



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON TUESDAY 27th SEPTEMBER 2022

PRESENT:

Cllrs: J. Brooks, Mrs. J. Warr, B. Waterhouse and
P. Woodall

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
1 member of the public in the gallery

The Meeting opened at 6.30pm

33. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

Due to the absence of the Chairman Cllr. Batley, the Vice-Chairman Cllr. Woodall was 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 due to childcare arrangements and Mrs. Daniells due to annual leave. The Events Officer was unable to attend due to the changed date of the meeting. No apologies were received from Cllrs. Erskine, Jones and Reynolds.

34. 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

35. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th JULY 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 11th July 2022 as an accurate record of the proceedings and the Chairman signed them.

Cllr. Woodall abstained from voting as he was not in attendance at the meeting on 11th July 2022.

36. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

No public questions or statements had been received.

37. CLERK'S REPORT

37.1 Update on Promenade Bandstand wind shields – 11th July 2022 – Min. 24.1 refers

At the last meeting the Projects Officer advised that at the meeting held on the 21st 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 of the Committee's decision and is awaiting their response. As there has been no response from Arun District Council, the Projects Officer has re-sent the letter to a different Officer in an effort to progress this matter.

37.2 Update on Butlin's poster locations – 11th July 2022 – Min. 24.2 refers

At the Events, Promotion and Leisure Committee Meetings held on the 21st March, 16th May and the 11th July 2022 the Projects Officer advised that contact had been made with the PA of Butlin's Resort Director, however no progress was reported. It was stated that should there be no response from Butlin's then the item would go on the subsequent Agenda for Members to consider how to proceed with the proposal. On the 5th September 2022 communication was received from the PA to the new Butlin's Resort Director, Nicola Ratcliffe, who is currently on annual leave with the PA advising that they will be in contact with the Projects Officer with a response on the poster locations upon their return.

37.3 Update on new poster sites on the Promenade – 11th July 2022 – Min. 24.5 refers

The Projects Officer had previously reported that at the meeting held on the 16th 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. An Officer from Arun District Council has responded advising that any potential installations of display frames to hold posters would require licensing from Property & Estates with potential agreement needed from Foreshores. The Officer is making further enquires with their legal team but stated that considering Officer workloads, this would be a low priority matter. Further updates will be given as and when available.

37.4 Update on Terms of Reference – 11th July 2022 – Min. 25 refers

At the last meeting, 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 approval of the Terms of Reference for the Committee were once again deferred and are again on the agenda for consideration this evening.

Members were also asked to note 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.

The Town Clerk updated Members of the Policy and Resources Committee at their meeting on 1st August that once again the Terms of Reference for E, P & L had been deferred resulting in these not being available yet for the Committee to recommend to the Council for adoption.

The Policy and Resources Committee were also advised that in the interim the Clerk has spoken with Pete Cooper, an associate consultant with DCK Accounting Solutions, who previously produced these documents on behalf of the Town Council. He has confirmed that as it is some years since these documents were put together it would be prudent to do a review and he would be happy to work with the Clerk to update the documents and ensure that any proposed changes still comply with the powers and legislation within which the Council has to work.

Members of the Committee had also been advised that a review of all the Terms of Reference would therefore be undertaken by the Clerk working with Pete Cooper over the next few months following further liaison with individual Members on their proposals for changes to be made thus enabling these to be updated with draft amended documents considered by each Committee later in the year for approval before recommendation to the Policy and Resources Committee and Council.

Subsequently, to the Policy and Resources Committee Meeting, it had been suggested that a face-to-face meeting with Members and Pete Cooper would be the preferred way forward. The Town Clerk will be liaising with Pete Cooper to establish if this is possible and hopes to report back with some possible dates for this to take place in due course.

37.5 Christmas Illuminations Switch-On 26th November 2022 – 11th July 2022 – Min. 26.6 refers

At the last meeting held on 11th July 2022, an update had been given by the Events Officer within her written report to inform Members that quotations had been sought for the Christmas projection. One company were able to provide the projection within the budget that had been made available to the Town Council for this purpose from ADC as match-funding against the Council's significant investment in a new Christmas lighting contract.

Members had already agreed to do a projection and they had chosen the period of time this should run for. The Events Officer was only seeking the Committees agreement to proceed with booking the Digital Projection for the six-week Christmas period with Double Take Projections, which needed to be confirmed without delay to ensure this could proceed. Unfortunately, owing to some confusion amongst Councillors present at the meeting, and further clarification regarding the funding being sought, this agreement was not given.

Subsequently, the Events Officer and the Town Clerk corresponded with Members of the Committee by email reiterating the information that had previously been provided by way of reports. The Town Clerk also clarified the position with regards to the match-funding from ADC and the digital projection and requested Members reconsider the current position and confirm their agreement for the Events Officer to proceed with the booking. Committee Members including Councillors Batley, Erskine, Jones, Mrs. Warr, Waterhouse and Woodall all confirmed their agreement to the Town Clerk and therefore Double Take Projections have been booked to provide a digital projection that had previously been agreed over the six-week festive period.

37.6 Update on Christmas Lights – 11th July 2022 – Min. 28 refers

Ahead of the installation of the new Christmas Lights for 2022, the new contractor conducted a site visit on 14th August 2022 for a one-off infrastructure test that was detailed within the original quotation at a cost of £1,500.00 with an additional £975.00 to replace sockets in the Aldwick Road. During the visit the contractor carried out catenary wire inspection and bracket testing as well as an electric survey resulting in maintenance being required to the value of £6,020.00 and £2,450.00 plus VAT respectively, which the Town Clerk has advised as necessary maintenance will be funded from Earmarked Reserves.

37.7 Items for Future Agenda – 11th July 2022 – Min. 31 refers

At the last Events, Promotion and Leisure Committee Meeting, a Member and the Chairman asked the Projects Officer for clarity on the process for adding items for a future Agenda and why Bognor Regis Town Council do not have 'Any Other Business' as part of standard Committees Agendas.

The Projects Officer can confirm that the process for adding 'Items for future Agenda' was agreed at the Meeting of 16th November 2020 (Min. 125 refers) and Members are asked to note that only suggestions submitted two weeks prior to the meeting, via the template form, and circulated with the report can be considered.

In relation to 'Any Other Business', the Projects Officer can confirm that it is unlawful for Members to make a decision which does not fall under a specific agenda item, which includes 'Any Other Business', 'Matters Arising and Correspondence.

37.8 Question from Councillors regarding Clerk's Report – 27th September 2022

Two Members asked if they would be able to get a copy of the Clerks Report ahead of the Meeting. The Projects Officer informed Members that the Clerks Report is an opportunity to provide updates on matters that require no decisions by Members. The Projects Officer stated he will liaise with the Town Clerk to see whether this is possible.

38. 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. 25 REFERS

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

The Projects Officers informed Members that as per the Clerks Report, Members are asked to note 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.

Furthermore, meetings with Members across all Committees shall be going ahead in liaison with Pete Cooper from DCK Accounting Solutions and the Town Clerk.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Events, Promotion and Leisure Committee with no amendments.

39. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

39.1 Book Day – 13th April 2022 – Hotham Park

A Member asked what the Events Officer is planning regarding funding and sponsorship of the event (and for all events) for next year and sought clarification as to what the £2,386,25 was used for at the Drive Through Time event. The Projects Officer advised that he would ask the Events Officer to provide an update on this query.

39.2 Celebrations and Commemorations for Mark The Queen's Platinum Jubilee – 2nd – 5th June 2022

A Member commented on their dissatisfaction that Aerosparx were not used at the event despite the organisation being booked elsewhere. The Projects Officer stated that he would not be able to comment on why the organisation were used by other events holders.

39.3 Drive Through Time – 3rd July 2022

Members stated that they felt the Drive Through Time was a great success.

39.4 Proms in the Park - 3rd September 2022

Members stated that this was also a successful event but would have liked to have seen more involvement in terms of Councillors attending and old fashioned fundraising methods such as using buckets. Another Member asked if a wider range of sponsorships and a VIP tent could be explored at next year's event.

39.5 Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5th October 2022

After some discussion, Members **AGREED** for the Beacon to be lit at 6.30pm on Wednesday 5th October.

Members also **AGREED** that the Events Officer should approach South Bersted Primary School to see if they would like to perform at the event and if they decline owing to it being a weekday, that the Events Officer should seek another band to perform at the event.

39.6 Christmas Illuminations Switch-On - 26th November 2022

The Events Officers report updated Members on the planning taking place for this year's Switch-On event, which was well underway. Reference had also been made by the Events Officer to the suggestion made by a Member at a previous meeting for a Working Party to be formed to consider supporting future Switch-On events. Whilst the Events Officer was pleased to receive input from Members with ideas for future events, it was not clear exactly what the purpose of this Working Party would be and why it was felt by the Member to be necessary, particularly when any proposals could/should be put forward in the scheduled meetings. Clarity from the Committee on their support for this, the purpose of the Working Party and what was hoped to be achieved was therefore being requested. Members were also asked to be mindful that any financial recommendations from a Working Party would still need to be reported back via this Committee to be formally considered and approved before any implementation could take place and would therefore not be an effective way forward.

A Member asked that it be noted that the name of the theatre is the Alexandra and not Alexander as detailed in the report.

Reference was made by a Member regarding the amount of responsibility he thought would be placed on one person to organise the new programmable Christmas lighting displays as well as the Switch-On event. The importance of having a voluntary group of people to input into the discussion was also stressed and that there would be plenty for a Working Party to discuss including meeting with the BID, discussion about the Christmas projection, rehearsals, staging, lighting, as well as the attendance of Billy Bulb etc. The Projects Officer confirmed that any Working

Party, should Members choose to support this option would only be for the Switch-On element.

Discussion took place regarding the makeup of any Working Party and whether this would be made up of just Councillors or involve others. Following some debate, it was **AGREED** that the formation of an official Working Party was not necessary and a one-off meeting with relevant officers to share ideas around the table regarding the Switch-On event this year should be held with further meetings arranged if required.

Conversation then switched to the new Christmas lighting displays for 2022 with a Member reporting that it was his understanding that the contractors had confirmed they would work with Members regarding sponsors messages and programming of the lighting displays, and he was looking forward to meeting with the contractor to discuss this further. He also referred to the speakers that are still there in the precinct and how some years ago Christmas music was played throughout the festive period. With the changing-coloured lights, he felt it would be lovely to incorporate some carol singers/festive music once again, which he believed the lighting contractor had agreed to look into.

The Projects Officer reported that the contractors have their own teams of technical and installation staff, and he would liaise with them to establish exactly what would be achievable and available to the Council as part of the agreed contract and report back to Members.

After some discussion Members **DISAGREED** that the £2,000 currently held in Earmarked Reserves should be split with £1,000 being used for the 2022 Switch-On event with the remaining £1,000 being returned to General Reserves to be reallocated to The Bognor Regis Food Bank. Members felt that funding for such organisations should be considered by the Community Engagement and Environment Committee.

Members **AGREED** to keep the £2,000 in Earmarked Reserves and use it for the 2022 Switch-On event if needed, with it potentially used for the promotion of the event.

40. PRELIMINARY DISCUSSION REGARDING THE BUDGETS FOR THE 2023 EVENTS PROGRAMME

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

Members **AGREED** that the Events Officer should undertake preparatory work on budgets to allow for any changes or additions to the usual programme of events.

41. UPDATE ON THE PROPOSAL FROM DREWITTS EVENTS REGARDING A PUNCH AND JUDY MAN COMMEMORATIVE 2-DAY EVENT IN 2023 – MIN 27. REFERS (IF AVAILABLE)

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

The Projects Officer advised Members that Drewitts Events are not looking for any funding from the Town Council and that they are waiting on confirmation from Arun District Council, regarding their application to hold the event in September/October 2023. Further information will be presented back to the Committee when available.

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

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

Members **AGREED** that, as this was the third time that Cllr. Mrs. Daniells had not been in attendance at the meeting, this item would be removed from the Agenda. Should Cllr. Mrs. Daniells wish to resubmit her proposal, then the Committee can reconsider this.

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

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

Members **AGREED** that, as this was the third time that Cllr. Mrs. Daniells had not been in attendance at the meeting, this item would be removed from the Agenda. Should Cllr. Mrs. Daniells wish to resubmit her proposal, then the Committee can reconsider this.

44. ITEMS FOR FUTURE AGENDA

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

Members **AGREED** to include the proposal from Cllr. Brooks, to improve the Bognor Regis Town Council website events page, on a future Agenda.

Members **AGREED** to include the proposal from Cllr. Brooks, to improve the Bognor Regis Town Council events promotion, on a future Agenda.

Members **DISAGREED** to include the proposal from Cllr. Brooks, to use 3 stainless steel interpretation signs currently held in the Bognor Regis Town Council store, on a future Agenda.

Members **AGREED** to include an amended proposal from Cllr. Brooks, to consider writing a letter to Arun District Council asking if they would purchase 50 portable chairs to be stored in proximity to the Bandstand for outdoor events, on a future Agenda.

Members **AGREED** to include the proposal from Cllr. Mrs. Daniells, to hold a birthday celebration for Sir Richard Hotham, on a future Agenda.

45. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.56pm