



SANDGATE PARISH COUNCIL
Minutes of The Sea Festival and Events Committee Meeting
held on 9th September 2024 at 18:00

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**Chair: Councillor: Rosa Morris**

**Present: Councillors: Simon Horton, Susan Claris and Hazel Barrett**

**Deputy Clerk: Chani Sanger**  
**Public: One present**  
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Meeting started 18:00

1. **Nomination of chair for the duration of the meeting** – Councillor Rosa Morris
Proposed by Simon Horton
Seconded by Hazel Barrett
Agreed by all
2. **Apologies for absence-** Councillor Tim Prater
3. **Declaration of Interest** – none declared
4. **Minutes of the last meeting** – the minutes of the meeting held on 1 May 2024 were presented, approved as a correct record and signed.
Proposed by Rosa Morris
Seconded by Hazel Barrett
Agreed by all
5. **Sea Festival 2024**
It was noted that Councillor Tim Prater had circulated a report that outlined his feedback of the event. This was considered by the committee, and it was noted that a more thorough feedback meeting would be required. The committee brought forward their feedback from the event:
 - Meeting frequency: More meetings throughout the year are required and more councillors are needed on the committee.
 - Organising: The event needs to be organised more in advance.
 - Stewarding: The way stewards are utilised needs to be reviewed to ensure that all stewards are on the same page and following the event plan. This includes wearing high visibility jackets.
 - Volunteers: Napier Barracks provided helpful volunteers for the event and are keen to be involved in future events. It is important to get volunteer requirement advertised as early as possible. More volunteers will ensure shorter working times for individuals.
 - Raffle/barrow: Clearer signage is needed to properly advertise the raffle/barrow and show who the beneficiaries are.
 - Communication: Needs to be better communication on the day including all volunteers knowing who is responsible for what.
 - Crosskeys bus: Great initiative from Crosskeys, however poor usage due to poor weather.
 - Overall event: Very positive despite poor weather.

6. Planning for Sea Festival 2025:

The committee briefly mentioned aspects that would need to be considered for planning the next event:

- Pitch sizes
- Some stall holders have mentioned paying additional fees for their choice of pitch
- Additional charges for keeping vehicles on site during the event
- Parking on site only by prior agreement
- Assume no lights at Saga – will need to source our own lighting/power.
- Entrance to Saga will need to be better controlled
- Better briefing of controls in place
- List of registration numbers in alphabetical order
- Mission control – someone to be in library and someone to be on site
- Have toilets checked before event
- Remind neighbours of Castle Road car park and Granville Parade of road closures
- Parking tickets
- Feedback from stall holders
- Lights in Saga car park
- Better liaison with the Rowing Club

7. Date of Next meeting: TBC

The meeting ended at 18:40

Signed by the Sea Festival and Events Committee Chairman

Date