



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 6<sup>th</sup> AUGUST 2018**

**PRESENT:** Cllrs. Mrs. S. Daniells (Chairman), P. Dillon,  
S. Goodheart, M. Smith and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer) - (until Min. 40)  
2 Councillors in the public gallery (for part of the meeting)  
4 members of the public  
1 member of the press

***The Meeting opened at 6.30pm***

### **27. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and read the opening statement and the following announcements:

*"Following a notification to the Clerk from the Leader of the Labour Group, Councillor Enticott has been suspended from taking up any committee seat held where he has been appointed by the Labour Group. On this basis, he will not be able to sit on the Committee at the meeting being held today."*

The Chairman also advised that the meeting would be Chaired in strict accordance with the Town Council's Standing Orders.

In the absence of the Vice-Chairman Members **AGREED** that Cllr. M. Smith would act as Vice-Chairman for the meeting.

No apologies had been received.

### **28. 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, or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their interests as any arise or again at the relative point in the meeting if they have already.

***Cllr. Goodheart declared an Ordinary Interest in Agenda items 12 and 15 due to his involvement with ROX***

**29. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> JUNE 2018 AND EXTRAORDINARY MEETING HELD ON 19<sup>th</sup> JULY 2018**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 11<sup>th</sup> June 2018 and the Extraordinary Meeting held on 19<sup>th</sup> July and these were signed by the Chairman.

**30. ADJOURNMENT FOR PUBLIC QUESTION TIME**

***The Chairman adjourned the Meeting at 6.34pm***

A member of the public commented on the successful Hotham Park Country Fair event at the weekend and thanked the Town Council for the support they gave towards the event.

A Member who was present in the public gallery spoke on Agenda item 5.

***The Chairman re-convened the Meeting at 6.36pm***

**31. TO RECEIVE A PRESENTATION FROM VINCO MARKETING REGARDING THE LOVE BOGNOR INITIATIVE AND TO MAKE RECOMMENDATIONS REGARDING FUTURE PARTNERSHIP WORK IN ACCORDANCE WITH THE COUNCIL'S PARTNERSHIP PROMOTION AND SPONSORSHIP POLICY - MIN. 143, EVENTS PROMOTION AND LEISURE MEETING 16<sup>th</sup> APRIL 2018 REFERS**

***The Chairman adjourned the Meeting at 6.37pm to receive the presentation from Vinco Marketing***

Vinco Marketing gave a presentation on their Love Bognor project and the work they have undertaken. Love Bognor is a self-funded project which encourages positive messages about Bognor Regis with a zero tolerance to bad language or negativity. It is available via four social media platforms, Facebook, Twitter, Instagram and has a web-site. The web-site covers 6 main areas Tourism/Events/Offers and Promotion/Recruitment/Community and news. Love Bognor merchandise is available in three local retailers, a hotel and online. 10% of any membership fees go back to the community via local charities and 10% to promoting the Town on national scale.

Following the presentation, Vinco Marketing took questions from the Committee and the Chairman thanked them for attending and giving a comprehensive and informative presentation.

***The Chairman re-convened the Meeting at 7.05pm***

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

**Mins. 13.1 and 14. - 11<sup>th</sup> June 2018: Bognor Regis Brand Budget including utilisation of remaining balance less previously identified expenditure**

The Projects Officer reported that the Policy and Resources Committee at their meeting on the 30<sup>th</sup> July 2018, agreed to re-allocate the funds from the previous Bognor Regis Brand Budget to the Events Promotions and Leisure Committee for an event related purpose. Members asked for this to be an Agenda item for the next meeting for discussion.

**33. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 12<sup>th</sup> JUNE 2018**

The Committee received the notes from the meeting held on the 12<sup>th</sup> June 2018 and noted that there were no Resolutions or Recommendations in the report.

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

The Events Officer gave a verbal update on the Events Programme for 2018 as follows:

- 34.1** The Funshine Days are going well and have two more weeks to run. It had been necessary to withdraw the roller rink due to unavoidable circumstances of which Members had been previously informed. However, replacement events had been scheduled.
- 34.2** Members **RESOLVED** to **AGREE** the Virement of £500.00 from the Drive Through Time budget to the Funshine Days for enhancement to one of the Funshine Day events and **AGREED** to **RECOMMEND** this to the Policy and Resources Committee.

**35. CONSIDERATION OF AN ADVERTISING OPPORTUNITY WITHIN A MAJOR PUBLICATION FOR THE 2019 ISSUE AND TO IDENTIFY A BUDGET FOR RELATED COSTS**

Following discussion Members **AGREED** not to proceed with the opportunity at this time. However, the Events Officer was asked to investigate if the publisher would be willing to enter into a sponsorship arrangement with the Town Council and Members would re-visit the opportunity at a future meeting.

**36. UPDATE ON PROPOSAL TO HOLD A STAND-ALONE OUTDOOR FILM EVENT - MIN. 15, EVENTS PROMOTION AND LEISURE MEETING 11<sup>th</sup> JUNE 2018 REFERS**

***Cllrs. Cunard and Mrs. Daniells declared and Ordinary Interest in this item due to their involvement with the Picturedrome Cinema***

The Projects Officer's report was noted.

Following discussion Members **AGREED** not to apply for membership to Film Hub South East or submit an application for funding.

Members further **AGREED** not to hold a stand-alone event at this time.

**37. TO NOTE THE REPORT FOR THE RECOMMENDATIONS TO THE POLICY AND RESOURCES COMMITTEE REGARDING THE BUDGETARY REQUIREMENTS FOR THE CHRISTMAS 2019 LIGHTING DISPLAY CONTRACT**

The Projects Officer's report was noted.

Members appointed Cllr. Goodheart, along with the Projects Officer, to attend the meeting at the University on the 23<sup>rd</sup> August 2018 and further **AGREED** to invite Cllr. Brooks to also attend.

**38. UPDATE ON OFFICER ATTENDANCE AT A MEETING WITH ADC REGARDING A PROPOSAL FOR AN EVENT ON THE PROMENADE FOR 2019 – MIN. 18, EVENTS PROMOTION AND LEISURE MEETING 11<sup>th</sup> JUNE 2018 REFERS**

The Projects Officer reported that although an initial meeting had taken place, very little detail had come about as a further meeting with potential stakeholders was scheduled for later in the week. The Chairman had been invited to attend that meeting along with Officers and a report will be made available to Members following the meeting.

**39.** Members **RESOLVED** to vary the order of business and take Agenda item 15 next

**40. CONSIDERATION OF A PROPOSAL FROM CLLR. COSGROVE FOR THE TOWN COUNCIL TO EXPLORE A PARTNERSHIP WITH ROX CHARITY FOR A 3-YEAR PERIOD TO DELIVER A FESTIVAL EVENT FROM 2019/20 ONWARDS AS REFERRED FROM THE COUNCIL MEETING ON THE 2<sup>nd</sup> JULY 2018, MIN 71. REFERS, AND TO IDENTIFY A BUDGET FOR ASSOCIATED COSTS**

***Cllr. Goodheart, having previously declared an Ordinary Interest in this Agenda item, made a statement and elected to leave the Chamber whilst the item was debated***

The Projects Officer's report was noted incorporating Cllr. Cosgrove's motion as previously circulated.

A Member felt that previous ROX events had been welcomed locally and nationally and that the free events were a positive and popular addition for the Town. There were concerns raised about the issues that can be associated with big events such as crowd control and spiralling costs, and that if any partnership was undertaken there would need to be clear lines as to where responsibility lies. Following discussion Members agreed in principle to the proposal and were in favour of a £ for £ match funding. However, Officers were asked to meet with the ROX Organisation for some discussion on how the partnership could work and to initiate the terms of a service level agreement prior to re-consideration by this Committee before any recommendation to the Policy and Resources Committee is made.

**41. FURTHER CONSIDERATION OF A PROPOSAL BY CLLR. COSGROVE REGARDING THE HOTHAMTON PLAY AREA AS REFERRED FROM THE COUNCIL MEETING OF THE 2<sup>nd</sup> JULY 2018, MIN. 6.1 REFERS**

The Projects Officer's report was noted.

Following discussion, Members **AGREED** not to send another letter to ADC at this time. The previous responses from ADC to earlier correspondence was noted and it was felt that with the potential development of the Linear Park, any further objections could provoke a negative reaction. A Member who is

also an ADC Councillor was asked to speak with the relevant department at ADC to see if some improvements could be made.

**42. CONSIDERATION OF A PROPOSAL FROM CLLR. COSGROVE, TO ORGANISE A COMMEMORATION EVENT FOR HOLOCAUST MEMORIAL DAY IN JANUARY 2019, AS REFERRED FROM THE COUNCIL MEETING OF THE 2<sup>nd</sup> JULY 2018, MIN. 70 REFERS, AND TO IDENTIFY A BUDGET FOR ASSOCIATED COSTS**

The Projects Officer's report was noted.

Members considered the proposal and felt that the Holocaust Memorial Day should be observed. However, it was **AGREED** to wait for the distribution of the official HMD 2019 activity pack, that is available in September, to consider the official event guidelines, before making any decision on what form the event would take. Officers will secure a copy of the publication for the October meeting for Members to consider further.

**43. TO NOTE CORRESPONDENCE**

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

**44. DATE OF NEXT MEETING**

Monday 8<sup>th</sup> October 2018.

***The Meeting closed at 8.00 pm***