



EAST PRESTON PARISH COUNCIL

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MAJOR EVENTS COMMITTEE

MINUTES: of the Committee Meeting held on Tuesday, 2nd July 2019 at Council Office, 122 Sea Road, East Preston at 12:00

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

ALSO: Clerk to the Council, Simon Cross

Admin Assistant, Mrs Alison Roberts (intermittently)

The meeting opened at 12:00. Following the Annual Meeting of the Council on 13th May, the membership of this committee was Cllrs Bowman, Chapman, Duff, Gander and Gunston. As Chairman and Vice-Chairman of the Council respectively, Cllrs Toney and Linton were entitled to attend and vote at meetings of this committee.

For the first two items below, Cllr Gunston acted as a teller alongside the Clerk.

582/19 APPOINTMENT OF A COMMITTEE CHAIRMAN FOR THE YEAR 2019/20

Cllr Linton was appointed unopposed.

583/19 APPOINTMENT OF A COMMITTEE VICE-CHAIRMAN FOR THE YEAR 2019/20

Cllr Gander was appointed unopposed.

All five committee members voted in both appointments; the ballots were on paper as per council policy.

584/19 APOLOGIES AND REASONS FOR ABSENCE

All committee members were present.

585/19 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

No declarations were made.

586/19 PUBLIC SESSION

No members of the public were present.

587/19 ANNUAL REVIEW OF THE COMMITTEE TERMS OF REFERENCE

The current Terms of Reference had been agreed in October 2018 and had been re-circulated to all councillors in advance of the meeting.

The committee AGREED to re-adopt the Terms of Reference incorporating one minor change in §6.3. A full set of Terms of Reference for all committees will be issued when all committees have carried out their Annual Review.

588/19 MINUTES OF THE MEETING HELD ON 29TH APRIL 2019

The draft Minutes had been circulated to all councillors on 2nd May, asking for any comments by 9th May. No suggested amendments had been received and Cllr Gander had replied, "Minutes look fine."

The committee AGREED the Minutes could be signed as a true record of the meeting held on 29th April. This action was duly completed by Cllr Linton.

589/19 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

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

590/19 EAST PRESTON FOOD & DRINK FESTIVAL, 24TH AUGUST

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

East Preston Food & Drink Festival – 24th August 2019

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

Cllr Gander is leading on this event.

The flyers have been produced and arrived in the Council Office yesterday. Distribution of the flyers has already started, but if anyone else would like to deliver some, please let me know. Thanks to Mrs Roberts for designing the flyers as Ms Fooks has been unable to meet the council's deadlines on this occasion.

At the time of writing, we now have twenty-five stalls, all on the Village Green itself. All have paid and paperwork has been received from all but two East Preston businesses. Some companies selected have gone out of business and Alison has been unable to find replacement stalls, therefore stalls originally intended for the car-park have been moved on to the Village Green itself. Two demos lined up, Alison trying to persuade others. Infant School has agreed we can borrow benches on the day, and Alison or her husband will do the moving of them. Portable toilets booked including an accessible one. Medical & Support Services (M&S) booked for security and First Aid. Signage has been received back from our suppliers with the necessary updates made. The A0 poster for the end of St Mary's Drive has been ordered and a request has been made to Glyn-Jones to book the backing board for the month leading up to the event. Andy Billups's technical know-how has been booked. The road closures paperwork has been submitted and agreed, and Alison has completed the draft risk assessment – this needs to be reviewed and signed-off by two committee members. The Temporary Events Licence has been purchased and approved.

Simon Cross – **Clerk to the Council**

25th June 2019

Cllr Gander reported all was on track.

The Clerk did not know what time the road closures came into force.

Cllrs Bowman and Duff agreed to meet on 23rd August to mark out the pitches on the Village Green. They were also happy to be on poo patrol on the morning of 24th August.

Cllr Toney was happy to work with Mr Hodgson on getting the road closure barriers into position and also, if needed, to help Mr Roberts with collecting benches from the Infant School and returning them after the event. The Clerk confirmed he had booked the benches from the school.

Mrs Roberts said she would circulate the latest list of attending businesses to all committee members. Following some businesses ceasing trading and others not completing their paperwork, all stalls would now fit onto the Village Green itself

with the exception of the ice cream van and the coffee van which would be located together on the road at the north-western corner of the Village Green, very visible.

591/19 SILVER SUNDAY – “FUNDAY SUNDAY”, 6TH OCTOBER

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

Silver Sunday, 6th October

Cllr Gander to lead on this item.

Committee is asked to consider further the provision of a Silver Sunday event. Cllrs Gander and Linton did attend the Glamour Club in Goring-by-Sea on 15th June and here is Cllr Linton's report, previously distributed to Full Council too.

On Saturday 15 June Pat Gander and I, dressed to kill, went to the Glamour Club in Goring to get ideas for the Silver Sunday event we are holding in October.

We were greeted at the door of the English Martyrs Church hall by a dinner-jacketed man on stilts and shown into the hall where ladies and gentlemen wearing sparkly clothing introduced themselves. The organiser was Janice Moth who has arranged similar events in this area.

There were about 70 attendees seated at tables around the hall and the dress code was smart and/or quirky and fun. Tea and coffee was in unlimited supply and after introductions of the committee sandwiches were served whilst songs from the wars were sung by a lady in army uniform. During her break we were serenaded at our table by a lady guitarist who moved around the hall encouraging everyone to join in.

The volunteers paraded into the hall accompanied by music announcing the 'cakes' and this was followed by another session of 1920/30s entertainment.

The Mayoress of Worthing and her husband attended in an official capacity (huge chain of office) and the town crier resplendent in his uniform made for a thoroughly jolly event.

We certainly picked up some ideas and more detail will be discussed at the next Major Events Committee on Tuesday 2nd July at midday.



The Village Hall has now confirmed our booking for 6th October.

Simon Cross – **Clerk to the Council**

25th June 2019

Cllrs Gander and Linton reported further on their attendance at Glamour Club. About seventy guests attended the event which was supported by about twenty volunteers. Women, not unexpectedly, outnumbered men. The event was disabled-friendly. Entertainment was provided by a young woman singing three half-hour sets. Additionally, during her breaks, another young woman with a guitar went from table to table singing requests.

There was a feeling the food had perhaps let the event down a bit and we could do better.

The committee AGREED the event should run from 2pm to 5pm. The working title will be *Funday Sunday* for the time being. *Sundae Sunday* was another suggestion – this title being in use for a variety of events across the country.

The committee AGREED to work on a ticket price of £10 aiming to attract a guest list of sixty attendees. Therefore, there was a budget of £600.

Mrs Roberts talked about the willingness of Girlguiding to provide the food and waiting services. This would be for a per head charge to cover supplies and a donation to Girlguiding. This offer also came with the provision of vintage crockery.

The committee AGREED to delegate a decision on entertainment to Cllrs Gander and Chapman. These two will also design a poster for the event.

Cllr Gander agreed to write an article to go into the Summer 2019 Newsletter.

The committee AGREED the event should be actively advertised only in East Preston. Bookings from outside the village would be welcome but not actively courted.

Cllr Gander will ask other councillors to commit to being involved on the day. Cllr Linton would not be available on the day.

592/19 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.

I have contacted a number of volunteers from past Christmas events, and the response has been wholly positive so far. Bob Billingham is happy to be the official photographer again; Jo Greenless is happy to design the badges for badge-making again; Pete Dallimore will happily set off any fireworks we purchase – **are we having a firework finale regardless of whether or not sponsorship can be found?** The fireworks for last year's display cost £350.04 (incl. VAT). This sum was partially offset by a donation from J Electrical.

The Village Hall has now confirmed our booking for 23rd November.

At the French Market held during the Festival, I re-confirmed our booking with Mme Charles, leader of the French Market.

Cllr Bowman has started to deliver the letter to shopfront businesses explaining the council's withdrawal from providing attractions in the shopping areas.

There is no indoor space left in the Village Hall; all indoor stalls have been booked and paid for. There are six stalls so far in the Village Hall car-park and a further four charity stalls in Sea Road. I have offered Community Speed Watch a stall in Sea Road – this would be free-of-charge as the team has no funds. Cee Cee's has booked to provide hot chicken, sausages and rolls in Sea Road. That leaves scope for an additional food stall.

Four acts are confirmed in the Conservative Hall, leaving one more to be confirmed. There are options.

Does the council want a charity stall of some description in the foyer of the Village Hall? The Friends of St Barnabas think they are willing to run some sort of draw, half the proceeds to the council, but have not confirmed yet.

Simon Cross – **Clerk to the Council**

25th June 2019

The committee AGREED fireworks should be included as part of the event, regardless of whether or not a sponsor could be found.

Mrs Roberts will clarify road closure times.

Cllr Linton had started to build a timetable of where councillors were needed on the day and how many volunteers they needed. This was fleshed out at the meeting.

The committee AGREED to offer the East Preston Friends of St Barnabas space in the Conservative Hall. The committee also AGREED to keep the foyer of the Village Hall free of stalls.

593/19 NEXT MEETING (19TH AUGUST)

Nothing was suggested.

The Meeting closed at 13:28.

Chairman: *Councillor Elizabeth Linton* Date: **19th August 2019**