



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 11<sup>th</sup> JULY 2022**

**PRESENT:** Cllrs: J. Brooks, S. Reynolds, Mrs. J. Warr and  
B. Waterhouse

**IN ATTENDANCE:** Mr. M. Hall (Projects Officer)

***The Meeting opened at 6.30pm***

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

Due to the absence of both the Chairman Cllr. Batley and Vice-Chairman Cllr. Woodall, the Committee unanimously appointed Cllr. Mrs. Warr as the Chairman for this meeting.

The Chairman welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence were given by the Projects Officer, on behalf of Cllrs. Batley and Mrs. Daniells due to annual leave, Cllrs. Jones and Woodall due to work commitments and the Events Officer due to illness. No apologies were received from Cllr. Erskine.

### **21. DECLARATIONS OF INTEREST**

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

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, Other Registrable 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 or Other Registrable 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, Other Registrable 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.

***There were no declarations of Interest***

**22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> MAY 2022**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 16<sup>th</sup> May 2022 as an accurate record of the proceedings and the Chairman signed them.

**23. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS**

No public questions or statements had been received.

**24. CLERK'S REPORT**

**24.1 Update on Promenade Bandstand wind shields - 21<sup>st</sup> March 2022 - Min. 79 refers**

At the Events, Promotion and Leisure Committee Meeting held on the 21<sup>st</sup> March 2022, Members agreed to make the Town Council's windshields available for hire by event organisers with an increased deposit cost suggested as £350. The Projects Officer sent a letter to ADC to advise ADC of the Committees decision and is awaiting their response. The Projects Officer will be following up on this with Arun District Council for an update.

**24.2 Update on Butlin's poster locations - 16<sup>th</sup> May 2022 - Min. 6.1 refers**

At the Events, Promotion and Leisure Committee Meeting held on the 16<sup>th</sup> May 2022 the Projects Officer advised that contact had been made with the PA of Butlin's Director Jeremy Pardey regarding the onsite poster locations. To date there has been no further response from Butlin's.

The Projects Officer shall make contact one more time, however if there is no response ahead of the next Events, Promotion and Leisure Meeting, this item will be added to the Agenda for Members to consider how to proceed with this proposal.

**24.3 Update on lamp post banners - 16<sup>th</sup> May 2022 - Min. 6.2 refers**

The Planning Application has been submitted to Arun District Council via the linked Planning Portal to review the application submitted by Bognor Regis Town Council's Project Officer. This is still a work-in-progress and Officers at Arun District Council, and Bognor Regis Town Council are working together to progress this, however there could be additional charges for technical drawings and licensing.

**24.4 Update on Bognor Regis Town Council Poster Policy - 16<sup>th</sup> May 2022 - Min. 15 refers**

At the Policy and Resources Committee Meeting held on the 14<sup>th</sup> June 2022 (Min. 18 refers), Members resolved to agree the minor adjustments as recommended by the Events, Promotion and Leisure Committee on the 16<sup>th</sup> May 2022 and approved the Poster, Banner and Outdoor Display Opportunities Policy.

**24.5 Update on new poster sites on the Promenade - 16<sup>th</sup> May 2022 - Min. 16 refers**

At the Events, Promotion and Leisure Committee Meeting held on the 16<sup>th</sup> May 2022, Members agreed that the Projects Officer contact Arun District Council as the owners of the existing shelters to seek their permission to display additional posters. As yet, there has been no response from Arun District Council regarding this matter.

**25. TO CONSIDER THE TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE – DEFERRED FROM LAST MEETING MIN. 8 REFERS**

The Projects Officer's report, including the related appendices, detailing the Terms of Reference were **NOTED**.

At the previous meeting, a Member had stated that he felt certain Functions of the Committee were confusing with everything appearing to fall under the responsibility of the Policy and Resources Committee.

At that meeting, Members agreed that the Events, Promotion and Leisure Committee should investigate ways to make the process simpler, and subsequently agreed to defer the Terms of Reference to be further considered at the meeting to be held 11<sup>th</sup> July 2022 (Min. 8 refers).

A Member asked for clarification from the Projects Officer, as to why the delegation of certain Functions falls under the responsibility of Policy and Resources Committee. It was suggested to the Member who had raised these concerns initially that if he could advise the Town Clerk of his concerns in relation to the Terms of Reference, these could then be reviewed to see if appropriate amendments could be made.

As a result of the queries raised, Members **AGREED** to once again **DEFER** the Terms of Reference for the Events, Promotion and Leisure Committee, to the next meeting.

It should be noted that in order for changes to be made to the Terms of Reference, consideration would need to be given to reviewing all of these documents across the various Committees as many items have a correlation. With all of the Terms of Reference for Committees, Sub-Committees and Working Groups etc. except the Events, Promotion and Leisure Committee having been reviewed and agreed by the relevant Committees for this current Municipal Year, it will not be possible to revisit these with regards to recommending any changes to the Policy and Resources Committee within six months of them being considered previously.

## **26. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED**

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

### **26.1 Beacon Lighting - 2<sup>nd</sup> June 2022**

Members commended the recent refurbishment and decoration of the bullnose and **AGREED** with the Events Officer recommendation that a letter of thanks be sent to Arun District Council and Falcon Homes for their collaboration with the Town Council on this project.

### **26.2 Drive Through Time - 3<sup>rd</sup> July 2022**

#### ***Cllr. Brooks declared an interest due to his business owning signs***

Drive Through Time was well attended with good weather on the day. Positive feedback was received from those exhibiting and visiting with comment made that it was nice to see the Drive Through Time back after a 2-year break due to Covid-19. Regrettably the big screen that was originally booked unfortunately broke down, and the spare part required could not be sourced in time for the event, so the screen providers sent another smaller screen in place of the original. To compensate for this, they have offered a much larger screen for the event in 2023 at a much lower price.

A Member stated he would have been able to offer his own business screen to aid with the break down and was disappointed that this did not happen. The Chairman asked if it would be possible to advise the Events Officer of the availability of the Members own screens for future events.

### **26.3 Proms in the Park - 3<sup>rd</sup> September 2022**

Members **NOTED** that as no suggestions were put forward, the finalised programme is as follows:

Vintage Trio – three female vocalists (1950's/1960's/Rock & Roll/Soul & Motown)

ZHL Strings – string quartet (Classical)

Bognor Regis Concert Band with vocalist – brass band (Proms Classics)

The Rock Choir will also be performing during the half an hour interval.

### **26.4 Funshine Days**

Members **NOTED** that a drumming workshop had been booked in to replace the activity originally planned for Tuesday 4<sup>th</sup> August.

### **26.5 Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5<sup>th</sup> October 2022**

There was no further information to report.

### **26.6 Christmas Illuminations Switch-On - 26<sup>th</sup> November 2022**

The update from the Events Officer in connection with the quotations received for the digital projections and the recommendation to proceed with Double Take Projections was **NOTED**.

Members raised concerns regarding the £12,500 for the digital projection and that this Committee has already approved funding of a 3-year contract of £50,000 per annum, with a contingency of an additional £5,000. Members wanted to ascertain as to whether the £12,500 could be saved and used elsewhere.

A Member stated they understood that the £12,500 was allocated by Arun District Council and that following the meeting of the 16<sup>th</sup> May 2022, a Working Party was meant to have been arranged to organise the Switch-On event. Comment was also made about the possibility of outsourcing the Christmas Switch-On event.

The Projects Officer confirmed that at the meeting held 16<sup>th</sup> May 2022 (Min. 11 refers), Members all **RESOLVED** that this should not be the approach for the Christmas Light Switch-On event. It had however been suggested that a Working Party to consider supporting future Switch-On events could be formed.

Members felt unable to reach a decision regarding the Officer recommendation regarding booking of Double Take Projections and requested further clarification regarding the funding. It was suggested that an Extraordinary Meeting could be called to discuss this further.

**NOTE:** *Following the Meeting, the Events Officer and the Town Clerk emailed Members to clarify the position with regards to the match-funding and the digital projection and a further report from the Town Clerk will be given at the next meeting.*

Members **AGREED** the Switch-On event is to be themed to the Spillers Pantomime of Beauty and the Beast.

**26.7 Sunday Afternoon Concerts**

The first concert unfortunately was cancelled due to heavy rain.

**27. PROPOSAL FROM DREWITTS EVENTS REGARDING A PUNCH AND JUDY MAN COMMEMORATIVE 2-DAY EVENT IN 2023 – MIN 27.1 OF THE MEETING HELD 13<sup>th</sup> SEPTEMBER 2021 REFERS**

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

Members **AGREED** to support the proposal from Drewitts Events regarding a Punch and Judy man commemorative 2-day event in 2023, in principle, and asked that the Projects Officer report back with any cost implications.

**28. TO RECEIVE AN UPDATE ON CHRISTMAS ILLUMINATIONS AND AGREE ANY ACTION REQUIRED (IF AVAILABLE) – MIN. 10 REFERS**

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

Members **AGREED** with the Officer recommendation that the Christmas tree lights, intended for a tree outside of the railway station, be installed in The Arcade (2022 only) subject to ADC approval.

**29. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO REVIEW THE 'FOLLOW THE DUCKS' CAMPAIGN – MIN. 12 REFERS**

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

Member **AGREED** that in the absence of Cllr. Mrs. Daniells, the item would be **DEFERRED** to the next Events, Promotion and Leisure Committee Meeting for further consideration.

**30. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO CONSIDER AND EXPLORE DEVELOPING A SIMPLE BRTC SMARTPHONE APP – MIN. 13 REFERS**

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

Member discussed the item but felt that it was important to **DEFER** to the next Events, Promotion and Leisure Committee Meeting in order for Cllr. Mrs. Daniells to present her proposal to the Committee.

Members also asked that the Projects Officer make contact with Hook Parish Council to enquire about their existing Smartphone app and report back to the next meeting.

**31. ITEMS FOR FUTURE AGENDA**

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

A Member sought clarity on the process for adding items for a future Agenda, and that he felt that the process delays work from being carried out. The Member also stated his dissatisfaction that for an item to be discussed by this Committee can take up to 12 weeks and that this is not the process in other Committees. The Chairman also commented that it was a lengthy process and asked why Bognor Regis Town Council do not have 'Any Other Business' as part of standard Committees Agendas.

The Projects Officer stated that he would report back at the next meeting regarding the process for 'Items for Future Agenda' and 'Any Other Business'.

Members **NOTED** there were no new items to be considered at this time.

**32. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

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