



# **BOGNOR REGIS TOWN COUNCIL**

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## **CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MEETING**

**HELD ON WEDNESDAY 25<sup>th</sup> NOVEMBER 2009**

**PRESENT:** Cllr. Mrs. J. Warr (Chairman) Cllrs: Mrs. S. Daniells, P. Dillon and D. Eldridge

**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 6.30pm*

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

The Chairman welcomed those present. Apologies had been received from Mr. A. Holmes. Belated apologies had also been received from Cllr. R. Gillibrand.

### **51. 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.

**52. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28<sup>th</sup> OCTOBER 2009**

The Sub-Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 28<sup>th</sup> October 2009 as a true and accurate record of the proceedings and the presiding Chairman signed them.

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

**53.1 28<sup>th</sup> October - Min. 40.1 Purchase of Christmas trees**

Members noted that delivery of the trees had been delayed for a few days as a result of a machine fault at Goodwood. The trees had finally been delivered yesterday and the Electrical Contractor would be dressing the trees with the new lights this evening. The bespoke motif would also be installed on the Town Hall building at the same time.

**53.2 28<sup>th</sup> October - Min. 40.2 Pea lights in High Street trees**

Owing to a further breakdown of the Cherry Picker there had been a delay in reinstalling the pea lights to the High Street trees. The majority of the trees had now been completed and it was hoped that Town Force would be able to complete the job before the Switch-on event, weather permitting.

**53.3 28<sup>th</sup> October - Min. 40.3 New Electrical Contractor and Lighting displays**

The Deputy Town Clerk advised that there had been problems with the display in York Road on the evening of Friday 13<sup>th</sup> November. Due to the very high winds this display had broken loose in several places and the Electrical Contractor was called out that night to secure it and ensure that it was safe. In view of the continuing bad weather the Contractor has agreed to monitor the situation for any further problems in this area. As a result of this situation, the Events Officer has now kindly notified the Police, County Council and Fire Service of the contact emergency number of the Town Council's contractors. This will assist them in the unlikely event of further problems arising that may be reported to them by members of the public.

**53.4 28<sup>th</sup> October - Min. 40.3 New Electrical Contractor and Lighting displays**

Members noted that the Electrical Contractor had confirmed today that a further test of all the lights would be carried out this evening to ensure there are no problems in view of the high winds and heavy rain there has been recently.

**53.5 28<sup>th</sup> October - Min. 43.4 Request for Partnership Funding to A.D.C.**

Following the approach made to the District Council seeking their support for partnership funding, the Sub-Committee noted a reply had now been received from the Services Director. Members were advised that Mr. McMann, the District Council's Task Force Coordinator would be contacting BRTC about a contribution that he may be able to make towards the cost of the purchase of the Town Hall balcony Christmas tree. The Deputy Town Clerk had subsequently spoken with Mr. McMann who had advised that A.D.C. and its Bognor Regis Regeneration Task Force would be willing to fund the tree, which he agreed he would confirm in writing. Councillors were delighted with this offer of support and extended a vote of thanks to the Task Force Coordinator for this backing. A letter expressing the Sub-Committee's appreciation would be forwarded upon receipt of written confirmation being received.

**53.6 28<sup>th</sup> October - Min. 47.1 (c) Butlins sponsorship**

In answer to a query the Chairman confirmed that Butlins had kindly agreed to sponsor a bauble.

**53.7 28<sup>th</sup> October - Min. 47.1 (g) Use of the Patio Area at the William Hardwicke**

In answer to a query the Events Officer advised that the left side only of the patio area would be used for the Switch-on event.

**54. TO APPROVE RISK ASSESSMENTS FOR CHRISTMAS LIGHTS, CHRISTMAS TREES AND BANNERS PREVIOUSLY CIRCULATED FOLLOWING AMENDMENTS PROPOSED AT LAST MEETING FOLLOWING REVIEW OF DOCUMENTS - MIN. 44.5 REFERS**

Copies of the amended Risk Assessments for the Christmas lights, Christmas trees and banners had been previously copied to Councillors for their consideration. Members AGREED that no further amendments were required at this time and it was **RESOLVED** that the documents should be approved. The next date for review would be January 2010 so this item would therefore be included on the agenda for the next meeting.

**55. UPDATE ON BAUBLE SPONSORSHIP INCLUDING CONSIDERATION OF POSSIBLE TOWN COUNCIL BAUBLE OR SEASON'S GREETINGS BOARD**

**55.1** Members were pleased to note that sponsorship of all 10 of the baubles had now been taken up and expressed their appreciation to the following businesses for their participation and support in aid of the Christmas illuminations:

Aldingbourne Trust	Autumn Lodge Care Home
Bognor Regis District Chamber of Commerce	Butlins
FA Holland & Son Funeral Directors	Gilbert & Cleveland
JWP Concrete & Stone Restoration	Picturedrome Cinema
P.M. Dillon	Wilkinson

Mr. Harding advised that the Chamber of Commerce were planning a quarterly newsletter to their members next year and he would press for the bauble sponsorship scheme to be promoted within the newsletter with the view to hopefully increasing local business participation.

**55.2** The Deputy Town Clerk reported that as all of the baubles had now been sold, the Sub-Committee may wish to consider a greetings sign from the Town Council that could be located on the Heras fencing. Draft designs with various options of size and wording were shown to those present. Following some discussion, the Sub-Committee felt that it would be preferable to go for the better quality sign with the view to this being used in future years. It was therefore **RESOLVED** to purchase a 3ft x 3ft 5mm Foamalux sign at £70.00 plus VAT. It was further **RESOLVED** that the wording for the sign should read 'A Very Merry Christmas & Happy New Year from Bognor Regis Town Council'

**56. SWITCH-ON ENTERTAINMENT INCLUDING**

**56.1 Report from Events Officer**

**(a)** A list of the businesses that have supported the Christmas Illuminations this year is attached to the Minutes. A detailed list would also be published on the Town

Council's website. The Sub-Committee extended a vote of thanks to all those businesses that have kindly shown their support.

- (b) The Events Officer referred to problems that had arisen with the local paper in running the entry form for the Window Spotting competition for a second week. As a compromise the entry form had now appeared in the Journal and Guardian this week. However, the wrong closing date for entry had been used. Entry forms had also been available in all the participating shops.
- (c) The Chairman referred to the advertisement being run on Spirit FM to publicize the Switch-on event and advised that they were omitting to mention that Ben Richards would be switching on the lights. The Events Officer advised that she would contact Spirit FM as a matter of urgency to request that this is rectified without delay.
- (d) A timetable of events was circulated to those present and was detailed by the Events Officer. Santa's Grotto would be erected by Town Force tomorrow ready for decorating on Friday. A couple of volunteers had kindly come forward to help with the raffle and the tombola. The Events Officer referred to the need for some direction from the Sub-Committee in the event of heavy rain on Saturday. It may be possible to erect the small gazebo on the patio area to give some protection from the rain for the performers although with the possibility of high winds on the day the Sub-Committee would need to decide whether this was a safe option. Cllr. Dillon advised that he may be able to borrow some weights from the theatre that could be used to anchor the gazebo down. The Events Officer suggested that dependent on the weather, it may be necessary to reconsider some of the entertainment on the day.
- (e) Cllr. Dillon advised that he would confirm with the Events Officer tomorrow whether the theatre was able to provide an operator for the spotlight they were loaning the Town Council. He also confirmed that Oceans were happy to allow the use of their balcony and electricity supply for the spotlight. Mr. Harding reminded the Sub-Committee that he had a spotlight, footlights and projector that he was willing to loan to the Council if required.
- (f) The Events Officer reported that the Police and Ambulance Service would both have a stand at the event as they are keen to promote public awareness.
- (g) In answer to a query, the Events Officer highlighted the need for the Town Force vans to be used in the front and rear of the road train as a health and safety measure. The Sub-Committee noted that unfortunately there would be no time to decorate the vans due to the numerous other pressures on the Town Force time. The Events Officer clarified who the occupants of the road train would be and confirmed that she understood that the train would be decorated although she was having difficulty getting hold of Mr. Hardy. It was suggested that a loud hailer could be used by someone on the train as a way of drawing the crowds to the William Hardwicke. Alternatively a battery operated CD player could be used to play Christmas music.
- (h) The Events Officer confirmed that enough time had been allocated to allow for drawing the competitions as there were only two winners to draw.
- (i) The importance of keeping the crowds at The William Hardwicke after the Switch-on event was stressed as Art of Dance would be singing some carols. Mr. Harding as MC for the event was asked to do this.

- (j) The Events Officer confirmed that the Management Plan and Risk Assessment had been forwarded to all the Emergency Services and no problems had been identified.
- (k) Cllr. Dillon extended a vote of thanks to the Events Officer, other staff and all the volunteers for what he felt sure would be an excellent event.

**56.2 Update on electricity for Switch-on event - Min. 47.2 refers**

This item had been dealt with under the Event Officers report.

**57. CONSIDERATION OF DATE FOR SWITCH-ON EVENT IN 2010**

**57.1** The Events Officer requested that the Sub-Committee give consideration to the date for next year's event so that this could be included within the events calendar, which she hoped to start circulating early in the New Year. Following some discussion, it was **RESOLVED** to stick to the same weekend with the Switch-on taking place on Saturday 27<sup>th</sup> November 2010.

**57.2** A Councillor commented on the benefits of having a variety of photographs taken at the Switch-on, which could then be used to help promote the event to future potential sponsors to show where their funding would be spent. The Events Officer stressed that with the small events team, the available staff were usually already committed in other areas on the day making it difficult to ensure a high number of photographs is taken. However, she would see what could be arranged.

**58. CORRESPONDENCE**

No correspondence had been received.

**59. DATE OF NEXT MEETING**

The Sub-Committee AGREED to meet again on Wednesday 27<sup>th</sup> January 2010 at 6.30pm in the Council Chamber (subject to availability).

(Note: This date may now be changed to Wednesday 20<sup>th</sup> January 2010 - to be confirmed)

*The Meeting closed at 7.40pm*