



BOGNOR REGIS TOWN COUNCIL

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CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON WEDNESDAY 20th AUGUST 2008

PRESENT: Cllr. G. Burt (Chairman), Cllrs: Mrs. S. Daniells and D. Eldridge

IN ATTENDANCE: Mrs. G. Frost (Deputy Town Clerk)
Mrs. S. Holmes (Events Officer)
Mr. A. Holmes (Electrical Contractor)

The Meeting opened at 7.00pm

15. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllrs. Ms. E. Anderson and Mrs. J. Warr.

16. 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 and Mrs. Holmes is Company Secretary

The Sub-Committee noted that there was one Declaration of Interest made at this point in the Meeting.

17. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18th JUNE 2008

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 18th June 2008 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

18.1 18th June - Min. 4 Chamber of Commerce Representative

The Deputy Town Clerk reported on an email received from Mr. Peter Wells confirming that he would be unable to continue to represent the Chamber of Commerce on this Sub-Committee due to his other commitments. Mr. Wells would contact the Chamber to request that they appoint another representative.

18.2 18th June - Min. 6.1 Electricity costs for Queensway

Members were delighted to note that confirmation had been received from the Agents of the Fitzleet Estate that the landlord had agreed to pay for the electric in respect of the new LED lights in this area. The Deputy Town Clerk was asked to write to thank him for his kind offer.

19. SALE OF UNWANTED DECORATIONS - CHAIRMAN TO UPDATE MIN. 6.3 REFERS

The Chairman advised of the problems that he had experienced with this website. Following the concern raised at the last meeting regarding liability that may fall upon the Council if decorations were not tested prior to being offered for sale, he had now investigated this further. The company had advised him that the condition of the product should be stated on the ad and whether the part is working, in need of repair and whether it is PAT tested or not, just as a safeguard. This was noted.

20. UPDATE ON CHILDREN'S DESIGN A CHRISTMAS MOTIF COMPETITION AND ALTERNATIVE LOGO/CHRISTMAS MESSAGE - MIN. 7 REFERS

20.1 The Sub-Committee noted the correspondence from Mr. Hay requesting as much time as possible to manufacture the motif to ensure that this is completed in plenty of time prior to the Switch-on. Mr. Hay has also confirmed that he would be happy to meet with Mr. Holmes and the Sub-Committee to choose the winning design shortly after the closing date for entries.

20.2 The Deputy Town Clerk confirmed that the first letter regarding the competition had been sent out to schools towards the end of June and a further letter would be sent following the summer holidays.

20.3 Members noted that the Festive Lighting Company had confirmed that the manufacture of the FOC bespoke motif will be put on hold until 2009. This would allow the Sub-Committee more time to consider how they wished to proceed.

Whilst writing, the Sales Manager had queried whether the Sub-Committee intended to continue with The Festive Lighting Company or go out to tender again as this was

the last year of the first hire agreement. The Deputy Town Clerk advised that she had sought clarification as to whether there was an option to buy the London Road displays at the end of the agreement or extend the current contract for a further year. The Sales Manager had confirmed that the current displays could be purchased at 75% discount of the trade price at the time of hiring and there is also the option of an extension of the contract for another year. Members felt that to purchase displays that would be three years old and prone to failure would not be cost effective. There would also be the problem of storage should these be purchased outright. It was therefore **AGREED** that the Sub-Committee would take a view on this at their first meeting in the New Year and decide how they wished to proceed.

21. ROLLING PROGRAMME OF REPLACEMENT INCLUDING:-

21.1 To note approval by P&R Committee of supplementary funding up to the value of £4,300

This was noted.

21.2 Copies of a draft Income and Expenditure report were circulated to those present showing estimated expenditure to date and the balance of estimated funds available.

21.3 Consideration of quotations for works to electrical boxes - Min. 9 refers

The Deputy Town Clerk detailed the two quotations that had been received and highlighted the differences in the specifications. One company had suggested the installation of new boxes, which would also incur a charge for the service transfer from the old festive controllers to the new units. The other quotation received was for replacing the equipment and wiring in the existing boxes. Members felt that although it would be good to replace the existing boxes with new, the budget available would not cover this expenditure. The option of carrying out works to the existing boxes was therefore the Sub-Committee's preferred choice. Following further discussion, it was **RESOLVED** to accept the quotation from Electrical 1 to carry out the required works to the existing boxes at an estimated cost of £435.00 per box. The Sub-Committee noted that clarification had been sought from Electrical 1 that the 16 amp socket outlets on each of the boxes, will also be checked as part of the works and included as part of the certification. However if any are found to be faulty, these will also be replaced as required at an additional cost.

21.4 Consideration of updated quotation for replacement stainless steel catenary wires - Min. 9 refers

The Sub-Committee noted that nine of the existing galvanised wires needed to be replaced with stainless steel. These were located at the following locations:

1 at Print In, 1 at Bon Marche across to Abbey, 1 at Greggs, 1 at Mothercare, 1 at Boots, 2 at Travel Care, 1 at Tesco Express and 1 at Clarkes Estate Agents.

The estimated cost of the replacement wire, strainers and fixings plus the chemical anchor would be £98.65 per site making a total cost of £887.85. However, Mr. Holmes advised that the cost of the wire could be subject to change due to increasing steel costs. This work would be completed as part of the installation of the Christmas lights this year, therefore the labour cost for this work would be included in the annual contract price. This was **RESOLVED**.

22. FESTOON LIGHTING FOR STATION ROAD AREA INCLUDING:-

22.1 Update on current stock holding and consideration of costs to purchase additional strings if required - Min. 10 refers - Mr. Holmes to report

Mr. Holmes reported that it would not be cost effective to use the festoon lighting in stock as this would all need to be tested and repairs undertaken. The cost of new festoon lighting would be approximately £75.00 per string and 4 strings would be required to complete the displays at the top end of London Road. The estimated cost would therefore be £300. If the Sub-Committee were to agree to festoon lighting for this area, a saving would also be made as the budget set aside for parts to repair the older displays that are usually erected in this area would no longer be required.

22.2 Consideration of installation of single stainless steel catenary wires in Station Road area to allow a reduction in the quantity of new wire needing to be purchased - Min. 10 refers

Members noted that further savings could be achieved on the cost of the replacement catenary wires. The wires located at both Tesco Express and Clarkes Estate Agents were currently double strings, one already being stainless steel and the other currently galvanised. The wires that are also due to be replaced and fixed to the premises next to Johnstons Domestic Appliances following their request for these to be removed, are also a double string - the replacement of one of these wires with stainless steel has already been paid for as part of last years contract. If the Sub-Committee decide to proceed with the festoon lighting, then three wires would not be required as these sites would only require a single wire. These savings of approximately £300 would effectively cover the cost of the 4 new strings of festoon lighting at the top end of London Road. Members agreed that this was the most cost effective option and **RESOLVED** to proceed with the provision of festoon lighting for this area.

22.3 The Chairman referred to the draft Income and Expenditure account and suggested that with the rising cost of electricity the estimated figure detailed should be increased to £800 to ensure sufficient funds were available to cover this expenditure. The estimated figure for parts of £650 would also no longer be required as the new festoon lighting would be replacing the older displays at the top of London Road and Station Road. It was suggested this should be reduced to £200 rather than being removed from the budget completely. The suggested amendments to the I&E account were AGREED.

23. ALDWICK ROAD SHOPPING AREA - CONSIDERATION OF QUOTATIONS FOR INSTALLATION AND REMOVAL OF STARBURST DISPLAYS - MIN. 11 REFERS

The two quotations received for the installation and removal of the Starburst displays at Aldwick Road shopping area were detailed by the Deputy Town Clerk. It was **RESOLVED** to accept the quotation from Leaderboard Sports (UK) Ltd. to undertake this work at a cost of £350.00 plus VAT.

24. PURCHASE OF CHRISTMAS TREES

Members were pleased to note that Frank R Hay & Sons Ltd. had confirmed that they would be willing to sponsor the tree at the Railway Station again this year. The Events Officer had contacted the Manager of The William Hardwicke Public House to establish whether they would again be willing to sponsor a tree on their patio. A response was still awaited. The Sub-Committee noted the estimated cost for the trees for the Town Hall balcony, Railway Station forecourt and the patio at the William Hardwicke to include delivery and erection charges. Following some discussion, it was **RESOLVED** to approve the purchase of the three Christmas trees from

Goodwood Estate subject to confirmation being received from The William Hardwicke of their sponsorship. If this was not forthcoming a tree would not be purchased for this area. Arrangements would be made for delivery of the trees for the week commencing 24th November. Contact would also be made with Brandon Hire to see if they would be willing to supply Herras fencing as they had kindly done on a sponsorship basis in previous years. This is used to protect the trees at the Railway Station and William Hardwicke following their installation.

25. FUNDRAISING - EVENTS OFFICER TO REPORT

The Events Officer advised on the difficulties in obtaining sponsorship from local businesses. Comment was made that most events in the summer months are free events and consideration could be given to holding smaller events out of season, in the down time to help raise funds and ease the burden on the Council's finances. The Events Officer requested that the Sub-Committee give this matter some thought. The possibility of holding a joint fundraising event with the Seafront Lights Group was suggested by the Events Officer and was one option that may be worth further consideration.

The Chairman advised that he had a database of all the local businesses and confirmed that he would be happy to do an appeal letter and prepare the envelopes to seek support for the Christmas lights from the traders. The Sub-Committee was grateful to the Chairman for his offer, but the Events Officer stressed the need for the Sub-Committee to think about other ways of fund raising as well, as many organisations were seeking support from the traders in these increasingly difficult times.

26. FURTHER REVIEW OF RISK ASSESSMENT FOR CHRISTMAS LIGHTS MIN. 52.5 DECEMBER 07 REFERS - EVENTS OFFICER TO REPORT

The Events Officer circulated copies of the new draft Risk Assessment to those present. Members were asked to take time to read the document over the next couple of days and raise any queries or pass any comments to the Events Officer by the end of the week. The document would then be sent to Zurich, the Town Council's insurers and also to Peninsula, Health and Safety Consultants for their approval. The Events Officer stressed that health and safety responsibilities cannot be passed on to a contractor and that both parties have duties under health and safety law. It is important therefore that risk assessments are drawn up in consultation with contractors. It was noted that the Risk Assessment would be reviewed again in January 2009.

The Events Officer would now be working on a Risk Assessment for the Christmas trees, which was also a complex document and once completed this, would be circulated to Councillors for their consideration. A vote of thanks was recorded to the Events Officer for all her work in the preparation of the Risk Assessment.

27. SWITCH-ON ENTERTAINMENT - REPORT FROM EVENTS OFFICER

Contact had been made with the Chamber of Commerce to request some financial support towards the Christmas Grotto, however they had responded advising that their funds are limited and they are not in a position to make a financial contribution at this

time. The Events Officer had also written to Digital Satellite Services who had sponsored the Grotto last year, but no response had been received to date.

The lantern making sessions had now been booked and the Events Officer was looking into ways that the road train could transport Father Christmas and the pantomime characters from the theatre to the top of London Road without the need for a road closure. This could only be considered if a safe route could be found. The Events Officer was looking at the possibility of using York Road then into Bedford Street, moving along to the top of London Road where the road train would then join the 'Lantern procession' before making it's way down London Road.

A meeting has been arranged with Max Cole who has confirmed that he is happy to bring in his children's rides to London Road which will bring in some income. However, the issue of adequate electricity supply still needed to be addressed. Shirley Hardy had confirmed to the Events Officer that she would be willing to supply some gifts for the Christmas Grotto. Members noted that the Art of Dance singers had agreed to perform again this year and other groups were being approached so that entertainment could be provided during the day. Arun District Council had agreed that the Town Council could undertake a Street Collection again this year. A tombola and raffle would also be held on the day in the theatre. The Events Officer had contacted the Rotary Club and was awaiting confirmation that their sleigh will be ready and able to take part in the Switch-on event this year. A Councillor commented on the need to try to promote the Christmas Grotto more and suggestions were made regarding the possibility of having a two tiered pricing structure, which would enable a child to receive either a gift or a lollipop from Santa dependant upon the price paid. Concern that the logistics of this would need careful consideration was stressed.

The Events Officer advised that any assistance Councillors were able to give on the day would be appreciated.

28. *Cllr. Eldridge gave his apologies and left the meeting at 8.05pm*

29. **CORRESPONDENCE**

- Gala Lights - details of offers on refurbished motifs and 15 watt 'BC/ES' Golf Ball lamps
- Festive Lighting Company - Festive News, Issue 2, July 2008 and copy of new 2008/2009 catalogue and price list
- Lamps & Tubes Illuminations Ltd. - details of blue and white animated light sets for Christmas trees
- International Components Ltd. - details of LED and low voltage tree lighting products
- Lumalite - catalogue, price list and product information
- Merlin Lighting - details of new website
- SLCC National Forum - email with details of Christmas lights for sale by Barwell Parish Council
- Smart City Dressing - Christmas Street Dressing and Building and Floor Projection details

30. **TO CONSIDER PROPOSAL FOR 6.30PM START TIME FOR FUTURE MEETINGS**

As a quorum was not present for consideration of this item, it was **RESOLVED** to **RECOMMEND** to the E&L Committee approval of a 6.30pm start for future meetings.

- 31.** A Councillor referred to a previous suggestion from the Events Officer to host a reception for sponsors who support Town Council events/functions to the value of £100 and over. Another alternative could be a presentation to businesses incorporating photographs as added interest on the events that the Council holds with ideas of how they could become involved. The Events Officer suggested that the Business Partnership meetings that are held on a quarterly basis may be a better option and it was suggested that the Events Officer establish when the next meeting is to be held so that the Chairman could attend.

32. DATE OF THE NEXT MEETING

The Sub-Committee AGREED to meet again on Wednesday 15th October 2008 at 6.30pm in the Council Chamber (subject to availability).

Note: The Council Chamber is not available for this date, so the meeting will be held in the office of the Events Officer.

The Meeting closed at 8.15pm