



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 10<sup>th</sup> DECEMBER 2018**

**PRESENT:** Cllrs: Mrs. S. Daniells (Chairman), J. Brooks, A. Cunard,  
P. Dillon, S. Goodheart and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)  
1 Member of public in the public gallery

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

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

The Chairman welcomed those present and read the opening statement. No apologies had been received from Cllrs. Batley or Smith. In line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

In the absence of the Vice-Chairman, Cllr. Enticott, Members **AGREED** that Cllr. Dillon would act as Vice-Chairman for the meeting.

### **59. 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.

***There were no declarations of Interest***

**60. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8<sup>th</sup> OCTOBER 2018**

It was **RESOLVED** that the Minutes of the Meeting held on 8<sup>th</sup> October 2018 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

**61. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***The Chairman adjourned the meeting at 6.32pm***

A member of the public spoke about the following points:

- The need to keep poster sites filled at all times. He acknowledged that at the end of the season there would not be any events to be promoted but asked if it would be possible for any poster sites to be filled with something suitable, so they were never empty.
- Could something be done about the graffiti on the wind shelters on the Promenade?
- Referring to agenda item 10, he thought the idea of an enclosed structure was a good idea and suggested several possible sites that could be used.

A Member wished to discuss the poster sites in more detail and it was therefore **AGREED** that the Clerk would ensure this is an agenda item for the next meeting.

A Member asked if Town Force could remove the graffiti but was advised by the Clerk that the shelters are ADC property and they no longer contribute to the Street Scene Partnership Scheme. Members asked for this to be raised at the next ADC/BRTC Liaison Meeting.

***The Chairman reconvened the meeting at 6.41pm***

**62. CLERK'S REPORT FROM PREVIOUS MINUTES****62.1 Min. 49 - 8<sup>th</sup> October 2018 - Matters arising from the minutes which are not a separate agenda item**

Further to the presentation from Vinco Marketing in August, Members had asked for Bognor.Today to be invited to give a similar presentation. Bognor.Today have declined at present due to a series of upgrades they are undertaking to their website, but have requested the invitation remain open until such time as these are complete. Members noted this response.

**62.2 Min. 50.3 - 8<sup>th</sup> October 2018 - Drive Through Time**

A Member had asked that the Town Council Accountant be asked to clarify whether the costs of the big screen could be termed as sponsorship as he considered it a discount as no actual funds had been paid to the Town Council. Clarification has been sought with the Accountant who confirmed that at present whilst the sponsorship for screens was not shown in the accounts, this is a perfectly correct procedure and can still be classed as sponsorship. However, for the avoidance of any doubt in future, if Members would prefer, it is possible to invoice for the full amount and request a credit note for the sponsorship element.

The Member was not satisfied with this response and following discussion Members **AGREED** that this should be looked at by the Internal Auditors when they next visit.

**62.3 Min. 55 - 8<sup>th</sup> October 2018 - Proposal to hold a Commemoration Event to mark Holocaust Day in January 2019**

Invitations have been sent to the Parish Church of St Wilfrid's, Our Lady of Sorrows RC Church, the Bognor Regis Jewish Community and the Bognor Regis Muslim Community Centre to attend the Full Council Meeting in January to mark the 2019 commemoration event and join in a moment of reflection and prayer.

The Clerk reported that to date only one invitee had accepted the invitation. Due to the timescale in getting the arrangements in place in time for the January meeting, Members **AGREED** that if no other responses were received before Christmas it would be best to withdraw the invitation.

**63. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 13<sup>th</sup> NOVEMBER 2018**

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the meeting held on 13<sup>th</sup> November 2018:

**63.1 Min. 21 - Ratification of expenditure of £30.09 for refreshments at the AGM held on 23<sup>rd</sup> October 2018 and associated AGM costs of £27.00**

Members **RESOLVED** to **APPROVE** the costs for of £57.09 for refreshments and associated costs for the AGM.

**63.2 Min. 23 - Consideration of proposal that allotment rents are rounded up/down to the nearest pound to assist with banking**

Members **RESOLVED** to **APPROVE** the recommendation that with immediate effect all future rents are rounded up to the nearest pound to facilitate banking.

**63.3 Min. 24 - Ratification of expenditure of £56.60 on three combination padlocks to replace two broken ones and to have one spare**

Members **RESOLVED** to **APPROVE** the costs of £56.60 for three combination padlocks.

**63.4 Min. 25 - To note recent bills for water supply to allotments and consideration of management of future water usage to address increased costs**

Members **RESOLVED** to **APPROVE** the recommendation that a water levy be included on renewal notices from October 2019 to cover any increased costs for future water usage.

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

The updates on the Events Officer's report were noted.

**65. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2019**

The Events Officer's report, including a table with suggested Town Force hours, was noted. It was explained that since their inception, Town Force had supported local events and every year an allocation was made to the larger Town events as well as Town Council events. Members were advised that all Town Force hours must be allocated to a cost centre. The suggested hours were based on the allocation last year and the actual hours used. It was subsequently **RESOLVED** that the following events should receive allocated free Town Force hours:

**TOWN EVENTS**

10K Road Race	22 hours
Carnival	45 hours
Birdman	30 hours
ROX (ROX in the Park, main festival, Halloween)	60 hours
Hotham Park Country Fair	55 hours
Illuminations Gala	5 hours
Southdowns Folk Festival	40 hours
Carol Concert in the Park	30 hours
Kite Festival	20 hours
Bognorphenia	20 hours
Town Centre Events	30 hours
Armed Forces Day	50 hours

**TOWN COUNCIL EVENTS**

Proms in the Park	45 hours
A Drive Through Time	110 hours
Funshine Days (20 days)	65 hours
Remembrance Day	35 hours
Christmas Lights Switch-On	80 hours
Day in the Park	50 hours
Unallocated at the discretion of Events Officer	20 hours
<b>TOTAL</b>	<b><u>812 hours</u></b>

Members **NOTED** that the hours allocated included enhancement for weekend working rather than actual hours to be worked.

**66. UPDATE ON PROPOSAL FOR AN EVENT ON THE PROMENADE - MIN. 38 REFERS**

The Projects Officer's report was noted and Members looked forward to receiving a further update in the New Year.

**67. CONSIDERATION OF COSTS FOR MARQUEES OR ENCLOSED STRUCTURES FOR USE DURING BAD WEATHER - MIN. 50.5 REFERS**

The Projects Officer's report was noted.

Following discussion Members **AGREED** that it would be more cost effective to hire in a marquee or enclosed structure as and when required and therefore would not be pursuing this further.

**68. CONSIDERATION OF FORMAT AND QUOTATIONS FOR EVENTS GUIDE 2019 INCLUDING REVIEW OF 2018 ENTRY INTO "PLACES TO VISIT SUSSEX" AND CONSIDERATION OF 2019 PUBLICATION**

The Events Officer provided Members with details of costs of different formats for the 2019 Events Guide as follows:

**DL Leaflet****Company A:**

Print run of 20,000	£677.00
Artwork	£70.00
<b>Total</b>	<b>£747.00</b>

**Company B:**

Print run of 20,000	£440.00
Artwork	£45.00
<b>Total</b>	<b>£485.00</b>

**Company C:**

Print run of 20,000	£477.00
Artwork	£65.00
<b>Total</b>	<b>£542.00</b>

**16pp Guide****Company A:**

Print run of 20,000	£995.00
Artwork	£420.00
Total	<b>£1,415.00</b>

**Company B:**

Print run of 20,000	£994.00
Artwork	£470.00
Total	<b>£1,464.00</b>

**Company C:**

Print run of 20,000	£1,100.00
Artwork	£350.00
Total	<b>£1,450.00</b>

Following discussion, Members **AGREED** the following:

- To produce a DL leaflet as the preferred option for the 2019 Events Guide
- To appoint Company B to produce the artwork and printing of the DL leaflet
- For the Events Officer to re-negotiate a package with "Places to Visit Sussex" which incorporated advertising and the production of a map up to a maximum budget of £600

A Member expressed concerns that the next meeting in February would not give enough time to consider the artwork proposals. The Clerk will therefore liaise with the Chairman to call an Extraordinary Meeting should this be required.

**69. FURTHER CONSIDERATION OF THE UTILISATION OF THE ADDITIONAL BUDGET OF £8,329.06 FOR AN EVENT RELATED PURPOSE INCLUDING POSSIBLE JOINT PARTNERSHIP EVENT WITH THE BID - MIN. 53 REFERS**

Following discussion, Members **AGREED** that Bognor Regis BID be approached to see if they would like to consider running a partnership event. The Projects Officer will take this proposal to the next BID Board Meeting.

**70. CONSIDERATION OF PROPOSAL BY CLLR. BROOKS REGARDING SUSSEX TOP ATTRACTIONS**

Cllr. Brooks gave an overview of the Sussex Top Attractions pamphlet and the merits of advertising in the publication. However, as the deadline for inclusion had been missed, Members **AGREED** to defer this item until next year.

**71. CONSIDERATION OF PROPOSAL FROM A LOCAL ARTIST FOR THE TOWN COUNCIL TO HOLD AN ANNUAL EVENT**

The Projects Officer's report was noted.

Following discussion Members **AGREED** that whilst they were in favour of the event proposal, it is not something they would consider running as part of the Town Council events programme. However, they would like to offer advice and assistance to the local artist if they chose to undertake the event themselves. Officers were asked to thank the member of public for the proposal and to offer assistance wherever possible.

**72. TO NOTE CORRESPONDENCE**

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

**73. DATE OF NEXT MEETING**

Monday 11<sup>th</sup> February 2019

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