



BOGNOR REGIS TOWN COUNCIL

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CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON WEDNESDAY 18th MARCH 2009

PRESENT: Cllr. G. Burt (Chairman) (during Min. 66), Cllrs: Mrs. E. Anderson, Mrs. S. Daniells, P. Dillon (to Min. 72), D. Eldridge and Mrs. J. Warr (to Min. 72)

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mrs. S. Holmes (Events Officer)
Mr. A. Holmes (Electrical Contractor) and Mr. I. Harding (Chamber of Commerce representative) - co-opted members

The Meeting opened at 6.37pm

61. In the absence of the Chairman the Vice-Chairman, Cllr. Mrs. Anderson took the Chair.

62. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

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

63. **DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of personal and/or prejudicial 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 personal interest and the nature of the interest
- c) Whether it is also a prejudicial interest
- d) If it is a prejudicial 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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. 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.

Mrs. Holmes declared a Prejudicial Interest as her son is a Director of Leaderboard Sports (UK) Ltd., the Town Council's Electrical Contractors until May 2009 and Mrs. Holmes is Company Secretary

Those present noted that there was one Declaration of Interest made at this point in the Meeting.

64. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21st JANUARY 2009

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 21st January 2009 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

65.1 21st January - Min. 54.2 Correspondence from local retailer regarding electrical boxes

The Deputy Town Clerk advised that as a result of discussions with W.S.C.C. regarding this matter, it may be preferable to contact individual property owners that have boxes etc. attached to their premises as and when it is necessary for any works to be carried out. A letter advising of any necessary works would be sent as a courtesy to keep the property owner fully informed. This was AGREED.

65.2 21st January - Min. 50.8 A5 poster to identify sponsors support

The Events Officer reported that this had not been done as yet, but it was in hand.

65.3 21st January - Min. 56.3 Switch-on Celebrity

It was reported that contact had again been made with a local celebrity who had advised that his availability to attend the Switch-on would be dependant upon his work commitments at this time.

65.4 20th August - Min. 20.3 FOC Bespoke Motif

The Deputy Town Clerk reminded the Sub-Committee that the Festive Lighting Company had offered to supply a FOC bespoke motif to the Council in 2008. This had been put on hold until a decision about the new Town Council marketing logo had been made by the Promotions and Publicity Committee. It had been suggested that this design could be used providing it was simple enough to reproduce. The Events Officer advised that a decision on the marketing logo had not yet been reached by the Promotions and Publicity Committee so this would need to be referred to a future meeting.

66. PEA LIGHTS IN HIGH STREET TREES - TO RATIFY EXPENDITURE FOR REPLACEMENT MIN. 55.1 REFERS

66.1 The Deputy Town Clerk reported that upon investigation it had been established that it would not be cost effective to repair the pea lights in the High Street trees. These had been installed five years ago and this particular make is no longer manufactured. Having spoken to the Chairman, the Deputy Town Clerk had obtained the cost of replacement strings and had advised the Sub-Committee by email of the proposal to purchase new lights for six of the High Street trees at a cost of £1,432.56. This would be funded with £500 being taken from the Pea lighters and Up lighters budget and the remaining £932.56 being funded from the Rolling Capital Programme. Despite there being seven trees in the High Street, the tree outside Quality Seconds was felt to be too small to take pea lights at this time. In order to redress the trees with the new lights prior to the return of the leaves, it was necessary to proceed with the order prior

to this meeting. The Deputy Town Clerk therefore requested that the Sub-Committee ratify this expenditure. This was **RESOLVED**.

- 66.2 In answer to a query the Deputy Town Clerk confirmed that the original pea lights would be removed from the trees and stored in the hope that the working sections could be made up in to strings to be used elsewhere in the town at a future date.

67. **FURTHER CONSIDERATION OF WAY FORWARD FOR 2009 INCLUDING**

67.1 **Consideration of quotations from potential contractors (if available) - Min. 56.1 refers**

The Deputy Town Clerk reported that only one quotation had been received to date and requested that this item be deferred until the next meeting to allow time for further quotations to be submitted.

67.2 **Reply from Festive Lighting Company regarding discount offered for extension of first three years Hire Agreement - Min. 56.2 refers - copied to Sub-Committee**

The reply from The Festive Lighting Company to the Sub-Committee's request for additional discount to be given on the extension of the Hire Agreement for a further year for the London Road displays was noted as being received. The letter stated that further discount would not be available as a full refurbishment of all displays is undertaken coming off hire if the option to purchase is not taken up. This means the motif is virtually new on re-hire. Also, the cost of a 1 year term of hire would be significantly more so the offer of a 10% reduction on the originally annual hire charge actually represents a discount of 21.5%. It was also pointed out that one year contracts are less desirable from the Company perspective and would normally command a higher premium than 3 year contracts due to the very nature of the short term contract. Members noted the response and the Deputy Town Clerk was thanked for her efforts in trying to negotiate better terms with the Festive Lighting Company on the Council's behalf.

67.3 **Children's Design a Christmas Motif Competition consideration of cost to have frames manufactured (if available) - Min 56.4 refers**

The quotation to manufacture and supply an aluminium frame of the winning design incorporating coloured plastic inlays at a cost of £480 per frame was noted as being received. Concern was expressed at the level of this expenditure, which it was felt was excessive if the frames were only going to be used on the one occasion. In answer to a query about approaching a festive lighting supplier to quote for the work, the Deputy Town Clerk pointed out that this had been investigated before, but the bespoke motif would need to be submitted to the company in July. It had been felt in the past that this was too early and it was unlikely that the same level of support would be received for the competition from local schools if teachers had to fit this into their curriculum in the summer term. Members considered whether alternative options might be available and following further discussion, it was **RESOLVED** not to proceed with the competition to design a Christmas motif this year. It was suggested that as an alternative, the possibility of a Christmas card competition could be considered instead.

(NOTE: The proposal for a Town Council Christmas card was considered by the Promotions and Publicity Committee at their last meeting.)

68. **REVIEW OF LEVEL OF INSURANCE HELD FOR CHRISTMAS ILLUMINATIONS**

- 68.1** The Deputy Town Clerk reported that when the Town Council took over the Christmas lights back in 2005, it was agreed that the existing displays, wires and fixings etc. should be insured to the value of £20,000. As these displays were no longer used within the town, the Deputy Town Clerk queried whether the level of insurance cover could now be reduced to reflect this. Following some debate, the Sub-Committee **RESOLVED** that the level of cover for these items should be significantly reduced.

(**NOTE:** Investigation into ensuring adequate cover remains for all catenary wires and fixings will be undertaken prior to reduction in this cover being implemented. The level of cover will then be reduced accordingly.)

- 68.2** It was suggested that in view of the windy weather conditions that can arise during the winter months investigation into the cost of covering the Christmas illuminations for storm damage be undertaken. This was **AGREED**.

69. CONSIDERATION OF RISK ASSESSMENT FOR BANNERS

The Events Officer circulated copies of the Risk Assessment she had prepared for the display of banners on the Town Council's catenary wires. The Events Officer was thanked by the Sub-Committee for her preparation of the document.

Comment was made regarding whether the use of ladders would be appropriate in displaying banners on the catenary wires. Following further discussion, it was **AGREED** to amend the document to incorporate a restriction on the use of ladders above an appropriate height and in a suitable situation.

70. SWITCH-ON ENTERTAINMENT INCLUDING

70.1 Report from Events Officer

The Events Officer reported that she had contacted the owner of the Fair Ground Organ and arranged a meeting to discuss possible hire for the Switch-on event.

Members were pleased to note that the owners of the William Hardwicke had agreed in principle to use of their raised patio area for the Switch-on event and would welcome the opportunity to discuss this in more detail.

70.2 Further consideration of application for Performing Rights Society Licence and Public Performance Licence - Events Officer to report Min. 50.4 refers

Members noted that a Performing Rights Society Licence and Public Performance Licence would both be needed to enable piped music to be played in London Road during the festive period. An annual licence or a permit for the number of relevant days that music would be played could be purchased with the cost being relative to the area where the music would be audible. The Events Officer would try to measure the area affected before the next meeting so that detailed costs could be obtained. Members agreed that it was important to try to lift the spirits of retailers and shoppers in these difficult times. Mr. Harding advised that he had a large selection of Christmas music and would be happy to make up some tapes if the Sub-Committee decided to proceed with this proposal. Mr. Harding was thanked for his kind offer.

71. CORRESPONDENCE

- Scottish and Southern Energy - Unmetered Supply Certificate
- City Illuminations Ltd. - details of the services they offer

- Gala Lights Ltd. - details of the services they offer
- Festive Lighting Company - copy of Festive News Issue I, January 2009
- Lamps and Tubes Illuminations Ltd. - details of Christmas decoration clearance sale
- Lumalite - End of season price list and catalogue

72. *Cllrs. Dillon and Mrs. Warr gave apologies and left the meeting at 7.15pm*

73. **DATE OF THE NEXT MEETING**

The Sub-Committee would meet again on Wednesday 8th April 2009 at 6.30pm in the Council Chamber (subject to availability).

(**Note:** The Council Chamber has now been booked for this date.)

The Meeting closed at 7.20pm