



BOGNOR REGIS TOWN COUNCIL

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

HELD ON MONDAY 11th JUNE 2018

PRESENT: Cllrs. Mrs. S. Daniells (Chairman), J. Brooks, P. Dillon,
(until Min. 16), D. Enticott, S. Goodheart, M. Smith and
Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer) - (until Min. 14)
1 Councillor in the public gallery
1 member of the public

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING

Members noted the appointment of Cllr. Mrs. S. Daniells as Chairman and Cllr. D. Enticott as Vice-Chairman as agreed at the Annual Meeting.

2. 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.

3. 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 Disclosable 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 Disclosable 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.

There were no Declarations of Interest

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16th APRIL 2018

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 16th April 2018 and these were signed by the Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Chairman adjourned the Meeting at 6.35pm

A member of the public asked the Town Council if they would be willing to work with outside organisations, predominantly charities on their events and promotion.

Members reported that the Town Council already work with a number of organisations and provide funding and Town Force time through Grant Aid. Members also suggested that the member of public may like to meet with the Events Officer who would be able to give a lot more information.

The Chairman re-convened the Meeting at 6.42pm

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

6.1 Min. 133 - 16th April 2018: Hothamton Play Area

The Projects Officer read out the response received from Arun District Council following the Town Council's letter to them requesting information regarding the installation of wheelchair friendly play equipment in the Hothamton and other play areas. ADC confirmed that funds have been set aside for a bespoke wheelchair swing and they are currently looking at suppliers and design details. ADC have also placed significant emphasis on accessibility and play value for all ages and abilities as part of the brief for the tender process. Members noted the response.

6.2 Min. 139 - 16th April 2018: Beacon Lighting

The Projects Officer informed Members that the test lighting of the beacon will be arranged when Town Force Team have finished the summer planting.

7. APPOINTMENT OF ALLOTMENTS SUB-COMMITTEE

Note: It is usual practice for all Members of the Planning and Licensing Committee to be appointed to the Allotments Sub-Committee.

The Committee **RESOLVED** that the Sub-Committee be appointed, together with its Membership.

Membership: Cllrs. J. Brooks, Mrs. S. Daniells, P. Dillon, D. Enticott, S. Goodheart, S. Reynolds, Mrs. J. Warr and P. Woodall.

It was noted that the appointment of the Chairman and Vice-Chairman of this Sub-Committee would be undertaken at the first meeting.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** the following appointments.

Mr. G. Delurey, Mr. E. Hallet, Mrs. L. Russell and Ms. S. Trodd (allotment tenant representatives).

8. TO CONSIDER CURRENT TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

The Projects Officer's report, including the current Terms of Reference for both the Events, Promotion and Leisure Committee and the Allotments Sub-Committee were noted.

8.1 Events, Promotion and Leisure Committee

No changes were proposed to the Terms of Reference for the above - **RESOLVED.**

8.2 Allotments Sub-Committee

No changes were proposed to the Terms of Reference for the above - **RESOLVED.**

9. UPDATE ON EVENTS PROGRAMME FOR 2018 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED - REPORT BY EVENTS OFFICER

The Events Officer's report was noted.

Members **AGREED** to the third Silent Soldier being located by the wall to the Bognor Regis War Memorial Hospital and for the final Soldier to be used as a mobile display to other events. The Projects Officer assured a Member that she had been in contact with the Friends of Bognor Hospital and that the suggestion to place the Silent Soldier on the wall by the entrance had come from the hospital properties department and had been agreed by them.

Members **AGREED** that the cost of the Lamppost Banners for the Royal Wedding, Drive Through Time and the Christmas Switch-On, totalling £814.50 can be funded by the Promotions and Publicity Budget.

10. TO RATIFY THE COSTS FOR THE BUNTING OF £1442.50+VAT, TO BE FUNDED FROM THE BOGNOR REGIS BRAND BUDGET - MIN. 137 REFERS

Members **AGREED** to **RATIFY** the cost of £1,442.50 + VAT for bunting to be funded from the Bognor Regis Brand Budget.

11. UPDATE ON INVITATION TO LOVE BOGNOR TO GIVE A PRESENTATION TO THIS COMMITTEE - MIN. 143 REFERS

The Projects Officer advised that Love Bognor were unable to attend this meeting to give a presentation however, they had accepted an invitation to attend the next meeting on the 6th August 2018.

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

The Events Officer's report was noted including the programme for the event on Saturday 16th June 2018.

13. CONSIDERATION OF THE RE-APPOINTMENT OF THE TASK & FINISH WORKING GROUP INCLUDING A REVIEW OF ITS CURRENT STRATEGY, TO AGREE FINAL PROOFS FOR POSTCARDS, FURTHER CONSIDERATION OF THE FRAMES FOR THE WIND SHELTERS ON THE PROMENADE AND TO RATIFY ANY ASSOCIATED COSTS FROM THE BOGNOR REGIS BRAND BUDGET. FURTHERMORE, IF RE-APPOINTED TO REVIEW THE TERMS OF REFERENCE FOR THE WORKING GROUP

13.1 Members considered whether they wished to re-appoint the Task & Finish Working Group or to undertake a review of the current strategy and consider reallocating the funds remaining within the Bognor Regis Brand Budget for a new, event related project.

A Member expressed his disappointment and objection to the proposal as he was keen to continue with the merchandising project. He was also committed to realising the completion of the selfie opportunity on the Promenade and was disappointed that there were no designs to consider.

In response to a comment from a Member, the Projects Officer stated that the proposal before them had not been tabled by Officers nor was there any intention or ability to influence the decision.

A lengthy discussion followed, with a number of points raised for and against the proposal, before it was agreed to move to a vote. Whilst the Chairman began to count the vote by a show of hands, Cllr. Brooks requested a recorded vote. Furthermore, Cllr. Enticott declared he had misunderstood the proposal and had not raised his hand at the correct time.

The Chairman therefore read out the two proposals before them and recorded votes were taken, the results of which are as follows:

Do Members wish to re-appoint the Events, Promotions and Leisure Task & Finish Working Group?

For	Against	Abstentions
Cllr. Mrs. J. Warr Cllr. S. Goodheart Cllr. J. Brooks	Cllr. M. Smith Cllr. P. Dillon Cllr. D. Enticott Cllr. Mrs. S. Daniells	

It was therefore **RESOLVED** that the Events, Promotions and Leisure Task & Finish Working Group would not be re-appointed, thus negating the need to review the Terms of Reference.

In light of the decision taken above, do Members agree to change the current strategy of the Bognor Regis Brand Budget and recommend to the Policy and Resources Committee that the remaining funds are returned to General Reserves with a simultaneous recommendation that the funds be re-allocated to this Committee for a new, event related purpose?

A recorded vote was again taken, the results of which are as follows:

For	Against	Abstentions
Cllr. M. Smith Cllr. S. Goodheart Cllr. P. Dillon Cllr. D. Enticott Cllr. Mrs. S. Daniells	Cllr. J. Brooks	Cllr. Mrs. J. Warr

It was therefore **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the unallocated Bognor Regis Brand Budget be returned to General Reserves with a simultaneous recommendation that the funds be re-allocated to this Committee for a new, event related purpose.

13.2 Members **AGREED** to **RATIFY** the costs of the £120.00 to be funded from the Bognor Regis Brand Budget for the design of the postcards, that had already been completed, and following discussion **AGREED** not to proceed further with the project.

13.3 A Member disagreed with the statements in the Officer's report regarding the comments about the A0 size and the stand-off of the frames.

Following a lengthy discussion all Members **AGREED** to proceed with Option 1 from the Events Officer's report, funded by the Bognor Regis Brand Budget, as follows:

To proceed with the purchase of 12 x snap on frames at a total cost of £1,073.40 plus VAT, in the previously agreed size of 787.4mm x 1117.6mm, and utilise the space by accommodating numerous smaller posters, provided by each event organiser throughout the season, enabling quick turnaround of

imagery at no further cost to the Town Council, with all Town Council posters produced in house.

14. BOGNOR REGIS BRAND BUDGET INCLUDING CONSIDERATION OF UTILISATION OF REMAINING BALANCE LESS PREVIOUSLY IDENTIFIED EXPENDITURE

The Projects Officer's report, including confirmation that the balance of the Bognor Regis Brand Budget was currently £8,328.88, was noted. This takes into account any outstanding invoices and previously identified expenditure.

The **RECOMMENDATION** to the Policy and Resources Committee, agreed under Min. 13.1, regarding the return of the balance to General Reserves and simultaneously request for the same amount to re-allocated to the Events, Promotion and Leisure Committee for a new event related purpose was **NOTED**.

15. CONSIDERATION OF A PROPOSAL TO HOLD A STAND ALONE OUTDOOR FILM EVENT

The Projects Officer's report was noted and following discussion, Members **AGREED** for Officers to undertake further investigation into the proposal with a report back to the Committee in due course.

16. UPDATE ON TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019

Members were asked to consider three separate tenders to determine who they would like to invite to give a visual presentation. Members were asked to consider the initial costs relating to the displays but be mindful that further infrastructure costs would also need to be taken into account before a final decision is made.

Following discussion, Members **AGREED** to invite all three companies to give a visual presentation and asked Officers to make the arrangements. Members were also asked to let the Projects Officer have any questions ahead of the presentations so that these may be forwarded to the companies prior to their presentations.

A Member asked if contact had been made with the University regarding the opportunity for their technological students to come up with some bespoke designs and were informed that this had been the case and some mutually convenient dates for a meeting were being discussed.

17. CONSIDERATION OF REQUEST TO PURCHASE AND FLY A RED ENSIGN ON MERCHANT NAVY DAY ON 3rd SEPTEMBER TO RAISE AWARENESS OF THE NATION'S RELIANCE ON SEAFARERS AND SHIPPING AND TO IDENTIFY A BUDGET FOR ASSOCIATED COSTS AS DETAILED IN REPORT

The Projects Officer's report was noted.

Members considered the invitation and **AGREED** that the Projects Officer write and thank Seafarers UK but decline the invitation.

18. CONSIDERATION OF OFFICER ATTENDANCE AT A MEETING WITH ADC REGARDING A PROPOSAL FOR AN EVENT ON THE PROMENADE FOR 2019

The Projects Officer's report was noted.

Members **AGREED** for both the Events and the Projects Officers to attend a meeting with ADC regarding a proposal for an event on the promenade for 2019 with the appropriate report back to the Committee with relevant information in due course.

19. TO NOTE CORRESPONDENCE

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

Members requested that with reference to item one on the list, that the member of public be provided with a list of relevant ADC contacts.

20. DATE OF NEXT MEETING

Monday 6th August 2018.

The Meeting closed at 8.45 pm