



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 Fax: 01243 865744

E-mail - [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## MINUTES OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON MONDAY 24<sup>th</sup> SEPTEMBER 2012

**PRESENT:** Cllrs: Mrs. J. Warr (Chairman), J. Brooks and Mrs. S. Daniells

**IN ATTENDANCE:** Mrs. S. Holmes (Head of Street Scene and Leisure Services)  
Mrs. S. Green (Clerical Assistant)

I. Harding (Bognor Regis Chamber Of Commerce) for part of the meeting  
J. Tyson (Merlin Lighting)

*The meeting started at 6.00 pm*

### **7. CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies for absence were received from Cllr. P. Dillon.

### **8. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Pecuniary and/or non-Pecuniary interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating:-

- a) The item they have an interest in
- b) Whether it is a non-Pecuniary interest and the nature of the interest
- c) Whether it is also a Pecuniary interest
- d) If it is a Pecuniary interest, whether they will be exercising their right to speak under 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 take no part in discussion, nor vote on, the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Pecuniary and non-Pecuniary. These forms to be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

The Committee **NOTED** that there were no Declarations of Interest at this point in the Meeting.

9. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 23<sup>RD</sup> JULY 2012**

The Minutes of the Meeting held on Monday 23<sup>rd</sup> July 2012 were **AGREED** as an accurate record and were signed by the presiding Chairman.

10. **TO CONSIDER THE APPOINTMENT OF MR I HARDING AS A CO-OPTED NON-VOTING MEMBER OF THE SUB-COMMITTEE**

Following discussion it was **AGREED** to recommend the appointment of Mr Harding as a co-opted non-voting member of the Sub-Committee.

11. **MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

**23<sup>rd</sup> July Min.5.**The Electrical Contractor confirmed that a map is in the process of being produced it was suggested it would be helpful if it were to include width dimensions.

12. **REPORT FROM ELECTRICAL CONTRACTOR GIVING UPDATE ON PROGRESS WITH INFRASTRUCTURE**

The Electrical Contractor reported on progress with infrastructure works. Everything is progressing well to date. Last year's issues have been acknowledged and addressed. Structural testing, fixings, wires and electrical testing are in hand and everything is on course to be completed on time. Two potential areas for concern that were highlighted were the lights outside Dorothy Perkins and the first row that crosses Station Road but these problems will be addressed. Timers are also in place for remote switch on. Members stressed the importance that any issues are fixed in time for switch on.

13. **CONSIDERATION OF ADDITIONAL REMOTE CONTROL UNITS FOR LONDON ROAD/HIGH STREET DISPLAYS INCLUDING COSTS:**

Members discussed the possibility of having remote timers so switch on times of the illuminations could be done manually. Mr Tyson reported that it could be done but the workings were complex but he would investigate. However, further discussions revealed that this would not be practical. It was agreed that it would be better for the lights to be set to come on and off by timer at Midday to Midnight every day. A remote timer would however be used for the actual Switch On event.

Members were asked to vote on the following:

Lights to be controlled by timer Midday to Midnight **AGREED**

The Committee also **RESOLVED** to **ACCEPT** the Resolution that:

The Electrical Contractor should be instructed to install new remote systems to the following points: power box on flats at end of High Street; power box on Sight and Sound; to connect power supplies at HSBC and Mr Bankrupt, High Street and install remote system; York Road; replace timer and cut out and install remote system at Dorothy Perkins London Road. The total cost for the works is £1,345 and this is to be funded from Earmarked Reserves if insufficient funds are available in the budget.

14. **TO CONSIDER PROPOSAL FROM POLICY AND RESOURCES COMMITTEE THAT THE CHRISTMAS ILLUMINATIONS SWITCH-ON EVENT SHOULD BE TRANSFERRED FROM THE EVENTS, PROMOTION AND PUBLICITY COMMITTEE TO THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE – POLICY & RESOURCES MIN. 44.1 REFERS**

As part of the last re-structure responsibility for the Christmas Illuminations Switch-on event was moved to the Events, Promotion and Publicity Committee. It has subsequently been proposed that control of this be passed back to the Christmas Illuminations Sub-Committee for 2013. It was noted that this would help lessen the time of Events and

could allow more frequent meetings if required on the lead up to Christmas and prevent "crossed lines". Members considered the proposal and **RESOLVED** that this be **APPROVED** subject to the approval of the Events Promotions and Publicity Committee.

**15. UPDATE ON SPONSORSHIP**

The Head of Street Scene and Leisure Services reported: The William Hardwick have agreed to sponsor a Christmas tree again this year. To date there had been no further contact regarding sponsorship from a business who wishes to remain anonymous at this time.

A Member reported that a donation of £50.00 was being made available from the Chamber of Commerce. Cllr. Mrs. J. Warr also offered £50.00 sponsorship from her business.

*Cllr. Mrs. Daniells declared a non-pecuniary interest as Secretary of the Chamber of Commerce*

The idea of double sided banners for advertising was discussed. Two members were prepared to look into making a prototype to see if this can be done and will liaise with the electrical contractor regarding fixings. Members were asked to agree to reimburse any costs up to a maximum of £100. This was **RESOLVED**.

**16. REVIEW OF RISK ASSESSMENTS FOR CHRISTMAS LIGHTS, CHRISTMAS TREES AND BANNERS**

Risk Assessment reviews are carried out prior to and after the event. The Head of Street Scene and Leisure Services confirmed that nothing had changed on the documents circulated and these were **APPROVED**.

**17. CORRESPONDENCE**

The correspondence was **NOTED**. (Appended to File copy of the Minutes)

There was a discussion regarding Christmas Tree sponsorship and a suggestion was made that the Observer newspaper be approached to sponsor a tree on the Place St Maur but this would need further investigation.

**Date of next meeting Wednesday 31<sup>st</sup> October 2012**

*The meeting closed at 6.50 pm*