



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND PUBLICITY COMMITTEE

HELD ON THURSDAY 11TH OCTOBER 2012

PRESENT: Cllrs: J. Brooks (Chairman), Mrs. S. Daniells, P. Dillon and W. Toovey

IN ATTENDANCE: Mrs G. Frost (Town Clerk)
Mrs. L. Gill (Clerical Assistant)

The meeting opened at 6.32 p.m.

36. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllrs. Mrs. E Anderson, R. Nash and Mrs. J. Warr

37. 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 made at this point in the Meeting.

38. TO CONSIDER AND AGREE CONTENT OF THE CHRISTMAS ILLUMINATIONS SWITCH-ON EVENT

Members **NOTED** that owing to the decision to have the reindeer back again this year the balance of the budget was limited once items such as first aid, advertising etc had been taken into account.

The Town Clerk reported on suggestions for the Switch-on Event. Two options for the staging were put forward, one using a third party stage and crew and the other using a scaffolding stage and the Council's own equipment and staff time. Cllr. Brooks offered his Company (Leaderboard) would sponsor the second option including £200 towards the hire of the staging, and provision of lighting, PA system, either the Council's or his Company's, to set up, stage manage and compère the event all free of charge to the Council. He will also provide a plunger for the switch-on. Following a discussion Members thanked Cllr. Brooks and **AGREED** to accept Leaderboard's offer to sponsor the stage and undertake the stage management for the 2012 Switch-on.

Cllr. Toovey offered to bring his equipment into the Town to run a Christmas disco during the day, offering Christmas music and playing requests to shoppers. Members thanked Cllr. Toovey and **AGREED** to accept his kind offer.

A proposed Treasure Hunt for Children was suggested. This would lead children round the Town looking for the answers to the competition in shop windows and prizes would be awarded for the winning entries. Prizes not used for a previous cancelled event (Beside the Seaside) could be used. Members **AGREED** to run a Treasure Hunt style competition for children. The competition would be judged early the following week and the winners advised accordingly.

At a previous meeting it had been suggested that an Elves post office could be set up to provide a feature for children to write letters to Father Christmas and post them receiving a gift in return but this had proved difficult to organise as there was not a suitable venue available on the day. An alternative option had been investigated and it was **NOTED** that the Company which provides the reindeer can also provide an inflatable grotto, Father Christmas and presents. Following discussion it was **AGREED** to book the full Christmas package from the company and to charge a small fee per child of £1.50 to subsidise the cost of the presents. The grotto would be run from 11.00am to 4.00pm and would require some staff time to monitor and manage queue levels. Cllrs. Dillon and Mrs. Daniells offered their assistance in doing this and would be prepared to wear fancy dress appropriate to the occasion.

A Councillor suggested that face painting might be considered and that a business had offered to help with the event and might host this and it was **AGREED** to book a face painting company if a suitable venue was found. A Member also suggested contacting the railway market organiser to see if they would be able to book some craft stalls for the market on the Switch-on day.

A Member has a contact who may be able to provide a snow machine free of charge and will make enquiries about this. He will also request that the cast of Cinderella do a walkabout in the Town prior to the Switch-on event. (weather permitting). Members **AGREED** to book the SPIRIT FM bus and advertising package.

Members **NOTED** that following advice from the Traffic Manager (Road Policing Unit Operations Department) it was not possible to use the land train to drive VIPs from the station to the Switch-on stage as it is not licensed for taking passengers on the highway.

The Town Clerk advised Members that in order to meet the additional costs of hiring the Grotto and Father Christmas etc. money would need to be vired across from the underspends on other events. It was **AGREED** to vire unspent funds from the Alice in Wonderland Day budget and the Beside the Seaside Budget to fund the additional costs for the Switch-on Event.

It was **AGREED** that the Switch-on would be conducted by the Town Mayor, members of the cast of the Alexandra Theatre's pantomime (Cinderella) and if possible a local hero. It was also suggested that Father Christmas be invited onto the stage for the Switch-on.

The Meeting closed at 7.44 p.m.