



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 6th NOVEMBER 2023

PRESENT:

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

IN ATTENDANCE:

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

The Meeting opened at 6.34pm

45. WELCOME BY CHAIR

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.

46. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. Nash, Stanley, Wells and Woodall, with the Clerk recommending that the reasons given were acceptable. The absences were **APPROVED** by Members.

47. 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.

Cllr. Brooks declared an Ordinary Interest in Agenda Items 9 and 12, as his company has previously supplied equipment to event organisers

48. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th SEPTEMBER 2023

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 11th September 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 11th September 2023, as an accurate record of the proceedings and the Chair duly signed them.

49. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.36pm

The Chair invited members of the public to raise any questions or statements they wished to make.

A Member seated in the public gallery asked whether Members would note his concern as to whether the Correx lamp post sleeves (Agenda item 13) would be the only method for promoting events using lamppost columns.

The Chair reconvened the Meeting at 6.37pm

50. CLERK'S REPORT

There were no updates to report.

51. UPDATE ON THE EVENTS PROGRAMME FOR 2023 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

51.1 Christmas Illuminations Switch-On – 25th November 2023

A Member asked for the Events Officer to clarify if there was any possibility for extra funding in 2024, to which the Events Officer advised she will explore the possibility of additional funding.

52. PROPOSALS FOR EVENTS PROGRAMME FOR 2024 INCLUDING CONSIDERATION OF BUDGETS FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

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

52.1 Book Day – 10th April / 29th May 2024

With the hope that the weather in May (as opposed to April) would be more clement, and the potential of higher footfall, Members **AGREED** for Book Day to move to the May Half Term, 29th May 2024.

Members **AGREED** to the Book Day theme being 'Jurassic Park'.

A Member felt it was important to think about making some savings and look further into sponsorship to increase funding. The Events Officer advised the rise in costs is due to inflation, which was noticed when organising the event last year. To have an event of the same calibre as previous years, the rise in budget had been suggested.

Members subsequently **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee a budget for the 2024 Book Day event, considering the Officer recommendation of £5,000.

52.2 Lighting of the Beacon Brazier to mark the 80th Anniversary of D-Day – 6th June 2024

Members raised concerns about the costs involved in providing free portions of fish and chips. The Events Officer advised, should Members agree, the free meals could be provided to vulnerable and low-income families like the Town Council did for the Coronation 'Big Lunch', which will avoid any loss by ordering to match the demand. The Events Officer added fish and chips will only be provided if funding is secured from the 'National Lottery Awards For All'.

A Member suggested the Events Officer use musicians who may volunteer their services, such as local buskers, to make savings. The Events Officer advised the elements are based on the national guidelines for the 80th Anniversary of D-Day.

Members **AGREED** to take part in the national beacon lighting to mark the 80th Anniversary of D-Day on 6th June 2024 and further **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee a budget of £5,000 for the event.

52.3 Proms in the Park – 15th June 2024

A Member suggested a VIP Tent as a way of thanking our sponsors, to which the Events Officer stated she would investigate getting further sponsorship for, as this would not be possible within the proposed budget.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee a budget of £3,000 for the 2024 Proms in the Park event, based on the Officer recommendation.

52.4 Drive Through Time – 7th July 2024

Cllr. Brooks declared a Disclosable Pecuniary Interest, as previously a supplier of big screens at previous events

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the 2024 budget for the Drive Through Time event is £5,000 based on the Officer recommendation.

52.5 Funshine Days - 1st to 24th August (Tues, Weds & Thurs) 2024

The Events Officer highlighted the success of this event and the need for free events during the summer holidays and stated that no members of the public had commented on why the event had reduced by two days per week.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the 2024 budget for the Funshine Days, considering the Officer recommendation of £5,000 for 4 weeks x three-day programmes.

52.6 Sunday Afternoon Concerts – in partnership with the Rotary Club

Cllr. Brooks redeclared a Disclosable Pecuniary Interest, as he supplied PA equipment for all 3 events last year

Members **AGREED** to work collaboratively with the Rotary Club on a series of events throughout the Summer.

A Member who had previously worked with the Rotary Club suggested that they may be faced with challenges such as inflation, as well as securing volunteers. He suggested that instead of 6 concerts, which included the 3

originally identified to be funded from the 2023/24 Publicity and Promotion Budget, he felt the original 3 concerts, could be increased to 4, and that they could all be enhanced by utilising the additional £1,500 from the 2023/24 Publicity and Promotion Budget.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee a budget for the events, considering the Officer recommendation of £1,500, including an additional budget of £1,500 from the 2023/24 Publicity and Promotion Budget, to add one additional event and enhance all four concerts to cover any increases such as inflation.

52.7 Christmas Illuminations Switch-On – 23rd November 2024

A Member queried whether the Bognor Regis BID would be looking to contribute to the Christmas Illuminations Switch-On again. It is not yet known if Bognor Regis BID will be contributing to the Christmas Illuminations Switch-On for 2024.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the 2024 budget for the Christmas Illuminations Switch-On, considering the Officer recommendation of £6,000.

On behalf of the Committee, the Chair thanked the Events Officer for holding successful events this year and was looking forward to the current line-up for the Christmas Illuminations Switch-On.

The Events Officer left the Meeting at 7.14pm

53. TO RECEIVE A REPORT ON THE SEAFRONT SHELTER POSTER SITES AND AGREE A WAY FORWARD INCLUDING ANY ASSOCIATED COSTS

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

The Projects Officer advised the Committee that he had gathered quotes for the Seafront Shelter Poster Sites. To replace all 12 existing frames with a similar style clip frame would cost up to £600, robust lockable frames up to £1,900 or alternatively Perspex/PVC covers would cost up to £180.

A Member commented that the use of Perspex or a glass covering can result in damage from condensation or be easily vandalised. He felt the posters are better seen without a cover. The Member enquired if the lockable frames were water resistant, to which the Projects Officer responded that the manufacturers state the frames are waterproof and have acrylic front panels to add extra protection, however vandalism is not covered under the manufacturer warranty.

The Member mentioned the possibility of adding an additional poster site to each shelter. The Projects Officer advised this is not possible due to the lattice framework of the shelter structure.

Members subsequently **RESOLVED** to **RECOMMEND** £2,000 be included in the 2024/25 Publicity and Promotion Budget, to be recommended to the Policy and Resources Committee, to cover the costs associated with the Seafront Shelter Poster Sites.

54. CONSIDERATION OF ANY FURTHER PROPOSALS AND REQUIRED BUDGETS FOR 2024/2025 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

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

A Member stated that the previous need for £10,000 was a one-off. The Chair reminded Members of the £2,000 to cover the costs associated with the Seafront Shelter Poster Sites previously discussed. He also suggested Members consider £5,000 to cover any future publicity and promotional needs that may be needed over the course of 2024/25.

Members **RESOLVED** to **RECOMMEND** up to £7,000 to the Policy and Resources Committee for the 2024/25 Publicity and Promotion Budget.

55. TO RECEIVE QUOTES FOR WIND SHIELDS TO BE UTILISED ON THE PROMENADE BANDSTAND AND AGREE ANY NEXT STEPS – MIN. 37 REFERS

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

A Member suggested making the booking process easier for bands to perform on the Promenade Bandstand. The Projects Officer advised the booking process is via Arun District Council (ADC), who also advised there have been less than five requests to use the Promenade Bandstand in each of the last two years and that there is an alternative bandstand available for use in Hotham Park, which benefits from a more sheltered location. Concerns were raised as to whether the windshields would provide adequate protection for the band, and if it would be financially viable if an alternative bandstand is available for use.

A Member enquired whether the windshield mesh could be made transparent to allow the public to see from the other side, whilst also questioning if the material used will be enough to provide wind protection. The Projects Officer stated that the materials are not specifically designed as wind shields and that the samples supplied to Members were the closest matches to the specification outlined by the Structural Engineer at ADC. He added that he would contact the manufacturers to see if they could produce a clear material and report back at the next meeting.

Before Members decide on choosing a supplier, the Projects Officer suggested he could contact ADC for their feedback and advice, to which Members **AGREED**.

Members **RESOLVED** to **RECOMMEND** a budget of £1,500 to the Policy and Resources Committee, including costs to instruct the supplier to draw up a Risk Assessment.

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

The Projects Officer's report was **NOTED** and the related appendix detailing the music bandstand banner designs.

56.1 To note that of the £500 identified for a combined Bognor Regis in Bloom and Allotments Presentation Event, an underspend of £291.46 has been returned to the Publicity and Promotion Budget – Min. 26.3 refers

Members **NOTED** an underspend of £291.46, from the £500 identified for a combined Bognor Regis in Bloom and Allotments Presentation Event, has been returned to the 2023/24 Publicity and Promotion Budget.

56.2 To further consider the £1,500 identified for 3 x additional bandstand music events and agree any next steps – Min. 38.1 refers

Members **RESOLVED** to **AGREE** that the £1,500 identified in the 2023/24 Publicity and Promotion Budget, for 3 x additional Bandstand Music Events, be Earmarked and reallocated to the Rotary Club to enable their 2024 programme to be enhanced to deliver 4 concerts to cover any increases such as inflation, subject to their agreement.

56.3 To approve the design of the music bandstand banners for the Bognor Regis Concert Band – Min. 38.3 refers

A Member queried the duration of the Town Council's sponsorship, suggesting the possibility of creating a formal partnership. The Projects Officer advised that this is a one-off sponsorship of the Bognor Regis Concert Band (BRCB), and at present there are no further plans to support the BRCB in 2024 in terms of funding.

Members **AGREED** to proceed with option D as the proposed design for the music bandstand banners.

Members **RESOLVED** to proceed with the production of the preferred option, **NOTING** that should there be any surplus funds that are not required then these will be returned to the Publicity and Promotion Budget as an underspend.

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

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

Cllr. Mrs. Warr left the Meeting at 8.04pm

A Member highlighted the Town Council's Poster, Banner and Outdoor Display Opportunities Policy and suggested the Correx Boards adhere to the Policy in as much as they would only be displayed for two weeks before the event and removed afterwards. He then questioned how the suggested Correx boards align with the Policy, in terms of promoting the list of pre-agreed event organisers, such as the case with the Seafront Shelters, as he felt the generic posters rather vague.

Several Members commented on the generic 'family event' Correx lamp post sleeve design and suggested it would be more beneficial to have event content displayed on the Correx boards. The Projects Officer explained that the generic Correx boards were in addition to specific Bognor Regis Town Council event posters such as Switch-On, Proms In The Park, Funshine Days. He added, should the Correx lamp post sleeves prove successful, other options can be explored by the Committee provided they are within the allocated budget.

A Member felt the position of the QR code was rather low which may be difficult for members of the public to scan, to which the Projects Officer stated elements such as logos, QR codes etc can be altered to fit within the real estate of the 1.2m x 20-25cm boards.

Subsequently, Members **AGREED** with the Officer recommendation for two styles of generic Correx boards to be utilised to advertise forthcoming events/Councillor Surgeries in the Town Centre.

Members **RESOLVED** to **AGREE** to use supplier E and to the purchase of 10 of each of the generic Correx lamp post sleeves at the preferred size of 1.2m x 20-25cm, at a cost of up to a maximum of £30.40 plus VAT. The Projects Officer advised he would contact the supplier to enquire whether they would be open to pricing halfway between £30.40 (for 10+ boards) and £28.00 (for 25+ boards), as the order total of 20 Correx boards sits equally between quoted prices, to which Members **AGREED**. The Officer recommended locations around the Town Centre, as indicated within the report, were also **AGREED**.

58. TO RATIFY THE OVERSPEND TO IMPLEMENT A NEW ELECTRICITY SUPPLY FOR THE CHRISTMAS ILLUMINATIONS LOCATED AT THE QUEENSWAY

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

A Member shared his concern that some of the lights were not working last year, to which the Projects Officer advised, as per 2022 he shall be monitoring the lights over the festive period and reporting issues to the contractor should they occur this year.

Members **RATIFIED** the expenditure of £700.00 excluding VAT to implement a new electricity supply for the Christmas Illuminations and **NOTED** that this will result in an overspend of the Equipment Maintenance Budget.

59. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated, and asked that the Projects Officer recirculate the item to Members.

The Meeting closed at 8.19pm