



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON TUESDAY 23<sup>rd</sup> MARCH 2021**

### **PRESENT ONLINE:**

Cllr. K. Batley (Chairman); Cllrs; J. Brooks,  
J. Erskine, S. Goodheart, W. Smith, Mrs. S. Staniforth,  
M. Stanley and Mrs. J. Warr

### **IN ATTENDANCE ONLINE:**

Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)  
Mrs. J. Davis (Hosting the Meeting)  
3 members of the public attended via Zoom (at start of  
meeting)  
13 members of the public viewing via Facebook (at  
start of meeting)

### ***The Meeting opened at 6.32pm***

#### **141. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, live streamed via Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies had been received from Cllr. Mrs. S. Daniells.

The Chairman drew Member's attention to the fact that it was the anniversary of the UK's first COVID Lockdown and proposed to conclude business by 7.55pm and close the meeting to allow participation in the "Beacon of Remembrance", a nationwide initiative to hold a door-step vigil for remembrance and reflection.

The Chairman requested a recorded vote for this item:

Cllr. Brooks:	Abstain
Cllr. Erskine:	Agree
Cllr. Goodheart:	Abstain
Cllr. Smith:	Agree
Cllr. Mrs. Staniforth:	Agree
Cllr. Stanley:	Agree
Cllr. Mrs. Warr:	Agree
Cllr. Batley:	Agree

Therefore, Members **AGREED** to conclude business by 7.55pm and close the Meeting to allow participation in the "Beacon of Remembrance", a nationwide initiative to hold a door-step vigil for remembrance and reflection.

## **142. DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

As noted on the Agenda, 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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting 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.

As per the Agenda, it is each Member's own 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. Brooks declared an Ordinary Interest in Agenda item 8 as a provider of event services***

**143. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18<sup>th</sup> JANUARY 2021**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 18<sup>th</sup> January 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 18<sup>th</sup> January 2021 as an accurate record of the proceedings and the Chairman duly signed them.

**144. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS**

No public questions or statements had been received.

**145. CLERK'S REPORT FROM PREVIOUS MINUTES**

**145.1 Christmas Illuminations - 18<sup>th</sup> January 2021 - Min 132.1 refers**

Members requested a letter be sent to the BID thanking them for the additional enhancements they provided throughout the Town. This has been actioned.

**145.2 Place branding - 18<sup>th</sup> January 2021 - Min. 140 refers**

This item was deferred from the January Meeting. However, the item has since been dealt with by Full Council having been referred from the Policy and Resources Committee Meeting held on 19<sup>th</sup> January 2021.

At the Council Meeting held on the 8<sup>th</sup> March 2021 (Min. 360.10) refers Members agreed that the Town Council adopt and implement the Place Branding Core Values, with BRTC to receive a quarterly report from the Bognor Regis Regeneration Board (BRRB) on Place Branding including:

- Feedback (both positive and negative)
- Examples of Place Branding in action (from BRRB and other Stakeholders)
- and other KPI's (as defined by BRRB, Bognor Regis BID and BRTC Officers)

**145.3 Report to the Committee from the Town Clerk**

The electricity that is charged on an annual basis for the Christmas lights is calculated by usage over the number of days the displays are lit. A breakdown of the various displays and their usage figure is provided by the contractor in January/February each year and this is submitted to the energy supplier to enable an invoice to be raised.

The invoice is not usually received until after the start of the next financial year, so an estimated figure is accrued from the Christmas Activities budget to cover

this expenditure. The figure accrued in the 2019/20 financial year unfortunately fell slightly short by £10.77 leaving a budget of £239.23 in the current financial year to cover the Christmas 2020 electricity charge.

The invoice for the Christmas 2020 electricity usage has now been received at a cost of £272.86. Members are therefore asked to **NOTE** that the current electricity budget will be overspent by £33.63. This budget will therefore need to be increased going forward as it is clear that the current annual budget of £250 is not sufficient.

**146. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON INCLUDING COSTS FOR A 30-MINUTE BURN AND CONSIDERATION OF A "SELFIE" OPPORTUNITY AS DEFERRED FROM THE LAST MEETING**

The Projects Officer's report was **NOTED**.

During the discussion that followed a Member asked if there could be some liaison with Town Force as to what would work regarding the burn. The Committee Clerk advised that once lockdown eased and it was possible to do so, a test burn would be initiated, and Members would be invited to attend. The opportunity to liaise with Town Force would be then.

Some Members were not in favour of continuing to utilise the Beacon area for a "selfie opportunity" and were keen to support something on a larger scale sited within the seafront mounds area near the Place St Maur.

The Chairman allowed Cllr. Brooks to show some designs he had for the beacon displaying the Town Councils Town Crest.

Following the discussion Members unanimously **AGREED** not to continue with the "selfie opportunity" on the Beacon but to further investigate having a larger scale photo opportunity on the seafront mounds area near the Place St Maur. Members further **AGREED** to consider branding the beacon and this will be on a future Agenda.

**147. ITEMS FOR A FUTURE AGENDA AS DEFERRED FROM THE LAST MEETING**

The Projects Officer's report and Appendix were **NOTED** with no further discussion.

Members unanimously **AGREED** to place the proposal to hold a party for the Queen's Jubilee on 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> June 2022 as detailed in the Appendix on a future Agenda for further consideration.

Members unanimously **AGREED** to place the proposal to hold an annual Civic Event to light the Beacon as detailed in the Appendix on a future Agenda for further consideration.

**148. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED, CHANGES/CANCELLATIONS TO EVENTS TIMETABLE, UPDATE ON PROPOSALS FOR 2021 CHRISTMAS LIGHT PROJECTION - MIN. 132.3 REFERS**

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

***Cllr. Stanley left the meeting for a short period of time during this item and did not participate in the vote relating to the decisions for World Ocean Day***

**148.1 Book Day:**

Members **NOTED** the change of date for Book Day to 28<sup>th</sup> July 2021.

**148.2 World Ocean Day:**

With regard to the Events Officer's recommendations as detailed in the report, following discussion Members **AGREED** to incorporate the World Ocean Day into the Funshine Days programme.

Members further **AGREED** to use £1,000 of the World Ocean Day Budget to allow for a programme of virtual events over the May half term.

**148.3 Drive Through Time:**

Members were asked to consider the proposal to revert to the original location of West Park for the Drive Through Time Event.

A Member challenged the necessity of changing the location. Another Member asked if there could be a cavalcade of the cars along the Promenade. The Events Officer confirmed that this tends to happen naturally as all the cars follow each other along the Promenade at the end of the event.

Following discussion Members unanimously **AGREED** to revert to the original location of West Park for the Drive Through Time event.

**148.4 Proms in the Park:**

***Cllr. Brooks redeclared his Ordinary Interest as a supplier of events equipment***

The Committee Clerk asked Members to **NOTE** that there had been an error in the accompanying report and Members were being asked to consider the proposal to reschedule the date of the Proms to 11<sup>th</sup> September not the 14<sup>th</sup> as previously circulated.

A Member asked if the re-scheduled date would coincide with the BBC's live broadcast of the Last Night of the Proms and another Member asked the likely location of the "Big Screen".

The Events Officer advised that there was currently no information regarding the BBC's plans for Proms and at this stage there was no plans for a screen.

Following discussion Members unanimously **AGREED** to reschedule the date of the Proms in the Park event to the 11<sup>th</sup> September 2021.

#### **148.5 Christmas Projection:**

Members were asked to consider the proposal to continue to explore the options available for a larger scale digital projection installation at the Christmas Switch-On.

A Member asked the Committee to remember the West End shopping centre and the successful Christmas Trees displays funded by the Council last year and hoped for future support in this.

Another Member said the Committee should also bear in mind how well received the light projection was. The Events Officer was asked for some clarity regarding sponsorship.

The Events Officer confirmed that at this stage no discussions surrounding sponsorship had taken place as the amounts/costs detailed in the report were just to give some indication of potential costs. The Officer further confirmed that she was still awaiting mock-up designs and concepts, and these would then prompt any possible sponsorship discussions.

Members unanimously **AGREED** to continue to explore the options available for a larger scale digital projection installation at the Christmas Switch-On.

#### **149. UPDATE ON A PROPOSAL BY CLLR. BROOKS TO UNDERTAKE AN OVERVIEW OF SOCIAL MEDIA PLATFORMS AND WEBSITE - MIN.131. REFERS**

***Cllr. Smith left the meeting for a short period of time during the discussion for this item but was present for the vote***

The Projects Officer's report, including an Appendix from Cllr. Brooks was **NOTED**.

During the discussion that followed some of the comments raised were:

- Do not see the need to proceed with a review of the website
- Officers should be congratulated for producing a website worthy of an award
- Visitor element of website needs improving
- Introduce visitor's information
- Councils should self-nominate for the award and would like to thank staff
- Do not understand why Members do not agree this is a matter for the EP&L Committee however, a report should still go to P&R

- Search Engine not working
- Google Analytic Search Queries switched off
- Need to know how the public perceive our website not other website producers

The Town Council's Civic & Office Manager who administers the website, and was hosting the Meeting, informed Members that all the functions on the Website are now operational and the Google Analytic Search Queries is switched on. She further advised there was a whole section for visitor information and mentioned that if there is anything that Members would like to see added or changed they only have to contact her and if it is possible to do so, she will always seek to accommodate any requests.

Following the discussion, it was proposed :

- a) not to proceed with a report to the Policy and Resources Committee on the website overview;
- b) to recommend the Town Council self-nominate for the Star Council Award;
- c) for any suggestions regarding the website to be directed to the Civic & Office Manager.

The Chairman requested a recorded vote for this item:

Cllr. Brooks:	Disagree
Cllr. Erskine:	Agree
Cllr. Goodheart:	Agree
Cllr. Smith:	Agree
Cllr. Mrs. Staniforth:	Agree
Cllr. Stanley:	Agree
Cllr. Mrs. Warr:	Disagree
Cllr. Batley:	Agree

Therefore, Members **AGREED** not to proceed with a report to the Policy and Resources Committee, to Recommend the Town Council self-nominate for the Star Council Award and for any suggestions regarding the website to be directed to the Civic & Office Manager.

- 150.** At this point the Chairman **NOTED** that there would be insufficient time to conclude the next item before 7.55pm, as agreed at the start of the Meeting (Min. 141 refers). Members therefore **RESOLVED** to defer the remaining Agenda items 10, 11, 12, 13, 14, 15 and 16 to the next Committee Meeting.

***The Meeting closed at 7.50pm***