



BOGNOR REGIS TOWN COUNCIL

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CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING

HELD ON WEDNESDAY 8th JULY 2009

PRESENT:

Cllrs: P. Dillon, D. Eldridge, R. Gillibrand and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Deputy Town Clerk)
Mrs. S. Holmes (Events Officer)
Mr. I. Harding (Chamber of Commerce representative) - co-opted member

The Meeting opened at 6.35pm

1. TO APPOINT THE CHAIRMAN AND VICE-CHAIRMAN OF THE SUB-COMMITTEE

1.1 Members noted with regret that Cllr. Burt had chosen to stand down from this Sub-Committee and spoke of his excellent chairmanship and valued contribution.

1.2 It was proposed and seconded that Cllr. Mrs. J. Warr be nominated Chairman of the Christmas Illuminations Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Mrs. Warr be duly elected Chairman of the Sub-Committee for 2009/2010.

1.3 It was proposed and seconded that Cllr. P. Dillon be nominated Vice-Chairman of the Christmas Illuminations Sub-Committee. There being no other nominations, it was **RESOLVED** that Cllr. Dillon be duly elected Vice-Chairman of the Sub-Committee for 2009/2010.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. Mrs. S. Daniells and Mr. Holmes.

3. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of personal and/or prejudicial 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 personal interest and the nature of the interest
- c) Whether it is also a prejudicial interest
- d) If it is a prejudicial interest, whether they will be exercising their right to speak under 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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Prejudicial and Personal. These forms to 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.

The Sub-Committee noted that there were no Declarations of Interest made at this point in the Meeting.

4. TO NOTE RECOMMENDATIONS FROM E&L COMMITTEE TO COUNCIL OF APPOINTMENTS TO SUB-COMMITTEE OF CO-OPTED NON-VOTING MEMBERS - MR. A. HOLMES AND MR. I HARDING

The Sub-Committee **RESOLVED** to note the recommendations from the E&L Committee to the Town Council of the appointment of Mr. Alan Holmes (Electrical Contractor) and Mr. Ian Harding (representative from the Chamber of Commerce) as co-opted non-voting members of the Christmas Illuminations Sub-Committee.

5. TO NOTE WITHDRAWAL FROM THE MEMBERSHIP OF THE SUB-COMMITTEE BY CLLR. BURT AND CONSIDERATION OF REQUEST TO E&L COMMITTEE FOR APPOINTMENT OF A REPLACEMENT

The Deputy Town Clerk reported that as a result of Cllr. Burt standing down from the Christmas Illuminations Sub-Committee, a vacancy had now arisen.

Members asked that a vote of thanks be recorded to Cllr. Burt for the valuable help and advice he had given to Councillors and for his excellent chairmanship of this Sub-Committee during the previous year. It was **AGREED** that an approach should be made to Cllr. Burt to see if he could be persuaded to return to the Sub-Committee. Should this not be successful, the E&L Committee would be asked to seek a replacement for Cllr. Burt to fill the vacancy.

6. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6th MAY 2009

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 6th May 2009 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

7.1 6th May - Min. 88.1 Pea lights in High Street trees

The Sub-Committee noted that the W.S.C.C. Arboriculturist had advised that a works instruction had been issued to prune back the High Street trees with an estimated completion date of mid-July. There may however be a slight delay on this owing to the level of works their contractor currently has outstanding.

7.2 6th May - Min. 89.1 Way forward for 2009 - Potential Contractors

The Deputy Town Clerk reported that a reduction in the cost of dressing the Christmas trees as part of the overall quotation for installation and removal etc. of the Council's illuminations had been achieved from Merlin Lighting as discussed at the

previous meeting resulting in a £475 saving. The cost of the contract would now be £6,420.00. Confirmation of acceptance of the quotation had now been sent to Merlin Lighting and it had been suggested that they attend a meeting with the Chairman, Events Officer and Deputy Town Clerk to discuss the works required in more detail. It was noted that a contract based on the specification of works would also need to be prepared.

8. TO NOTE INCOME AND EXPENDITURE BREAKDOWN TO DATE

8.1 The Income and Expenditure breakdown to date was circulated to those present. Members noted that a small capital balance remained, which would allow for the purchase of new Christmas tree lights and Herras fencing for the Railway Station tree if required. The revenue budget was currently showing an overspend although it was hoped that the banner income to date and estimated revenue from the bauble sponsorship of the Station tree would cover this. An estimated figure had also been included for the electricity costs however, based on this years bill, it was not anticipated that the full amount will be required, which will also help to reduce any overspend.

8.2 In answer to a query, the Deputy Town Clerk advised that payment of the Chamber of Commerce bauble towards sponsorship of the Railway Station Christmas tree would not be required until around October. It was suggested, to help promote the scheme, a photograph of those organisations/businesses who had already agreed to sponsor the tree by purchasing a bauble should be included in the press release due to be published around September time.

9. UPDATE ON HERRAS FENCING FOR PROTECTION OF THE CHRISTMAS TREE LOCATED AT THE RAILWAY STATION - CONSIDERATION OF PURCHASE OF NEW OR SECOND HAND - REPORT FROM CLLR. DILLON MIN. 91 REFERS

Cllr. Dillon advised that he was still investigating the possibility of obtaining 8 x Herras fencing panels and fixings at no cost to the Council and would report back on whether he had been successful in due course.

10. SWITCH-ON ENTERTAINMENT INCLUDING

10.1 Report from Events Officer

The Events Officer reported that she needed clarification that the Sub-Committee wished to proceed with the Lantern workshop this year. Expenditure for the Switch-on event committed so far included the Fair Ground Organ, Santa's Grotto, lamppost banners, changes to the banners used in around the town to advertise the event, hire of rooms in the theatre, security for road closures and the prize money for the shop window competition. No allocation had yet been allowed for any advertising with Spirit FM. The only guaranteed income would be the entrance fees to the Grotto and table hire for the Charity Fair. Members were reminded that owing to problems that had arisen last year with the participants of the Craft Fair, it had been decided to hold a Charity Fair instead this Christmas, which would result in a lower income as tables were only charged at £5.00 each. Sponsorship for Santa's Grotto to the value of £250 had also been obtained in previous years however, in the current economic climate the Events Officer could not guarantee that this would be repeated. A grant had also been obtained from W.S.C.C. last year towards the Lantern workshop but this was a one off and would not be available again. The Events Officer advised that she could see no problem with changing the venue for the workshop, which would help to

reduce the cost however, if the Sub-Committee proceed with the workshop, the expenditure for the event may exceed the budget available if further funding cannot be found. The Salvation Army Band usually perform in the town on the day of the Switch-on event and a donation is made to their funds in return. The budget will not be available to do this if the balance of the funding is committed to the Lantern workshop. The Sub-Committee had discussed at the previous meeting the possibility of the Lantern workshop leader working with a volunteer as a means of reducing the cost. An approach had yet to be made by the Events Officer to ascertain whether this might be possible and whether she would be willing to have outside help instead of her normal assistant with whom she has worked for many years. In answer to a query, the Events Officer reiterated again that she would not feel comfortable working alongside the workshop leader as a volunteer and spoke of the tremendous pressure this would place upon her. Following further discussion, it was AGREED to defer a final decision regarding holding the Lantern workshop to see if other sources of funding could be identified to assist with this cost and concentrate in the meantime on promoting the event on the day.

Cllr. Dillon offered to cover the cost of the hire of the theatre to include the foyer for the Charity Fair and the gallery for Santa's Grotto. It was queried whether it was planned to have the snow machine again this year. The Events Officer advised that she had not calculated for this within her budget. Cllr. Dillon advised that he believed that the theatre had their own snow machine now and if they were prepared to lend this to the Council for the event he would gladly cover the cost of the snow fluid. He agreed to investigate the availability of a snow machine and report back. Cllr. Mrs. Warr agreed to sponsor the £50 prize money for the window competition. A vote of thanks was recorded to both Councillors for their kindness.

The Chairman commented that Town Councillors needed to give more support to the Town Council events and Events department and suggested that Councillors could dress up in the spirit of Christmas and assist with the street collection during the Switch-on event. The Events Officer confirmed that a Street Collection permit had been applied for so that a collection could again be held. The Chairman also referred to seeking the support of local businesses through the Chamber of Commerce for the Switch-on event either by getting involved or donating raffle prizes.

Some discussion regarding the availability of a celebrity to switch on the lights took place. Mr. Harding advised that he had heard nothing further from Jonathan Ansell's Manager. He would pursue this but stressed that his attendance may result in the need to cover Mr. Ansell's expenses. Subject to the level of this expenditure, Mr. Harding offered to cover this cost. Alternatively the Sub-Committee would need to consider whether funding was available in their budget to cover this prior to progressing with this option. Reference was made to the cast of this years pantomime at the theatre and Cllr. Dillon agreed to clarify who the celebrity would be this year and report back. In the meantime, the Chairman suggested that she would investigate whether Ben Richards may be available to support the event again this year.

Subject to further discussions with the owner of the William Hardwicke, it was proposed to hold the Switch-on event on their front patio. The need for additional lighting in the form of spotlights to light this natural stage was stressed. Mr. Harding confirmed that he had one spotlight on a stand that could be used and Cllr. Dillon advised that he would speak with the theatre to see if they could loan the Council a further one or two spotlights. An approach would also need to be made to the owners of the premises opposite the public house to source an electricity supply for the spotlights.

10.2 Update on Lantern Workshop and possible change to venue

This matter had been dealt with under the previous item.

11. CORRESPONDENCE

- Festive Lighting Company - new price list and catalogue for 2009/2010
- Festive Lighting Company - Festive News Issue 2, May 2009
- Lamps & Tubes Illuminations Ltd. - details of other services available
- Gala Lights - details of services they offer
- Irvine Martin Lighting Ltd. - new price list and catalogue

The Deputy Town Clerk reminded the Sub-Committee that the current hire agreements all expire following Christmas 2009 and suggested that consideration would need to be given to the new displays that will be required for the High Street, London Road and York Road in the near future. This will be necessary to enable a suitable capital budget to be provided in 2010/2011 to fund this expenditure. It was AGREED that this item should be placed on the agenda for the next meeting.

12. DATE OF THE NEXT MEETING

The Sub-Committee would meet again on Wednesday 12th August 2009 at 6.30pm in the Council Chamber (subject to availability).

(**Note:** The Council Chamber has now been booked for this date.)

The Meeting closed at 7.34pm