



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 11th SEPTEMBER 2023

PRESENT:

Cllr: K. Batley (Chair), Cllrs: J. Brooks,
R. Nash, Miss. C. Needs, P. Ralph, Mrs. J. Warr and
P. Wells

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
Mrs. S. Miah (Committee Administrator)
1 Member seated in the public gallery
1 member of the public in the gallery

The Meeting opened at 6.31pm

29. CHAIR'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chair 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 received from Cllrs. Stanley and Woodall with the Clerk recommending that the reasons given were acceptable. The absences were **APPROVED** by Members.

30. DECLARATIONS OF INTEREST

The Chair 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 Chair 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

31. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17th JULY 2023

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 17th July 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 17th July 2023, as an accurate record of the proceedings and the Chair duly signed them.

32. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from those seated in the gallery and the meeting was not, therefore adjourned.

33. CLERK'S REPORT

There were no updates to report.

34. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE EXTRAORDINARY MEETING HELD ON THE 16th AUGUST 2023

The Projects Officer's report, including the Minutes of the Allotments Sub-Committee Meeting held on 16th August 2023 as previously circulated, was **NOTED**.

35. It was **RESOLVED** to vary the order of business and move the Additional Agenda item 1 to follow Agenda item 6 - S.O. 10(a)(vi).

36. **TO REVIEW THE 'SUNNIEST BOGNOR REGIS' LOGO – MIN. 92 REFERS**

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

Several Members agreed it would be sensible to follow the Officers recommendation to simply adopt the alternative 'Sunniest Bognor Regis' logo but without the strapline or to tweak the strapline so that it says 'One of Britain's Sunniest Mainland Resorts'.

Members subsequently, **AGREED** on option B for the Town Council's 'Sunniest' logo.

A Member suggested using an automated weather reading system, which the Events Officer advised the Town Council is in discussions with the Met Office in relation to the site becoming automated and are pending a decision from the Met Office regarding it. If a decision is granted, the Met Office complete surveys and then install the reader. The Met Office will only recognise official Met Office data from Met Office equipment, which they fund and install, such as is the case now, with the manual equipment.

37. **TO RECEIVE FEEDBACK FROM THE ARUN DISTRICT AND BOGNOR REGIS TOWN COUNCIL SITE MEETING HELD ON 4th SEPTEMBER 2023 REGARDING THE UTILISATION OF WIND SHIELDS ON THE PROMENADE BANDSTAND – MIN. 20 REFERS**

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

The Projects Officer gave a verbal update provided by an Officer from Arun District Council who had advised that their structural engineer had responded regarding the wind loading of the windbreaks on the Bandstand.

"In general, he has no significant issue putting up temporary windbreaks however, he has advised not to use impermeable sheeting like the windbreaks suggested at the site meeting last week. He advised a netted type of sheeting of which there are various products available, but these may need to be manufactured and tailored to suit the site."

Should Members wish to proceed with this item, the Projects Officer stated he could obtain 3 quotes to present to Members at a future meeting, for Members consideration and a budget will need to be identified. Members were invited to consider the costs involved and weigh this up against projected demand confirmed by Arun District Council as less than 5 requests

each year, for the last 2 years from bands wishing to use the bandstand. The Projects Officer also advised that if Members are minded to proceed with this item, the selected vendor would need to work with Town Force to produce a Risk Assessment, which Arun District Council would review before the wind shields could be used.

Members discussed the feasibility to purchase wind breaks when the demand to use the bandstand is low.

Members **AGREED** for the Projects Officer to obtain 3 quotes to present to Members at a future meeting, for further discussion.

38. TO RECEIVE AN UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET – MIN. 26 REFERS, INCLUDING: -

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

38.1 To further consider the £1,500 identified for 3 x additional bandstand music events and agree any next steps – Min. 26.2 refers
Members **AGREED** to **DEFER** this item until Members agree on a decision on the utilisation of wind shields on the bandstand at a future meeting.

38.2 To further consider the £600 identified for monthly social media Geocaching, competitions etc and agree any next steps – Min. 26.4 refers

A Member commented that the Geocaching event proposal does not appear user friendly to all, and the Chair stated that if vouchers were gifted to competition winners, they may not be used for an event in Bognor Regis.

The Chair suspended Standing Orders and adjourned the Meeting

At the invitation of the Chair, Cllr. Goodheart suggested an alternative event using augmented reality from a local based company involving all age groups.

The Chair reinstated Standing Orders and reconvened the Meeting

A Member suggested that Cllr. Goodheart or the local organisation put forward a proposal in the future for Members to consider.

After discussion, Members **RESOLVED** not to proceed with the geocaching proposal.

Members further **RESOLVED** that the £600 identified for monthly social media geocaching, competitions etc be returned to the Publicity and Promotion Budget, to be ringfenced for a similar virtual event to be proposed to Members at a future meeting. Any future proposal would need

to be recommended to the Policy and Resources Committee for final approval.

38.3 To approve the design of the music bandstand banners for the Bognor Regis Concert Band (if available) – Min. 26.5 refers

Subsequent to the report being produced, a design of the music bandstand banners had been received and was presented to Members at the meeting. The Projects Officer highlighted that the Bognor Regis Concert Band opted to use the wording "Partnership" as opposed to the suggested "Sponsorship" as well as the Corporate Logo instead of the Town Crest.

Members asked the Projects Officer to request the Bognor Regis Concert Band to revisit the design and ask they use the suggested wording "Bognor Regis Concert Band sponsored by Bognor Regis Town Council" as previously approved along with both the Concert Band logo and the Town Council Crest included on the banner. This would be represented to Members, when available, for approval.

39. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2023 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

39.1 Live Broadcast of the Women's World Cup Final – 20th August 2023

A Member commented on the success of the event held last minute with particular attention to the inclusivity of the event and the great atmosphere on the day.

Members **RESOLVED** to **RATIFY** expenditure of £610.00 for the live broadcast of the FIFA Women's World Cup Final and further **RESOLVED** to **AGREE** that £400 be funded from the monies remaining in the Publicity and Promotions Budget, with the remaining expenditure of £210 funded from an appropriate budget.

39.2 Sir Richard Hotham's Birthday – 5th October 2023

Members **RESOLVED** to have a Gobo light produced to mark Sir Richard Hotham's Birthday, as part of the Christmas Light Switch-On event at an approximate cost in the region of £100. This would be funded from the balance of the Earmarked Reserve originally set aside for this event.

40. PRELIMINARY DISCUSSION REGARDING THE BUDGETS FOR THE 2024 EVENTS PROGRAMME

The Events 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 as **AGREED** by this Committee.

Members thanked the Events Officer and the events team for holding successful events this year.

The Events Officer left the Meeting at 7.15pm

41. TO AGREE TO SUPPORT THE BID'S REQUEST TO STRESS TEST EXISTING BRTC CATENARY WIRES ACROSS THE TOWN CENTRE AND TO FURTHER AGREE AND RESOLVE THE NECESSARY EXPENDITURE – MIN. 23 REFERS

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

The Projects Officer advised that the Bognor Regis Business Improvement District have confirmed their contractor has calculated the Wayfaring flags would fall under 3kN and that the Town Council's current Christmas Lighting Contractor provides an annual Load Test Certificate of 5kN.

He also highlighted to Members that the Town Council Insurers stated that both parties would require their own respective Public Liability Insurance and recommended that a legal advisor/specialist review any agreements drawn up. Should Members wish to proceed then the Projects Officer advised he would draw up costings of a Legal Agreement in liaison with the BID, to present at the Events, Promotion and Leisure Committee Meeting to be held on 6th November 2023 for Members consideration. Any costing of the Legal Agreement, Members will need to consider as part of the 2024/25 budget, and therefore be required to be a recommendation to the Policy and Resources Budget Committee Meeting to be held 26th November 2023.

A Member discussed their unsurety of supporting the BID's request, partly due to the lack of knowledge on Wayfaring, and the uncertainty regarding insurance responsibilities for an external organisation hanging flags on the catenary wires. The Member suggested waiting for the Members Wayfaring Workshop next month before making any decisions.

Cllr. Wells declared an Ordinary Interest, as he is a Bognor Regis Business Improvement District levy payer

Members **AGREED** to **DEFER** their decision until Members have attended the Members Wayfaring briefing on 9th October 2023, in order to make an informed decision.

42. TO RECEIVE A REPORT ON CORREX BOARD LAMP POST SLEEVES AND TO AGREE ANY NEXT STEPS – MIN. 25 REFERS

Members **RESOLVED** to **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the 2022/23 unused Earmarked Reserves for Lamp Post Banner Maintenance of £3,000 be returned to General

Reserves and reallocated for the utilisation of correx boards by way of promotion.

A Member asked whether the Projects Officer could source quotations from local organisations in an effort to support the Town Council's vision to support the community.

Members **AGREED** to **DEFER** any further decision until the next meeting, to allow time for local quotes to be sought, after which a decision about quantities, location and design could be made.

43. ITEMS FOR FUTURE AGENDA

The Projects Officer's report, confirming that no new items for consideration had been received, was **NOTED**.

44. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.35pm