



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road
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Dear Sir/Madam

MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE

I hereby give you Notice that a Meeting of the Events, Promotion and Leisure Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at 6.30pm on MONDAY 10th DECEMBER 2018

All Members of the Events, Promotion and Leisure Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted, as set out hereunder. An opportunity will be afforded to Members of the Public to put Questions/Statements to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements. These should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

DATED THIS 3rd DECEMBER 2018

CLERK TO THE COUNCIL

AGENDA AND BUSINESS

1. **Chairman's Announcements and Apologies for Absence**
2. **Declarations of Interest**

Members and Officers are invited to make any declarations of Disclosable Pecuniary or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent.

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Members and Officers should make their declaration by stating:

 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
- 3. To approve the Minutes of the Meeting held on 8th October 2018
- 4. Adjournment for public question time and statements
- 5. **Clerk's report from previous Minutes**
- 6. Allotments Sub-Committee - Consideration of the Resolutions Recommendations and Reports in the Notes of the Meeting held on 13th November 2018
- 7. Update on events programme for 2018 including ratification of any decision where required - report by Events Officer
- 8. Consideration of allocation of Town Force time for Town Events 2019
- 9. Update on proposal for an event on the Promenade - Min. 38 refers
- 10. Consideration of costs for marquees or enclosed structures for use during bad weather - Min. 50.5 refers
- 11. Consideration of format and quotations for Events Guide 2019 including review of 2018 entry into "**Places to Visit Sussex**" and consideration of 2019 publication
- 12. Further consideration of the utilisation of the additional budget of £8,329.06 for an event related purpose including possible joint partnership event with the BID - Min. 53 refers
- 13. Consideration of proposal by Cllr. Brooks regarding Sussex Top Attractions
- 14. Consideration of proposal from a local artist for the Town Council to hold an annual event
- 15. To note correspondence
- 16. Date of next Meeting Monday 11th February 2019

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED



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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 8th OCTOBER 2018

PRESENT: Cllrs: Mrs. S. Daniells (Chairman), J. Brooks, A. Cunard,
P. Dillon (until Min. 53) and S. Goodheart

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
1 Councillor in the public gallery

The Meeting opened at 6.30pm

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

The Chairman welcomed those present and read the opening statement. Apologies for absence were received from Cllr. Batley who was working.

In the absence of the Vice-Chairman, Cllr. Enticott, Members AGREED that Cllr. Dillon would act as Vice-Chairman for the meeting.

46. **DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary 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 Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public 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 neither take 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 Disclosable Pecuniary and Ordinary. These forms should 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 Disclosable Pecuniary Interests, or Ordinary Interests notifiable under **the Council's Code of Conduct, not already recorded on their Register of Interests Form**, within 28 days.

The Chairman reminded Members to declare their interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Goodheart declared an Ordinary Interest in Agenda item 10 due to his involvement with ROX

Cllr. Brooks declared an Ordinary Interest in Agenda item 6 due to his involvement with Armed Forces Day

Cllr. Dillon declared an Ordinary Interest in Agenda item 6 due to his involvement with Armed Forces Day

47. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6th AUGUST 2018

Cllr. Cunard asked for it to be noted that, although not listed in the Minutes as circulated, he was present at the meeting on the 6th August 2018.

It was subsequently RESOLVED that, subject to the amendment noted above, the Minutes of the Meeting held on 6th August 2018 be APPROVED by the Committee as a correct record and they were signed by the Chairman.

48. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of public present and no written questions had been received.

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

Min. 31 - 6th August 2018 - To receive a presentation from Vinco Marketing regarding the Love Bognor initiative and to make recommendations regarding future partnership work in **accordance with the Council's Partnership Promotion and Sponsorship Policy**

Further to the presentation by Vinco Marketing at the last meeting and following discussion, Members asked for Bognor Today to be invited to give a presentation to the Committee at a future meeting.

50. PROPOSALS FOR EVENTS PROGRAMME FOR 2019 AND REQUIRED BUDGETS - REPORT BY EVENTS OFFICER

The Events **Officer's report was noted.**

50.1 Following discussion, Members RESOLVED to RECOMMEND to the Policy and Resources Committee the following budgets for the 2019/20 financial year:

Book Day	£3,500
Drive Through Time	£3,500
Proms in the Park	£2,500
Funshine Days	£6,500
Armed Forces Day	£1,000
Christmas Illuminations Switch On	£2,500

With regard to the content of the 2019 events, the Committee RESOLVED, subject to the ratification of the proposed budgets, the following:

50.2 Book Day - Members AGREED for the Events Officer to invite members of the public for their comments through social media and the local press on the following book themes plus any suggestions from members of the public:

- Noddy
- Peppa Pig
- Mary Poppins
- Dumbo
- Postman Pat
- Harry Potter
- Mr. Men

50.3 Drive Through Time - Members AGREED to relocate the event to the seafront Esplanade and Prom. A Member asked that the accountant be asked to clarify whether the costs of the big screen could be termed as sponsorship as he considered it a discount as no actual funds had been paid to the Town Council.

50.4 Proms in the Park - Members AGREED to hold the event in September and to tie in with the live BBC broadcast via a big screen. Furthermore, it was AGREED that the band from the twinning town of Weil am Rhein be invited to perform at the event.

50.5 Funshine Days - Members AGREED to return to the original Funshine Day schedule of 4 weeks of 5 days. Members further AGREED to investigate the costs for marquees or some sort of enclosed structures for use during bad weather.

50.6 Armed Forces Day - Members AGREED that the role of the Town Council in regard to the AFD event should move away from being the organisation

responsible for the official planning and Health & Safety to a more advisory relationship with financial support for the event and that from 2020, applications for funding would need to be by way of a Grant Aid application.

- 50.7 Christmas Illuminations Switch On - Members asked for Officers to research the cost for inviting a celebrity to switch on the 2019 Christmas illuminations.

51. UPDATE ON EVENTS PROGRAMME FOR 2018 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED - REPORT BY EVENTS OFFICER

The Events Officer's report was noted together with a further verbal update on the Events Programme for 2018 as follows:

- 51.1 WW1 Commemorations - Members AGREED not to read out the list of names of Bognor Regis soldiers killed in WW1 prior to the lighting of the Beacon. Members further AGREED to donate a Silent Soldier after 31st December 2018, to be housed at the Aldwick Royal British Legion. Members also AGREED to RECOMMEND to the Policy and Resources Committee that £1,000 be vired from this Budget to the Christmas Illuminations Switch On event.
- 51.2 Christmas Illuminations Switch On - Members AGREED to charge a nominal entry fee of £1.00 for the Christmas Grotto.

52. UPDATE ON CHRISTMAS LIGHTS 2018 INCLUDING MEETING WITH CHICHESTER UNIVERSITY ON THE 23rd AUGUST 2018 - MIN. 16 REFERS

The Projects Officer's report was noted.

53. CONSIDERATION OF THE UTILISATION OF THE ADDITIONAL BUDGET OF £8,329.06 FOR AN EVENT RELATED PURPOSE - MIN. 32 REFERS

Cllr. Dillon left the meeting during this item and Members AGREED that Cllr. Goodheart would act as Vice Chair for the remainder of the meeting

The Projects Officer's report was noted.

Members considered a number of suggestions which included, a soap-box race, big wheel and roller rink. Following discussions, Members AGREED for further research to be undertaken on the above suggestions, regarding costs and logistics and for the issue to be brought back to the Committee for further consideration.

54. UPDATE ON MEETING HELD WITH ROX CHARITY TO EXPLORE A 3-YEAR PARTNERSHIP TO DELIVER A FESTIVAL EVENT - MIN. 40 REFERS

The Projects Officer's report was noted.

Members AGREED to adjourn the meeting at 7.54pm to allow the Councillor who had brought the Motion, seated in the public gallery, to make a statement

Cllr. Goodheart, having previously declared an Ordinary Interest in this Agenda item, made a statement and elected to leave the meeting whilst the item was debated

The Chairman re-convened the meeting at 8.00pm

A lengthy discussion took place and a number of comments, questions and recommendations were considered:

- ROX events were very popular and the ROX organisation has a lot of public support
- If a major event has guaranteed funding for a fixed period it gives confidence to other funders when seeking match funding
- The idea of a partnership with ROX to test the water for future partnerships and joint ventures is a good idea
- Concerns that the original proposal was for £10k per annum but ROX have asked for this to be increased to £20k per annum
- The nature of the relationship with ROX in the past
- Concerns that ROX cancelled the Halloween event at short notice
- £20k per annum for one event eclipses the Town Council's own events that have to work on a much smaller budget
- If the Council were to look at a 3-year partnership funding deal should other organisations be invited to put proposals to the Council
- Should the Council be committing the next administration to a 3-year deal
- Should such a decision be made by only 3 Councillors

Following the debate, Members AGREED that, at the current time, the Council should not restrict itself to working in partnership with ROX to facilitate a festival event.

However, Members did AGREE to RECOMMEND to the Policy and Resources Committee that a sum of £10k per annum for a 3-year funding agreement be allocated in the budget beginning in the municipal year 2019/20, to explore the possibility of setting up a 3-year agreement with either an in-house or external partner to deliver an event as agreed by this Committee and to invite applicants to bid for the fund.

Cllr. Goodheart re-joined the meeting

55. FURTHER CONSIDERATION OF THE PROPOSAL TO HOLD A COMMEMORATION EVENT TO MARK HOLOCAUST MEMORIAL DAY IN JANUARY 2019 - MIN. 42 REFERS

Members AGREED to adjourn the meeting at 8.19pm to allow the Councillor who had brought the Motion, seated in the public gallery, to make a statement

The Chairman re-convened the meeting at 8.23pm

The Projects Officer's report was noted and following discussion, Members AGREED to mark the Holocaust Memorial Day by holding a low-key event prior to the Full Council Meeting nearest to the official commemorative date of the 27th January 2019. Four leaders of different faiths will be invited to say a prayer prior to the start of the meeting and members of the public will be invited to attend. The Mayor will be invited to lead on the proceedings. No cost is anticipated.

56. TO NOTE CORRESPONDENCE

The Committee noted receipt of the correspondence list, previously circulated.

57. DATE OF NEXT MEETING

Monday 10th December 2018.

The Meeting closed at 8.32pm