



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 12th FEBRUARY 2018

PRESENT:

Cllrs. J. Brooks (Chairman), P. Dillon (until Min. 115),
S. Goodheart (from Min. 105) and M. Smith

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
2 members of the public

The Meeting opened at 6.30pm

100. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement with attention drawn to the evacuation procedure in the event of the fire alarm sounding. Apologies had been received from Cllr. Batley who was working and Cllrs. Mrs. Daniells and Mrs. Warr who were both on annual leave.

101. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary 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 an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should 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 Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

There were no declarations at this time

102. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th DECEMBER 2017

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 11th December 2017 and these were signed by the Chairman.

103. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions from members of the public and no written questions had been received.

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

Min. 78 - 13th November 2017 - Consideration of how to address the obstructions caused by scaffolding in York Road and London Road preventing the installation of three of the Christmas Light displays

The Chairman requested that steps be made to ensure that the catenary wire in London Road, that has been disconnected whilst the scaffolding is in place, is re-connected when the refurbishment works are complete.

105. UPDATE ON EVENTS PROGRAMME FOR 2017 INCLUDING RATIFICATION OF EXPENDITURE AND IDENTIFICATION OF BUDGET FOR ANY OVERSPEND

The Events Officer's report was noted.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the overspend for the Town Council's 2017 events programme of £98.13 be met through General Reserves.

106. UPDATE ON EVENTS PROGRAMME FOR 2018

The Events Officer's report was noted and its content debated, after which the following were **RESOLVED**:

106.1 Day in the Park - 30th May 2018

After consideration Members **AGREED** that the theme for the book day in 2018 should be the books of Julia Donaldson.

106.2 Royal Wedding - 19th May 2018

Following the announcement of the wedding of Prince Harry and Meghan Markle, Members decided that the Council should celebrate the Royal Wedding by broadcasting the event live on a big screen in Hotham Park. However, as highlighted in the report, Members noted that there was no identified Budget in place for such an event. Members went on to discuss the Events Officer's suggestion that, to facilitate the event, £2,000 be vired from the February 2019 Half Term Event Budget (under Funshine Days Budget).

Following debate, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to vire £2,000 from the February 2019 Half Term Event Budget (under Funshine Days Budget) to provide a Budget for the Royal Wedding celebrations.

106.3 Drive Through Time - 8th July 2018

Members noted from the Events Officer's report that, in spite of extensive research, due to the difficulties surrounding copyright issues with the screening of films, the Town Council would be required to obtain a licence at a cost of £750 plus VAT if Members wished to go ahead with a screening of a suitable film at the end of the Drive Through Time Event. As this is an additional cost, there are insufficient funds within the current Budget to cover this.

Following discussion, Members decided that they would like to keep this new element of the event and therefore **AGREED** to fund the expenditure for the film from the Bognor Regis Brand Budget. It was therefore **RECOMMENDED** to the Policy and Resources Committee that the sum of £750 be vired from the Bognor Regis Brand Budget to the Drive Through Time Budget to cover this expenditure.

106.4 Proms in the Park - 23rd June 2018

Members noted the now confirmed date for this event.

106.5 Funshine Days - August 2018

Members **AGREED** with the recommendations within the Events Officer's report that the Funshine Days Programme should be altered to a 2-week, 3-day basis during the summer holidays on a Budget of £1,950.00. The remaining budget of £1,950 would be used to fund a one-off event in August, such as a Roller Rink, with all events moved away from the seafront potentially to Hotham Park or the Place St. Maur.

106.6 February 2019 Half Term Events

As noted above under Min. 106.2, the Committee recommended that £2,000 of the total Budget of £2,600 for these events be vired to the Royal Wedding celebrations and Members therefore **AGREED** that the Budget for these Half Term events would be reduced to £600.

106.7 Armed Forces Day - 16th June 2018

The update was noted.

106.8 WWI Centenary - 11th November 2018

Members noted from the Events Officer's report that The Royal British Legion are running a new initiative as part of the commemoration of the end of World War One, The Silent Solider. These Soldier Silhouettes can be located in any town, village or part of the countryside, and can be sponsored by anyone who wishes to do so; Councils, corporate companies or individuals. They are a very poignant symbol and a moving tribute highlighting the sacrifice all men and women gave across our Nation during the First World War.

Following discussion, and after noting the recommendations detailed within the Events Officer's report, Members **AGREED** to take part in the Silent Soldier initiative and to fund the purchase of 4 Silent Soldiers at a total cost of £1,000 plus VAT, utilising the WWI Centenary Budget.

106.9 Temporary Event Structure

The Events Officer provided quotations and details of possible suitable temporary event structures for Members to consider. After discussion Members **AGREED** to defer this item for further consideration at a future meeting, subject to there being sufficient funds remaining in the Bognor Regis Brand Budget.

107. UPDATE ON THE 2018 EVENTS PAMPHLET INCLUDING DISTRIBUTION AND DESIGN COSTS - MIN. 90 REFERS; PROMOTION OPPORTUNITIES AND FURTHER UTILISATION OF THE ADVERTISING SPACE ON THE PROMENADE WIND SHELTERS AND CONSIDERATION OF COSTS

The Events Officer's report was noted, and Members were advised that there was an underspend of £500 from the 2017 Town Guide Budget which, if made available for use towards the 2018 guide, would allow expansion to the distribution area.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this underspend be earmarked and used towards the distribution costs for the 2018 Event Pamphlet.

Members were asked to consider 2 design layouts for the 2018 events pamphlet and **AGREED** that the layout should be portrait style. Content will be considered at a future meeting when the forthcoming event dates have been confirmed.

Members noted that a print run of 40,000 had been previously agreed (Min. 90 refers) at a cost of £425 plus VAT with a further estimated cost of £40 for artwork.

Members were advised that an opportunity had arisen to promote the events in a West Sussex County Council guide called "Places to Visit in Sussex" which is available from over 1000 locations and located on 130 Stagecoach buses. The cost for this of £1,195 plus VAT could be met within the current Budget by reducing the number for distribution to 30,000 with 10,000 retained for Town Council use.

Following consideration, Members **AGREED** to:

- a) distribute 30,000 copies of the pamphlet at a cost of £1,050.00 plus VAT with the remaining 10,000 of the 40,000 print run retained for Town Council distribution
- b) publicise in the "Places to Visit in Sussex" guide at a cost of £1,195.00 plus VAT

Members further **AGREED** to refer the decision for distribution areas and areas to the Bognor Regis Brand Task and Finish Group for recommendation to this Committee.

108. UPDATE OF CHRISTMAS ILLUMINATIONS FOR 2017

The Projects Officer's report was noted including the confirmation that no funding would be required from the Bognor Regis Brand Budget for the additional feature to the 2017 Christmas Lighting display in the Town.

109. TO CONSIDER PROPOSALS FROM MEMBERS TO ENABLE A BRIEF TO BEGIN THE TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019

The Projects Officer's report was noted including that, with the current Christmas Lighting Contract coming to an end, the Projects Officer was requesting input from Members to assist with a brief to begin the tender process. Following discussion Members **AGREED** for a core display scheme on a similar basis to the current brief including, installation, maintenance and call out responses to form the basis of the brief, allowing a level platform for each applicant and to then invite additional quotes for supplementary enhancements and features.

The Projects Officer stated that when in receipt of the tender submissions, the matter will be referred back to this Committee for further consideration.

110. UPDATE ON ISSUES SURROUNDING 2018 AUGUST BANK HOLIDAY EVENTS - MIN. 85 REFERS

The Projects Officer's report was noted, and Members expressed their disappointment that not all parties were willing to take part in a facilitated meeting to try and resolve the issues. However, it was noted that the Town Council could take no further action in this regard.

111. BOGNOR REGIS BRAND BUDGET INCLUDING: UPDATE ON EXPENDITURE AND CURRENT BALANCE AND TO RATIFY COSTS OF 3 NEW EVENTS JACKETS - MIN. 86 REFERS

The Projects Officer's report and the balances were noted.

Members **AGREED** to **RATIFY** the expenditure of £84.00 plus VAT for 3 additional events jackets.

112. TO RECEIVE THE NOTES OF THE BOGNOR REGIS BRAND TASK & FINISH GROUP MEETING HELD ON 14th DECEMBER 2017

The notes from the Bognor Regis Brand Task & Finish Group meeting held 14th December 2017 were received. Members **AGREED** to the Group's recommendation that the Chairman could undertake some research into the possibility of commercial companies working in partnership with the Town

Council to distribute official Bognor Regis Town Council merchandise on a retail basis.

113. CONSIDERATION OF WEBSITE STATS FROM BRTC AND PARTNERS WEBSITES - REPORT FROM THE CHAIRMAN - MIN. 93 REFERS

The Projects Officer's report was noted.

The Chairman advised that he had not been able to complete his report as he was still awaiting some statistics from the Sussex by the Sea website administrator and therefore asked for the item to be deferred, to allow more time to gather the information.

The Committee **AGREED** to defer this item until a future meeting.

Members further **AGREED** that should the content of any future meetings require input from outside organisations the relevant people would be invited to attend.

114. UPDATE ON WEBSITE UP-GRADE - MIN. 94 REFERS, INCLUDING: LINKS TO OTHER WEBSITES AND CHAIRMAN'S REPORT ON THE WEBCAM

The Chairman had produced a report on the Town Council's website, with a list of action points and recommendations. As the list was extensive, and as some of the points had already been addressed, Members **AGREED** for the Projects Officer to liaise with the Civic & Office Manager and the website provider to address any relevant outstanding points and report back at the next meeting.

A brief discussion took place regarding links to other websites such as Bognor.Today and the posting of Town Council Events on them. A Member asked why there wasn't a link from Bognor.Today to the Town Council website or Facebook page which would take visitors directly to the events listings, avoiding duplication of work. No definitive answer was given at the time, but this will be investigated.

Cllr. Dillon left the meeting at 8.03pm

115. TO NOTE THE REMOVAL OF THE WI-FI NODULE AND WEATHER READING EQUIPMENT FROM THE FORESHORE OFFICE

The Projects Officer's report was noted.

The Chairman gave an update from the Wi-Fi contractor that he was planning to enhance the coverage in London Road and along the seafront.

116. TO RECEIVE DETAILS INCLUDING COSTS OF GIGABIT WEST SUSSEX - MIN. 96 REFERS

The Projects Officer's report was noted with no further action required at the current time.

117. TO NOTE THE RE-LOCATION OF THE VISITOR INFORMATION CENTRE TO THE REGIS CENTRE

The Projects Officer's report was noted.

A Member had given some detail regarding the set-up of the location and size of the Visitor Information Centre within the Regis Centre. The Chairman was pleased to learn that the Sussex by the Sea touch screen had been re-installed and thought Arun District Council should be applauded for organising this.

118. TO CONSIDER OUTSIDE USE OF THE TOWN COUNCIL LOGO AND USE OF THE BOGNOR REGIS BRAND - CHAIRMAN TO REPORT

The Chairman reported that he was concerned at the rise in the misuse of the Town Council logo and the Bognor Regis brand. Although Members are happy for other organisations to use the logo, and welcomed any efforts to promote Bognor Regis, there was concern that the logos were being altered and distorted. Members therefore **AGREED** to send a polite letter to these organisations with a copy of the Town Council's policy guidelines concerning its use.

119. TO NOTE CORRESPONDENCE

The Committee noted receipt of the correspondence list, previously circulated.

120. DATE OF NEXT MEETING

Monday 16th April 2018

The Meeting closed at 8.17pm