background music.

The Clerk advised he had submitted an online booking for the whole of the Village Hall for 6th October, but had not had a confirmation yet.

399/19 EAST PRESTON CHRISTMAS CELEBRATIONS – 23RD NOVEMBER 2019

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

East Preston Christmas Celebrations – 23rd November 2019

Cllr Linton is leading on this event.

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

Since the last meeting, I have confirmed the booking with the Petworth Town Band. Weather-permitting, they will be playing two sets: 15:45 to 16:15 Northern shops and 16:45 – 17:30 at the Village Green, breaking for the (presumed) fireworks at 17:00. The fee is £200, and I have completed and returned the booking form. The band will be static so will not be able to lead the children's procession.

Committee is also asked to consider a draft circular to all shopfront businesses in the village.

This will be to advise them of the council's intention not to provide any entertainment in shopping areas at this year's event. An initial draft is at Appendix A below. If the committee agrees with the draft wording, **Committee will also be asked to select a liaison councillor as detailed in the letter.**

Simon Cross – **Clerk to the Council**

19th April 2019

Alison had provided a list of people interested in having a stall inside the Village Hall. The committee AGREED Cllr Gander could work with Alison on drawing up the final list.

Looking at assigning on-the-day area leaders, Cllrs Duff and Chapman said they were happy to work outside, Cllr Linton was happy to run the Conservative Hall with Cllr-to-be Gunston shadowing, and Cllr Gander was happy to run the Village Hall. However, it was then AGREED Cllr Linton would draw up an initial shift rota so nobody was just stuck in the one place for the whole event. The rota would run from midday to 18:00 and would also ensure councillors had at least one one-hour break. Cllr Gander's break should be at midday as setting up the Village Hall was an intense morning.

The Clerk will contact the main Christmas volunteers to ascertain their interests in this year's event.

The committee AGREED a slightly revised wording for the draft circular. The committee AGREED Cllr Bowman should be offered the role of liaison councillor first. [Clerk's note: Cllr Bowman has accepted this role.]

400/19 NEXT MEETING (24TH JUNE)

Owing to limited councillor availability, it was AGREED the meeting should be moved to Tuesday, 2nd July at midday.

The Meeting closed at 20:20.

Chairman: *Cllr Elizabeth Linton* Date: **2nd July 2019**