



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 14<sup>th</sup> OCTOBER 2021**

### **PRESENT:**

Cllr. K. Batley (Chairman); Cllrs: J. Brooks,  
and Mrs. J. Warr

### **IN ATTENDANCE:**

Mrs. S. Hodgson (Projects Officer)  
Gary Davey (Contractor) (until Min. 38)

***The Meeting opened at 6.02pm***

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

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies had been received from Cllr. Mrs. Daniells due to a prior engagement, Cllr. Erskine due to family commitments, Cllr. Stanley due to an ADC commitment and Cllrs. Smith and Woodall due to illness. Cllr. Reynolds had also sent his apologies.

### **35. DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order 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 Interests***

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

There were no members of the public in attendance and no questions or statements had been received.

**37. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.D) (CONTRACTUAL)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw, (S.O. 3.d) - Agenda items 4 and 5 (contractual/staffing).

**38. TO RECEIVE A FURTHER PRESENTATION FROM THE APPOINTED CONTRACTOR FOR THE 2022-24 CHRISTMAS LIGHTS INCLUDING CONSIDERATION OF CHOSEN DISPLAY AND REQUIRED BUDGET**

At the last meeting, Members requested that the appointed contractor for the 2022-24 Christmas Light display be invited to an additional meeting to discuss budgetary requirements in order for a recommendation to be made in good time to the Policy and Resources Committee to agree a suitable budget.

During the discussions, the contractor informed the Committee that due to the current circumstances surrounding supplies and deliveries, it was likely that the original quotation may have increased slightly, and Members would have to take that into consideration when setting their budget.

Members asked if it would be possible to increase the amount of lighting in the Queensway area. The contractor agreed to take a look to see if there was sufficient infrastructure to support this and factored in an additional cost to the original quotation to cover any potential additions for this area. He would further confirm final figures to the Projects Officer the next day. The contractor

further advised that costings could not be fixed until the order had been placed and a 50% deposit had been secured.

Members queried the cost 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. The Projects Officer advised that these costs would be covered from the earmarked reserve underspends. She further advised that it may not be necessary to replace all sockets in Aldwick Road and the costing given was a "worst case scenario".

Following discussion, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a budget of £50,000.00 per annum be considered for the 2022-24 Christmas lighting display, with the proviso, that an additional £5,000.00 be made available as a contingency should the costs have increased.

Members were reminded that once the budget had been agreed by the Policy and Resources Committee, should prices spiral before any order was placed, then it may be necessary to scale back the display as no further funding would be available.

***The Chairman and other Members thanked the contractor for attending and he left the meeting at 6.55pm***

**39. TO CONSIDER PROPOSALS FOR THE CHRISTMAS SWITCH-ON EVENT FOR 2021**

The Projects Officer read out a confidential statement.

Following discussion Members **AGREED** that this year's Christmas Switch-On be a soft switch-on event. This means that the lights will be switched on remotely at midday on the 27<sup>th</sup> November 2021 with no event. It was further **AGREED** that the budget for this year's event be earmarked for a much bigger event to be planned for 2022, to coincide with the launch of the new lights.

A Member asked if it would be possible to have Billy Bulb on display with perhaps a plaque to advertise the Switch-On time. This will be looked at by Officers, who will report back at the next meeting.

***The Meeting closed at 7.10pm***