



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON WEDNESDAY 31ST OCTOBER 2012

PRESENT: Cllr. Mrs. J. Warr (Chairman) Cllrs: J. Brooks, Mrs. S. Daniells and P. Dillon

IN ATTENDANCE: Mrs. G. Frost, (Town Clerk)
Mrs. L. Gill, (Clerical Assistant)
I. Harding, Bognor Regis Chamber Of Commerce

The meeting started at 6.32pm

18. CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES FOR ABSENCE

The Chairman welcomed those present. No apologies had been received.

19. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Pecuniary and/or non-Pecuniary interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating:-

- a) The item they have an interest in
- b) Whether it is a non-Pecuniary interest and the nature of the interest
- c) Whether it is also a Pecuniary interest
- d) If it is a Pecuniary interest, whether they will be exercising their right to speak under Question Time.

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will take no part in discussion, nor vote on, the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Pecuniary and non-Pecuniary. These forms to be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

The Committee noted that there were no Declarations of Interest made at this point in the Meeting.

20. TO APPROVE THE MINUTES OF THE MEETING HELD ON 24TH SEPTEMBER 2012

The Minutes of the Meeting held on Monday 24th September 2012 were **AGREED** as an accurate record and were signed by the presiding Chairman.

21. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

21.1 Min 14. Sept 24th - Switch-on event.

Members **NOTED** that the Events Promotions and Publicity Committee have **APPROVED** the return of control of the Switch-on event to the Christmas Illuminations Sub-Committee for 2013.

21.2 Min 15 - 24th September 2012 - Sponsorship

The Sub-Committee **NOTED** that the donations from the Chamber of Commerce and Mrs Warr had now been received and it was **AGREED** to send a letter of appreciation.

22. CONSIDERATION OF BUDGET RECOMMENDATION FOR 2013 INCLUDING THE CHRISTMAS ILLUMINATIONS SWITCH ON EVENT

The Town Clerk reported that the current year's Revenue budget for the Christmas Illuminations Sub-Committee is £12,750 excluding any charges for Town Force time, which are budget neutral. It was recommended that this should be increased by £2,500 (funded from the budget vired over from the Events P&P budget for the Christmas Switch-on Event) for the 2013/2014 financial year. The budget for 2013 would therefore be £15,250 excluding Town Force charges.

The current year's Capital budget for the Christmas Illuminations Sub-Committee is £12,000. It was recommended that this should remain the same for the 2013/2014 financial year.

Members **RESOLVED** to **RECOMMEND** to the Environment and Leisure Committee that the Christmas Illuminations Sub-Committee Revenue budget for 2013 of £15,250 (excluding Town Force charges) to include provision for the Switch-on event

The Committee **RESOLVED** to **RECOMMEND** to the Environment and Leisure Committee that the Christmas Illuminations Sub-Committee Capital budget for 2013 remain at £12,000

23. UPDATE ON ADVERTISING BOARDS ON THE CATENARY WIRES

Cllr. Brooks reported that there are 12 sets of wires which could hold the display boards. A prototype board had been produced. Boards could be sold as a "Christmas card" from its sponsor with greetings such as "(name) wish you a Happy Christmas" or "Seasons Greetings from (name)". A minimum of 24 sides would need to be sold in order to be viable. Each card would cost in the region of £43.50, plus Town Force time to install and remove and would be sold for £75 + VAT for single side and £125 + VAT for double sided. Cards could be displayed for 28 days over the Christmas period. The lighting contractor had confirmed that the catenary wires would support the weight of the cards.

Following a lengthy discussion Members **AGREED** that Cllrs. Brooks and Dillon would investigate further any interest from businesses in Town and on the outskirts of town and gauge interest in sponsoring the cards.

(NOTE: It has since been established that under the terms of the existing licence we are unable to install the Christmas cards as they are deemed as advertising and for the same reason West Sussex County Council cannot issue a new licence as advertising is not permitted over the highway.)

24. UPDATE ON PURCHASE OF CHRISTMAS TREES INCLUDING SPONSORSHIP

Quotes for Christmas trees have been obtained from Elveden, Balcombe Estate and Alan Laing (who cuts at Goodwood). Alan Laing's prices were significantly lower than either of the other suppliers. Two 15ft trees have therefore been ordered at a cost of £90 + vat.

One of these trees is for the concourse (inside the Railway Station) and will be sponsored by The Picturedrome. Town Force will erect the tree and place crowd barriers round it. An advertising banner will be attached to the crowd barriers (to be provided by the Picturedrome). The other tree is for the Town Hall. An approach was made to the Senior Economic Development Officer at Arun District Council and he has kindly agreed to sponsor the Town Hall balcony tree. James Tyson of Merlin Lighting will erect the lights on both of these trees as part of his contract.

A 23ft tree has also been ordered at a cost of £150 + vat. This tree will be located in front of the William Hardwicke pub and will be sponsored by them as last year.

The cost for delivery of all 3 trees will be £260 which will be shared with Aldwick Parish Council whose tree has been ordered from the same supplier.

25. CORRESPONDENCE

The Correspondence was **NOTED**. (Appended to File copy of the Minutes)

GENERAL CORRESPONDENCE FOR CHRISTMAS ILLUMINATIONS SUB-COMMITTEE
31st OCTOBER 2012

1. Blachere - email re time to order Christmas Lights
2. Elveden Farms Limited - Christmas tree price list
3. Balcombe Estate Forestry & Sawmill - Christmas Tree Price List
4. Lamps & Tubes Illuminations Ltd - LED Solar Tree offer
5. Lamps & Tubes Illuminations Ltd. - Bargain Christmas Tree Light Sets offer