



# EAST PRESTON PARISH COUNCIL

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## **MAJOR EVENTS COMMITTEE**

**MINUTES:** of the Committee Meeting held on Monday, 24<sup>th</sup> February at East Preston Infant School, Lashmar Road, East Preston at 19:00

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

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

Mrs Alison Roberts, Admin Assistant to the Council

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The meeting opened at 19:00.

### **159/20 APOLOGIES AND REASONS FOR ABSENCE**

All committee members were present.

### **160/20 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS**

No declarations were made.

### **161/20 PUBLIC SESSION**

No members of the public were present.

### **162/20 FUNDAY SUNDAY, 3<sup>RD</sup> MAY 2020**

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

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Cllr Gander reported the event was well on track. *Vintage Candy* was aware of the theme and was working on suitable material.

The committee AGREED to cap the tickets sold at 50. Any more than that and the Warren Room would become too cramped.

Cllr Chapman volunteered to decorate the venue on the day.

The office will produce some flyers for councillors to take to publicise the event.

Cllr Gander will forward the link to online Food Hygiene training again. Currently she and Mrs Roberts have the necessary certification. Mrs Roberts believed Ms Marriner of the Guides also had the necessary certification. People without the relevant certification would not be able to help in the preparation of the food.

In advance of a meeting Cllrs Gander and Linton had with a member of the public about Risk Assessments, the Clerk had suggested Risk Assessments should be reviewed by the whole committee and recorded as such within the Minutes. In order to be as up-to-date as possible, this should be completed at the meeting immediately before the event. Such Risk Assessments had already been being signed off by event-lead councillors.

Cllr Gander agreed to start thinking about whether or not a further *FunDay Sunday* event should be held later in the year, October perhaps.

**163/20 TUDOR TAVERN – V.E. DAY EVENT**

Mrs Maidens has met with MRs Roberts. As there were some concerns around the funding of the event, Mrs Roberts had suggested a Go/NoGo decision be made by Mrs Maidens at the end of February.

Paul Amoo had offered to help Mrs Maidens, but later in the process. He had suggested The Big Lunch be contacted as it provided guidance packs for street parties.

**164/20 EAST PRESTON FESTIVAL COMMITTEE**

Cllr Toney reported the Festival Committee was going to wrap its bunting around individual lamp-posts this year rather than stringing them between lamp-posts. This was believed to remove the need to get permission as there would be no wind implications with this plan.

The Clerk reported the Finance & General Purposes Committee had met on 17<sup>th</sup> February and considered a Grant Aid request from the Festival Committee to cover the costs of some children’s entertainment on Carnival Procession day, 13<sup>th</sup> June. This request had been agreed. The committee had expected to receive an application form for it to consider covering the insurance premium for this year. This had not yet been received but was still expected. The (F&GP) committee had agreed to invite the Chairman and Secretary of the Festival Committee (Kerry Frost and Janine Nicholson respectively) to its April meeting.

**165/20 EAST PRESTON FOOD & DRINK FESTIVAL, 29<sup>TH</sup> AUGUST 2020**

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

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Mrs Roberts provided lists of the businesses which had applied to take part. Cllr Linton led the committee through the lists, initially giving each business a Yes, No or Maybe, and secondly, drawing up a first cut of businesses to be invited to this year’s Festival.

Those businesses are:

<b>HOT FOOD</b>	<b>BARS</b>	<b>RETAIL</b>
Chu Chu Burmese Delicious Donuts DJs Spot Czech & Slovak People Don Quijote (Salsa Brava Ltd) Halloumilicious (incl. Prosecco Bike) Hey Amigo Hot Diggity Dog Mr Delicious Hog Roast † Ristorante Al Mare Street Food Spain Sussex Lamb The Forgotten Cuts Food Company The Outside Dining Room	Capital Cocktails (Cocktails only) Clockhouse Bar JJ’s Cider The Standard P  <b>CAKES ETC.</b>  Harrie’s Mobile Coffee Bar  <b>ICE CREAM</b>  Chopperwhoppers Ltd. Classic Ices	Butcher & Deli Charlene’s Chocolate Factory Cheesology Hardy’s Fudge Joie de Vin Jojo’s Candy Cabin Just Because Mesto Olive Oil Nibbs Gin Olives and Things Perfectly Preserved Pinch Seasonings Potty For Puds Sussex Bee Farm Zoe’s Waffle on a Stick

† = waiting for confirmation of an EP supplier’s availability first

The committee thanked Alison for her work on this.

A distinct “marketplace” area will be created in the car-park. This will hopefully address criticisms there were too few stalls last year offering food and drink to take home. Businesses going into the marketplace area will be decided nearer the time.

The Clerk reported he had met that morning with Charis Harbridge. Mrs Harbridge was representing Rev. Ham-Riche from St Mary the Virgin church. Rev. Ham-Riche was keen to work with the council in offering entertainment for children. Mrs Harbridge had suggested biscuit-icing could be an activity at the Food & Drink Festival. The committee AGREED unanimously such an activity would take away valuable stalls space on the Village Green and could also take sales away from businesses represented. There was also children’s entertainment booked for the whole event as reported above. The Clerk will politely turn down this offer from the church.

Mrs Roberts showed an example of a flyer produced on recycled paper. The committee felt it might work better with more colourful photographs chosen by us, whereas the printing company had chosen the photos for the example flyer. Mrs Roberts agreed to continue to pursue production of the flyer on recycled paper, the costs of which were likely to be covered by sponsorship anyway.

A full Risk Assessment will be presented to the committee in advance of the event. If any committee members have anything they particularly want to see covered by the Risk Assessment, they should contact the Council Office as soon as they can.

Cllr Linton raised the question of which councillor should lead on this event as she was keen to see a better spread of committee members leading on events. Cllrs Gunston and Chapman volunteered to co-lead this event.

#### **166/20 EAST PRESTON CHRISTMAS CELEBRATIONS – 21<sup>ST</sup> NOVEMBER 2020**

The following report was circulated in advance of the meeting:

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Cllr Linton will lead on this evening. Cllr Gunston said he was happy to lead the Conservative Hall part of this event.

Mrs Roberts reported she intended to send out invitations for stallholders to apply to be considered for the event on 27<sup>th</sup> February.

The expected line-up for entertainment in the Conservative Hall was, subject to change:

East Preston school choir – 11:30 – 12:15

The Cherubs (Kit Bradshaw and Aurora Chanson) – 12:30 – 13:15

Rusty Ukes – 13:30 – 14:15

“Lorna and Alan” (tbc) – 14:30 – 15:15

Rebekah and Grahan (Steel Pan Duo) – 15:30 – 16:15

Celebration Samba – 16:15 – 16:45 to be followed by leading the procession to the Village Green

Cllr Bowman said she was happy to liaise with the shops again. She and the Clerk agreed this should take place earlier this year and, as previously discussed, the letter would include a cut-off date for shops to ask for council help.

The meeting AGREED there must be a designated First Aid point. This could perhaps be in the Village Hall car-park.

As part of the conversation the Clerk had had with Mrs Harbridge, St Mary the Virgin church was also offering to run an activity to entertain children in the hall at Our Lady, Star of the Sea whilst those children wait for Father Christmas. The committee enthusiastically accepted this offer. The committee thought something involving gingerbread people might be an idea. [Clerk’s note: I have subsequently confirmed with the Deacon of Our Lady, Star of the Sea there would be no problem with one church running an activity in the other church.]

#### **167/20 MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> DECEMBER 2019**

The draft Minutes had been circulated to all councillors on 18<sup>th</sup> December asking for any comments to be submitted by 23<sup>rd</sup> December. The only response received was from Cllr Gander, “Minutes fine!”.

The committee AGREED the Chairman could sign the Minutes as a true record of the meeting held on 16<sup>th</sup> December. Cllr Linton duly completed this task.

**168/20    MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

All matters arising had already been covered above.

**169/20    NEXT MEETING (27<sup>TH</sup> APRIL)**

Nothing was suggested.

*The Meeting closed at 20:15.*

Chairman: ..... Date: **27<sup>th</sup> April 2020**  
Cllr Elizabeth Linton

Version	Date / Action	Changes from previous version (if any)
Draft	28/02/2020 / sent to Cllr Linton for initial approval	
	29/02/2020 / approved by Cllr Linton for distribution to all councillors	
	02/03/2020 / distributed to all councillors and officers	