



# EAST PRESTON PARISH COUNCIL

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## **MAJOR EVENTS COMMITTEE**

**MINUTES:** of the Committee Meeting held on Monday, 19<sup>th</sup> August at Council Office, 122 Sea Road, East Preston at 19.00 p.m.

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

**ALSO:** Mrs Alison Roberts, Admin Assistant to the Council

**ABSENT:** Simon Cross, Clerk to the Council

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The meeting opened at 19:00. In the absence of the Clerk, Cllr Gander offered to take notes and write the Minutes for this meeting.

### **721/19 APOLOGIES AND REASONS FOR ABSENCE**

All committee members were present.

The Clerk had sent his apologies for this meeting (family bereavement).

### **722/19 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS**

No declarations were made.

### **723/19 PUBLIC SESSION**

No members of the public were present.

### **724/19 MINUTES OF THE MEETING HELD ON 2<sup>ND</sup> JULY 2019**

The draft Minutes had been circulated to all councillors on 9<sup>th</sup> July asking for any comments by 16<sup>th</sup> July. No suggested amendments had been received

The committee AGREED the Minutes could be signed as a true record of the meeting held on 2<sup>nd</sup> July 2019. This action was duly completed by Cllr Linton.

### **725/19 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

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

#### **Matters Arising from previous meetings**

**Minute 591/19 – Silver Sunday – “Funday Sunday”, 6<sup>th</sup> October** – publicity has started with an article in the Summer 2019 Newsletter.

**Minute 592/19 – East Preston Christmas Celebrations, 23<sup>rd</sup> November** – the fireworks have been booked for the event. These will be £375 including VAT and will be delivered to the Council Office on 20<sup>th</sup> November.

Simon Cross – **Clerk to the Council**

12<sup>th</sup> August 2019

**726/19 EAST PRESTON FOOD & DRINK FESTIVAL, 24<sup>TH</sup> AUGUST**

The Committee had received full information from Alison Roberts prior to the meeting. This information included a list of stallholders and task timetable.

The Committee discussed the publicity that had organised. Leaflets had been distributed to a wide range of outlets including Waitrose, Tennis Club, Zachary Merton Hospital and Haskins. In addition, the event had been listed with Spirit and Wave radio stations. Signage is also displayed on the A259.

The Committee agreed the timetable for the leaflet drop on cars advising them of the road closure. It was also agreed that Alison would ring ABS who often park their vans in the road.

Other items discussed included

- Security arrangements – marshals and first aider will arrive before 9. Marshals will be given a map showing alternative access to neighbourhood. Barriers will be delivered on 23/8/2019
- Phone contact numbers of ST, EL, AR will be on back of badges
- Notices will be provided to stalls selling alcohol – these notices will also be posted on barriers.
- A complete list of stallholders and their contact details will be given to councillors on the day.
- Entertainment – councillors advised of confirmed events and demonstrations
- Disabled Access – access to 4 spaces in car park via the south end of the village
- Councillor Linton will open the event at 12.00
- Arrangements agreed for the end of the day.

The Committee discussed whether food and drink vouchers should be offered to ‘helpers’. It was agreed that whilst this is a good idea, it was too short notice to implement this year, but will be discussed for future events.

The Councillors discussed the income generated by the event and unanimously AGREED to use £250 for the Silver Sunday event.

It was agreed to have a Food and Drink debrief meeting on Tuesday, 27<sup>th</sup> August at 10.00 a.m. Councillor Bowman offered her apologies.

**727/19 SILVER SUNDAY – “FUNDAY SUNDAY”, 6<sup>TH</sup> OCTOBER**

Councillor Gander advised the committee of the current plans.

After a full discussion on the catering options, it was agreed that catering will be provided by either Marks and Spencer or Waitrose via their Entertaining/Tea Party menu. Councillor Gander will liaise with both companies to identify if a donation or contribution to costs may be forthcoming.

Mrs Roberts confirmed 4th Goring Guides was happy to provide vintage crockery and tablecloths and several of the Guides as waiting staff on the day. It was agreed to offer a donation of £100 for their funds.

Entertainment will be provided by Vintage Candy Duo. Councillor Chapman will incorporate their name into the poster. The Committee also discussed the provision of a magician to circulate around the individual tables in between the musical sets. A provisional budget of £100 was agreed.

The Committee discussed the village hall venue and agreed that the lighting could be improved. Councillor Chapman agreed to speak to East Preston Junior School regarding the possibility of borrowing their ‘disco and lighting equipment’  
Volunteers: All of the committee agreed to be present on the day with the exception of Cllr Linton who is unavailable.

Councillor Gander provided a provisional income and expenditure sheet for the event. Councillor Gander has made an initial approach to West Sussex County Council for a grant from their Community Initiative Fund.

**728/19 EAST PRESTON CHRISTMAS CELEBRATIONS – 23<sup>RD</sup> NOVEMBER 2019**

Alison advised that all stalls have been booked for Christmas. Councillor Bowman advised that she has visited all the shopfront businesses in the village reminding them that the Parish Council will not be organising events in their workplaces this year. She advised that responses were mixed, but some confirmed they will be arranging their own event. Councillor Bowman will remind the businesses again nearer the event.

The Committee agreed that it is important to arrange a further meeting in mid-September to meet with other volunteers date to be arranged

**729/19 NEXT MEETING (28<sup>TH</sup> OCTOBER)**

Nothing was suggested.

*The Meeting closed at 20:40.*

Chairman: *Cllr Elizabeth Linton* Date: **28<sup>th</sup> October 2019**