



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE**

**HELD ON MONDAY 16<sup>th</sup> APRIL 2018**

### **PRESENT:**

Cllrs. J. Brooks (Chairman), Mrs. S. Daniells, S. Goodheart,  
M. Smith and Mrs. J. Warr

### **IN ATTENDANCE:**

Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer) – until Min. 134  
1 Councillor in the public gallery  
1 member of the public

*The Meeting opened at 6.30pm*

### **125. 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 on annual leave and Cllrs. Dillon and Lineham who were both unwell.

### **126. 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 a Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Pecuniary interest, and therefore must leave the room 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.

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.

***Cllr. J. Brooks declared a Disclosable Pecuniary interest in Item 17 as a supplier to Armed Forces Day and would leave the meeting if discussion proved this necessary***

**127. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> FEBRUARY 2018 AND THE EXTRAORDINARY MEETING HELD ON 21<sup>st</sup> MARCH 2018**

The Chairman requested that an additional sentence be inserted into Min. 124 of the Minutes of the Extraordinary Meeting of the 21<sup>st</sup> March 2018, as he felt that the following paragraph could be mis-interpreted and wanted to clarify that the decision was in no way a poor reflection on the work delivered by Bognor.today;

*The issue was debated by the Committee and the consensus from the other Members of the Committee was that they did not feel that Bognor.today or the webcam should be included on the events pamphlet. This was **AGREED**.*

The Chairman asked for the following line to be inserted:

*This decision did not reflect in anyway on Bognor.today or the Webcam.*

Some Members felt this addition to be unnecessary as the comment was clearly not a criticism and the Town Council could be setting a precedent by justifying its decision. Following discussion and a vote, Members **AGREED** to the Chairman's proposal and the line will be inserted into the Minutes and the Chairman will initial the amendment.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 12<sup>th</sup> February 2018 and the Extraordinary Meeting, held on 21<sup>st</sup> March 2018, along with the agreed amendment and these were signed by the Chairman.

**128. ADJOURNMENT FOR PUBLIC QUESTION TIME**

Members **AGREED** to allow Cllr. Stanley, who was in the public gallery, to speak when the Committee considered the additional agenda item.

There were no other questions and no written questions had been received.

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

**Min. 118 - 12<sup>th</sup> February 2018 – To consider outside use of the Town Council Logo and use of the Bognor Regis Brand.**

The Projects Officer read out the response from the Group Head of Economy, Director of Place for Arun District Council to her letter regarding the use of the logo. She thanked the Committee for providing a copy of the 'Guidance for the use of the Bognor Regis Town Logo' and assured Members that ADC would be mindful of the guidance for use of the logo in the future.

Members noted the response and were pleased with the comments.

**130. UPDATE ON EVENTS PROGRAMME FOR 2018 - REPORT BY EVENTS OFFICER**

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

**130.1 Day in the Park - 30<sup>th</sup> May 2018**

The Events Officer reported that unfortunately Julia Donaldson was not able to attend the event. Members were asked to contact the Events Officer if they wished to participate or assist on the day.

**130.2 Royal Wedding - 19<sup>th</sup> May 2018**

Following discussion Members **AGREED** to distribute 500 red, white and blue balloons on sticks at the event. These along with a pump, will be funded from the Bognor Regis Brand Budget and the costs confirmed and ratified at the next meeting. Members would also like to encourage those attending the event to dress in the colours of the Union Flag. Members further **AGREED** that the Events Officer should source concessions for the event both merchandising and refreshments.

**130.3 Drive Through Time - 8<sup>th</sup> July 2018**

Members noted that the film "Chitty Chitty Bang Bang" had been confirmed and asked for the lyrics of the songs to be included inside the DTT brochure to encourage a sing-a-long.

**130.4 Proms in the Park - 23<sup>rd</sup> June 2018**

Following discussions Members **AGREED** that a Swing/Jazz band would perform for the first half of the event with a String Quartet for the Classical Proms in the second half. During the interval there will be a "cockney knees-up" style sing song. Lyrics for all songs will be included in the brochure.

Members considered setting an advance date for the 2019 Proms in the Park to enable the Haltingen Music Club from the Twinning Town of Weil am Rhein

to participate at the event. Members subsequently **AGREED** for the Events Officer to arrange a suitable date that did not clash with any other major event in 2019 as the dates previously proposed clashed with the Carnival and to relay this to the Music Club and report back to the Committee in due course.

### **130.5 Funshine Days - August 2018**

Members noted the Events Officer's update and that further details regarding the 2-week, 3-day programme will be made available at the next meeting.

### **130.6 February 2019 Half Term Events**

Members noted there was no update at this time.

### **130.7 Armed Forces Day - 16<sup>th</sup> June 2018**

Members noted that this was a separate agenda item.

### **130.8 WWI Centenary - 11<sup>th</sup> November 2018**

As had been agreed at the previous meeting, the order for 4 Silhouette Soldiers had been placed and delivery is awaited (Min. 106.8 refers). Members were therefore asked to consider where they would like to site the Soldiers to mark the Centenary Commemoration. After discussion Members **AGREED** to have two located by the Bognor Regis War Memorial Hospital and for two to be placed on the Town Hall balcony. Members asked Officers to seek the relevant permissions.

Members further **AGREED** that the Commemoration event would be simple and respectful and follow the national guidelines which include a piper, followed by the Last Post performed by a bugler and then the lighting of the beacon.

Members further **AGREED** to release 100 bio-degradable helium sky doves. Furthermore, it was suggested that a searchlight be used to light the event.

Members noted that the Events Officer had requested the attendance of a Military Band but due to the enormity of the occasion all bands have received an inordinate number of requests. Therefore, their presence at events will be determined by a draw but to date there has not been any confirmation of the result.

### **130.9 Christmas Illuminations - 24<sup>th</sup> November 2018 (TBC)**

Members noted there was no update at this time.

**131. REVIEW OF THE PUBLISHED 2018 EVENTS PAMPHLET AND RECOMMENDATIONS FOR PRODUCTION OF 2019 EDITION**

The Events Officer circulated the finished pamphlet, distribution of which was under way. Members commented that they were pleased with the finished product, but the Chairman stated that he would like a longer period of consultation next year. The Chairman further requested a copy of the distribution list and for a PDF version of the pamphlet to be made available to Members to promote on social media sites.

**132. UPDATE ON TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019 INCLUDING CONSIDERATION OF CONTINUANCE OF MAINTENANCE OF DECORATIVE LIGHTING IN "OLD TOWN" - REPORT BY PROJECTS OFFICER**

Members noted the Projects Officer's report and **AGREED** to include a request for costings for continuance of maintenance for the "Old Town" display lights to be included within the specification for the new contract.

Members **AGREED** with the Contractors Specification and Brief as circulated but also suggested that Quotation 2 include an "exciting" high-tech display with a number of additional features. Furthermore, Members wished to include costs for wall mounted Christmas trees for the "Old Town" area and for the lighting in the Queensway to be extended.

With regard to the number of tender invitees, it was **AGREED** that this should be limited to three companies.

Members further **AGREED** for the University to be approached to see if their New Technology students would like to design a display.

**133. CONSIDERATION OF A REQUEST TO ARUN DISTRICT COUNCIL FOR FURTHER IMPROVEMENTS TO THE HOTHAMTON PLAY AREA - COUNCIL MEETING 8<sup>th</sup> JANUARY 2018 MIN. 131 REFERS**

The Projects Officer's report was noted which referred to the question posed to the Mayor at the Council Meeting held 8<sup>th</sup> January and the request to lobby ADC to carry out safety improvements including a new safety gate and higher fencing at the Hothamton Play Area. Members **AGREED** to write to the Chief Executive of ADC to raise the points included within Cllr. Cosgrove's question to the Mayor and furthermore, also request they consider the installation of wheelchair friendly play equipment within the Hothamton play area.

**134. CONSIDERATION OF INSTALLING "NOGGIN" UNITS TO MEASURE FOOTFALL AT TOWN COUNCIL EVENTS INCLUDING IDENTIFICATION OF FUNDING FOR ANY EXPENDITURE - POLICY AND RESOURCES COMMITTEE 5<sup>th</sup> FEBRUARY 2018 MIN. 149 REFERS**

Members noted the Project Officer's report.

Following discussion, Members **AGREED** not to hire in "Noggins" for use at Town Council Events. Members felt that extension of the existing Noggins in the Town centre to the promenade may be something the BID would like to consider when they hold their summer events and asked Officers to raise this at one of the BID board meetings. The Chairman showed a report he used to record footfall at events and would circulate to other Members.

***The Events Officer left the meeting***

**135. BOGNOR REGIS BRAND BUDGET INCLUDING: UPDATE ON EXPENDITURE AND CURRENT BALANCE**

A spreadsheet of expenditure was circulated, and Members noted the current balance of £11,858.82.

**136. TO RECEIVE THE NOTES AND RECOMMENDATIONS OF THE TASK & FINISH GROUP MEETING HELD ON 1<sup>st</sup> MARCH 2018 INCLUDING RATIFICATION OF ANY PROPOSED EXPENDITURE**

Members received the notes of the Events Promotion & Leisure Task and Finish meeting of the 1<sup>st</sup> March 2018 including confirmation of the two chosen projects for the Group; Merchandising and Advertising Space on the Promenade.

Members **AGREED** the **RECOMMENDATIONS** to fund the costs for the draft production of artwork for postcards and posters from the Bognor Regis Brand Budget and will ratify the costs when available.

**137. CONSIDERATION TO PURCHASE AND INSTALL BUNTING IN THE PRECINCT FOR THE SUMMER SEASON INCLUDING AGREEMENT FOR COSTS TO BE MET FROM THE BOGNOR REGIS BRAND BUDGET**

The Projects Officer's report was noted, and Members **AGREED** the following:

Union Flags to be purchased and erected in the High Street from the Post Office to Iceland and the London Road into Station Road. These will be displayed until after the Royal Wedding then replaced by multi-coloured bunting for the remainder of the season.

Officers will investigate costs and report to Members for ratification at the next meeting with the expenditure met through the Bognor Regis Brand Budget.

Members were asked to identify other areas for bunting and to bring any suggestions to future meetings.

**138. CONSIDERATION OF "STOCK PHOTOGRAPHS" FOR PROMOTION AND MARKETING PURPOSES FOLLOWING NEW GENERAL DATA PROTECTION REGULATION (GDPR) GUIDELINES**

The Projects Officer's report was noted.

With the forthcoming implementation of the new GDPR, governing data use, Members were asked how they wished to proceed regarding future use of photographs in Town Council material and publications.

One of the guidelines state that photographs cannot be used if people are recognisable without written consent. Members would like clarification on what is classified as recognisable. For example, someone may still be recognisable even if their face is not visible.

Following discussion Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a Policy be produced in line with that of Arun District Council's policy and to start building a library of stock photographs based on a list of situations to cover a broad range of stock. Following further investigation this item will be reconsidered by the Committee including details of any expenditure.

**139. FURTHER CONSIDERATION OF BEACON LIGHTING ON THE PROMENADE FOLLOWING TEST RUN OF BURNERS - 12<sup>th</sup> JUNE 2017**  
**MIN. 13 REFERS**

The Projects Officer's report was noted and, following discussion, Members **AGREED** to undertake a test run of the beacon using wood along with a review of the Risk Assessment. Members would be invited to attend, and the Chairman asked that details of the test be made available on Facebook, so members of the public can come along and give their comments. Members asked Officers to make the necessary arrangements.

The issue will then be placed on a future agenda of the Committee for the final decision to be taken in time for the World War 1 Commemorations in November.

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

The Chairman reported that he had completed his report on the website stats and would circulate to Members. However, he would like to liaise with the Tourist Officer at ADC in the first instance regarding their Sussex By the Sea website and Members **AGREED** to this. The Chairman's report had highlighted some concerns with the Town Council's own website but acknowledged that the Town Council's Civic & Office Manager was aware of the concerns and was already looking to address the situation.

**141. TO RECEIVE AN UPDATE ON PLANS FOR ARMED FORCES DAY 2018**

Members noted the Events Officer's report and the previously circulated Minutes of the Bognor Regis Armed Forces Day Committee Meeting of the 29<sup>th</sup> March 2018.

Members **AGREED** to reserve the weekend of the 22<sup>nd</sup>/23<sup>rd</sup> June 2019 for the Armed Forces Day Event subject to the future agreement by the Town Council to support the event.

**142.** It was **RESOLVED** to vary the order of business to take the additional agenda item next

**143. TO CONSIDER A PROPOSAL FOR A FUTURE PRESENTATION TO THE COMMITTEE BY VINCO MARKETING REGARDING THE LOVE BOGNOR INITIATIVE AND TO MAKE RECOMMENDATIONS REGARDING FUTURE PARTNERSHIP WORK WITH LOVE BOGNOR IN ACCORDANCE WITH THE COUNCIL'S PARTNERSHIP PROMOTION AND SPONSORSHIP POLICY**

The Chairman invited Cllr. Stanley to speak as previously agreed by Members.

Cllr. Stanley asked Members to consider inviting Vinco Marketing to attend the June meeting of the Events, Promotion and Leisure Committee to give a presentation on Love Bognor. In a short time, Love Bognor have attracted four and half thousand followers to their Facebook page, produced the literature for the Christmas event, worked with The Trust on their photograph competition and held a successful Easter Egg hunt in the Town.

Following discussion Members **AGREED** to invite Vinco Marketing to attend the June Meeting, however, Members requested that Cllr. Stanley liaise with the Projects Officer prior to the meeting to agree a brief and to ensure that the presentation would not incur any cost to the Council.

**144. TO NOTE CORRESPONDENCE**

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

**145. DATE OF NEXT MEETING**

Monday 11<sup>th</sup> June 2018.

***The Meeting closed at 9.15pm***