



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PROMOTION & PUBLICITY COMMITTEE MEETING

HELD ON WEDNESDAY 28th MAY 2008

PRESENT: Cllrs.: J. Passingham (Chairman), S. Kerrigan (Vice-Chairman), J. Brooks and G. Burt.

IN ATTENDANCE: P. Beckerson, E. Benackova, S. Holmes.

The meeting opened at 6.38pm.

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL MEETING**

The Committee noted that Cllr. J. Passingham had been elected Chairman and Cllr. S. Kerrigan had been elected Vice-Chairman of this Committee at the Annual Council Meeting on 12th May 2008.

2. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES OF ABSENCE**

The Chairman welcomed those present. Apologies of absence were noted as being received from Cllr. R. Gillibrand.

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.

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.

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

4. **TO APPROVE MINUTES OF THE MEETING HELD ON 26th FEBRUARY 2008, PREVIOUSLY CIRCULATED**

The Minutes of the Meeting held on 26th February 2008, were agreed as an accurate record and were signed by the presiding Chairman.

It was noted that the Chapel Street lampposts had been completed and looked great. An article will be included in the newsletter asking Members of the Public for their views.

5. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

There were no questions.

6. **NEW MARKETING LOGO COMPETITION**

6.1 **Progress Report (25 entries received)**

The submitted designs were displayed and the Chairman reminded the Committee of the design brief.

6.2 Judging & Selection

Following a browse through the designs, the Committee engaged in a detailed discussion. The Members were delighted with the fantastic response and **UNANIMOUSLY AGREED** that the cinema tickets should be awarded to Aysha Begum from Bognor Regis Community College. However elements and concepts from other designs could also be incorporated in the final version of the marketing logo. The winning design will be taken to a graphic artist and proposals presented at the next meeting.

6.3 Exhibition of Entries

The Members **AGREED** to organise an exhibition of all entries at the Theatre and a presentation of the tickets to the winner.

7. UPDATE ON LIGHTING OF THE MAP BOARDS IN THE TOWN CENTRE (PROJECTS OFFICER TO REPORT)

The Projects Officer had written to Southern Electric asking for a date of installation and would email the Members once it is confirmed. The Committee also noted that Electrical1 were connecting the information panels to the supply and repairing the uplighters next week. The Members thanked the Projects Officer for getting the map fitted inside the board at the top of London Road. However better fixings were needed as the map seemed to be sliding down. Few suggestions including laminating the map were put forward and the Projects Officer agreed to pursue this.

8. ADC SEAFRONT NOTICE BOARDS (REFERRED FROM LAST MEETING – MIN. 19)

The Members regretted that the boards were being used by ADC for purposes other than advertising events and it was **AGREED** that an email would be sent to ADC regarding this matter.

9. REVIEW OF BRTC WEBSITE

Cllr. G. Burt and the Projects Officer had met and agreed on the changes to simplify and rationalize the website. Prototype of the front page was circulated to those present. It was also reported that more information about the Town Council's work would be included on the new website. A Member suggested that the map showing the four wards could be enlarged. Vote of thanks were recorded to the Projects Officer and Cllr. Burt for their work.

10. PUBLICATIONS

10.1 Town Guide

Some feedback had been received from other Committees regarding mistakes in the publication. It was therefore agreed that the Projects Officer would keep a master copy of the Town Guide where errors would be marked. Following some discussion on the next edition of the Guide, it was **AGREED** that proposals would be considered at the next meeting and a contractor chosen. Interested companies should supply information mainly about the length of contract, number of copies and percentage of guide dedicated to editorial. BRTC would also expect the adverts to be placed appropriately.

10.2 Visitor Trails

The Members noted that the Town Guide had been written as a trail of points of interest the visitors can go and see. A Member spoke positively about the idea and suggested that perhaps a separate booklet could be published. The Committee participated in a full debate and there was a consensus of opinion that a representative from the Visitor Information Centre should be invited along to the next meeting to provide feedback on gaps in the publications.

The Committee agreed to bring forward Agenda No. 11 to enable the Events Officer to report.

11. CONSIDERATION OF CIVIC RECOGNITION FOR SPONSORS (CHRISTMAS ILLUMINATIONS SUB-COMMITTEE MINUTE NO. 76.3 26TH MARCH 2008 REFERS)

The Events Officer provided a resume of the discussion at the Christmas Illuminations Sub-Committee where it was suggested that BRTC could look to the businesses for sponsorship with the incentive of a civic recognition. The Members spoke for and against the proposal and commented on the purpose of the Mayor's reception. Following further discussion, it was felt that such an initiative should be funded from the Civic Fund. The Chairman also emphasized that a level of funding needed to be determined

for the civic recognition to be granted. It was **RESOLVED** to award a civic recognition to businesses that support BRTC with funding of at least £100.

12. PHOTO BANK

The issue of no photo bank had arisen during the production of the Town Guide. The Projects Officer suggested purchasing a professional digital camera but the Members felt that the expenditure could not be justified. It was proposed that the Bognor Regis Camera Club be approached to ask whether any of its members would like to donate photos of the town for publication in the Town Guide.

13. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 26th August at 6.30pm.

The meeting ended at 8.05pm.