



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Kate Gill, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 Fax: 01243 865744
E-mail - bognortc@bognorregis.gov.uk

MINUTES OF THE EVENTS COMMITTEE MEETING

HELD ON MONDAY 7th JANUARY 2008

PRESENT: Cllrs.: D. Eldridge (Chairman), A. Cunard, Mrs. S. Daniells, J. Passingham, K. Scutt, Mrs. J. Walker and P. Wells.

IN ATTENDANCE: E. Benackova, G. Frost, S. Holmes.
1 Councillor in the Public Gallery.

The meeting opened at 7.03pm.

10. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE

The Chairman welcomed those present. Apologies of absence were noted as being received from Cllr. Mrs. J. Warr.

11. 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.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later 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.

Cllr. J. Passingham declared a Prejudicial Interest in relation to events organised by Bognor Regis Seafront Lights.

Cllr. Mrs. Daniells declared a Personal Interest in all matters relating to Hotham Park and the International Bognor Birdman.

Cllr. P. Wells declared a Prejudicial Interest in all matters relating to International Bognor Birdman.

Cllr. Cunard declared a Prejudicial Interest in all matters relating to the Hotham Arts Centre and the Picturedrome Cinema.

Mrs. S. Holmes declared a Personal Interest in this matter as the Treasurer of Hotham Park Heritage Trust.

12. TO APPROVE MINUTES OF THE MEETING HELD ON 13th NOVEMBER 2007, PREVIOUSLY CIRCULATED

The Minutes of the Meeting held on 13th November 2007, were agreed as an accurate record and were signed by the presiding Chairman.

13. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

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

It was noted that the Events Officer had organised a meeting with the representatives of the End of the Pier Film Festival.

15. TO APPROVE EVENTS OFFICER'S REPORT AND PROPOSED BUDGETS FOR 2008 EVENTS

The Events Officer referred to her report and advised that the only updates available were regarding the Bognor Regis Festival and the French Market.

15.1 Sunfest Music & Arts Festival (suggested new Title – Bognor Regis Festival)

It was noted that this budget was cut by the full Council. As there are a number of organisations who are interested in being involved, the Events Officer would like to pursue alternative funding in order that a Festival of some kind can take place.

Proposal:

A. That the Events Officer investigates alternative funding. **RESOLVED.**

15.2 French Market

The Committee noted that the date had been changed by Organiser and the new proposed date is 4 & 5 October. This was **AGREED.**

Further it was reported that the operator would be happy to discuss paying a charge to put the market in place. After some discussion, it was **RESOLVED** to put forward a figure of £500.

15.3 Other Events

It was noted that this budget was cut by the full Council.

15.4 Other possible activities

The Events Officer spoke of the various organisations that had approached her with regard to support for Events / Activities.

15.4.1 Farmer's Market – The Events Officer had met with a possible commercial operator for a new Farmer's Market. The company was now considering whether it would be viable to proceed with a market in the town. A Member commented on the dates of the seafront market and some debate followed.

15.4.2 Celebration of Volunteering Event – The Events Officer gave details of the event organised by CVS and reported that support, such as Councillors presence at the reception was requested. It was **AGREED** to support this event.

15.4.3 International Project by Littlehampton Town Council (LTC) – The Committee was made familiar with the plans and asked for their views on this event possibly organised in conjunction with LTC. It was felt that the Bognor Regis Festival would be the ideal opportunity to invite other organisations to participate and it was therefore **AGREED** not to support the International Project.

15.4.4 Stands / presence at our events – The Events Officer reported on the request by 4SIGHT to have a stand at our events to promote their work. It was felt that other charities should be given this opportunity as well and if fundraising was to take place, there would be a small charge. It was **AGREED** to give delegated powers to the Events Officer's to set the criteria.

15. REVIEW OF BUDGET EXPENDITURE 2007/08

The Events Officer reported on the 2007/08 Events. There had been an underspend of £231.91 for Sands of Time and £73.00 for French Market. There was an overspend of £215.00 for Sunday Afternoon Concerts which had already been approved. The Proms in the Park was overspent by

£110.16 and the Music Festival by £1,724.56. The Events Officer also reported the request for additional funds to cover the full cost of accommodation provided for the Lithuanian band. Following some discussion, it was **RESOLVED** to write off the overspends as listed and reject the request for additional funding.

16. TO CONSIDER OUTSTANDING DEBTOR FOR SANDS OF TIME 2007

The Committee noted that £5 cheque from a cavalcade entrant has been returned by the bank and an administration fee of £6 was charged. Despite letters to entrant, this sum was still outstanding. It was **RESOLVED** to write off the amount of £11.

17. TO APPROVE ALLOCATION OF TOWN FORCE HOURS FOR EVENTS 2008

The Events Officer referred to the spreadsheet detailing the hours and commented on the items.

Cllr. J. Passingham declared a Prejudicial Interest in relation to events organised by Bognor Regis Seafront Lights.

The Committee was advised that the hours do not take into account enhanced pay for weekend work. Further it was pointed out that there is an anomaly between the calculation method for Town Force overtime and the officers' overtime. It was **RESOLVED** to refer this matter to the Staffing Committee.

It was felt that a decision based on Town Force hours used in 2007 could not be made due to the reduction of the 2008/09 Town Force overtime budget. It was **AGREED** to refer this item to the next meeting when the relevant figures will be available. It was also **AGREED** to write to the outside organisations to find out an estimated amount of Town Force hours required.

18. REVIEW OFFICER SUPPORT FOR EXTERNAL ORGANISATIONS

The Events Officer referred to the spreadsheet detailing the organisations and the nature of officers' support. Further details about the Town Show were given and it was highlighted that although held in the Pevensey Ward, the event is aimed at residents of all wards. There was also a discussion regarding Birdman and the hours contributed by the Projects Officer. It was estimated that about 5 weeks p.a. were dedicated to this event. Following some debate, the Committee **AGREED** the Officers' support of external organisations providing that officers would look into reducing the hours. It was also felt that officers' hours should form part of the grant applications.

19. TO MAKE RECOMMENDATIONS AND AGREE PAYMENTS FROM 2008/09

19.1 Events Sponsorship Budget

Cllrs. J. Passingham and G. Burt both declared a Prejudicial Interest in relation to Bognor Regis Seafront Lights and left the Council Chamber.

Cllr. Mrs. Daniells declared a Personal Interest in all matters relating to Hotham Park and the International Bognor Birdman.

Cllr. P. Wells declared a Prejudicial Interest in all matters relating to International Bognor Birdman.

Mrs. S. Holmes declared a Personal Interest in Hotham Park Heritage Trust as the Treasurer.

It was noted that the funding available from the 2008/09 Events Sponsorship budget totalled £21,440. A summary of the applications received, amounts requested and copies of the relevant paperwork had been copied to the Committee for consideration.

It would be necessary for the Council to confirm that any sponsorship awards not authorised under other legislation would need authorising by a S.137 resolution.

It was noted that the Hotham Park Heritage Trust had applied for funding for the ornamental pond since the Country Fair cannot be run in 2008. The Committee felt that grant for this purpose should not be awarded to the Trust from the Event Sponsorship budget on this occasion.

The Committee next considered the application from Nyodema and following some discussion it was **RESOLVED** not to grant the organisation any funding.

With regard to the application from West Sussex Guitar Club, it was **AGREED** to move it into the Cultural Sponsorship budget which was thought to be more appropriate. It was suggested that the Committee may wish to look at the Cultural Sponsorship budget applications prior to making any decisions on the Events Sponsorship budget as it may be that the Committee would wish to consider a virement between budget heads. This was **AGREED**.

Cllrs. J. Passingham and G. Burt returned to the Council Chamber.

19.2 Cultural Fund

The Committee noted the budget for allocation from the 2008/09 Cultural Fund totalled £6,030. A summary of the applications received, amounts requested and copies of the relevant paperwork had been copied to the Committee.

Any budget remaining in the Cultural Sponsorship budget once the allocations had been decided would be vired over to the Event Sponsorship budget to cover the budget shortfall. This was **RESOLVED**.

Concern was expressed about the level of support given to the Regis School of Music and some discussion followed. It was felt that a ticketed event should not be subsidized and **RESOLVED** not to support the Sunday Afternoon Recitals.

The Committee **RESOLVED** that the allocations as listed below should be awarded from the 2008/09 Cultural Fund.

The Arun Sounds	£222.00
End of the Pier International Film Festival	£1,424.00
Regis School Of Music (Instrumental Tuition)	£1,780.00
Regis School Of Music (Summer Festival)	£2,225.00
Regis School Of Music (Sunday Afternoon Recitals)	No funding
West Sussex Guitar Club	£178.00

It was noted that the balance of the budget being £201 would be vired over to the Event Sponsorship budget.

19.3 Events Sponsorship Budget

It was noted that the funding available from the 2008/09 Events Sponsorship budget totalled £21,440 plus £201 from the Events Sponsorship budget totalling £21,641.

Cllrs. J. Passingham and G. Burt both declared a Prejudicial Interest in relation to Bognor Regis Seafront Lights and left the Council Chamber.

Cllr. Mrs. Daniells declared a Personal Interest in all matters relating to Hotham Park and the International Bognor Birdman.

Cllr. P. Wells declared a Prejudicial Interest in all matters relating to International Bognor Birdman.

Mrs. S. Holmes declared a Personal Interest in Hotham Park Heritage Trust as the Treasurer.

Following further discussion on the applications received, the Committee **RESOLVED** that the allocations as listed below should be awarded from the 2008/09 Events Sponsorship Budget.

Bognor CAN (Town Show & Community Festival)	£4,417.20
Bognor Regis Seafront Lights (Illuminations Gala)	£2,192.20
Bognor Regis Seafront Lights (Here Comes Summer)	£1,747.20
Hotham Park Heritage Trust (Ornamental Pond)	No funding
International Bognor Birdman	£8,867.20
Nyodema	No funding
ROX Music & Arts Organisation	£4,417.20

Cllrs. J. Passingham and G. Burt returned to the Council Chamber.

- 19.4** It was noted that all awards given by the Town Council are subject to receipt of signed, certified accounts in accordance with Council procedure and also confirmation from the organisers that the event was going to proceed. The Committee also noted that all organisations would all be advised in due course of the funding that had been awarded from the 2008/09 Events Sponsorship Budget and Cultural Fund. This would not be available for release until after 1st April 2008.

20. TO AGREE PROPOSED DATES OF 2008 MEETINGS

The Committee **AGREED** the following dates:

18 th February	1 st July	4 th November
2 nd April	12 th August	16 th December
20 th May	23 rd September	

21. TO NOTE CORRESPONDENCE

Noted.

The meeting ended at 9.20pm.