



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 10th JUNE 2019

PRESENT:

Cllr. K. Batley (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells,
Mrs. I. Erskine, S. Goodheart, Miss. C. Needs, W. Smith and
Mrs. S. Staniforth

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
Councillors in the public gallery: Cllr. Mrs. J. Warr and
Cllr. P. Woodall (part of meeting)
2 members of the public in the gallery

The Meeting opened at 6.30pm

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

Members **NOTED** the appointment of Cllr. Batley as Chairman and Cllr. Mrs. Erskine as Vice-Chairman as agreed at the Annual Town Council Meeting.

2. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr. Stanley who was working away.

3. 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.

Cllr. Smith declared a Disclosable Pecuniary Interest in Agenda item 9 as a service provider to the events and would leave the room if required

Cllrs. Batley, Brooks, Mrs. Daniells, Mrs. Erskine, Goodheart, Miss. Needs and Mrs. Staniforth stated that, as Members of Arun District Council, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th APRIL 2019

It was **RESOLVED** that the Minutes of the Meeting held on 15th April 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.39pm

A member of the public thanked the Town Council's Planning and Licensing Committee for listening to the public and publishing details relating to planning applications on noticeboards around the Town. However, the member of the public felt that the use of the Town Council's Civic Crest would be more appropriate to use than the Sunniest Logo.

NOTE: It was clarified after the meeting that the notices referred to, which are using the Sunniest Logo, are not published by the Town Council but presumably are being posted by a member of the public.

The Chairman of the BID Board, seated in the public gallery, stated that the BID would welcome the opportunity to work in partnership with the Town Council and would be happy to have a meeting with Members to look at improvements.

The Chairman of the Carnival Association, also a Town Councillor, seated in the public gallery spoke of the disappointment in having to cancel this year's Carnival due to the weather but was hopeful that the parade element could be rescheduled. However, the associated costs with the cancellation and rescheduling will result in the Carnival Committee incurring some losses and asked if the Town Council would be able to provide any additional funding. It was noted that any request in this regard would need to be addressed to the Policy and Resources Committee.

A Councillor in the public gallery asked if it was possible when arranging events to have a "Plan B" in place in case of bad weather.

The Chairman reconvened the Meeting at 6.49pm

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 30th January 2019 - Min. 77 - Consideration of design for the 2019 event leaflet and update on advertising package with Places to Visit Sussex

Members had previously agreed to work in partnership with the BID to produce a map of the Town. The Projects Officer reported that the map was currently in the design process and a further update would be provided when there was more information.

6.2 30th January 2019 - Min. 78 - Proposal for a joint partnership event with the BID to utilise the additional budget of £8,329.06 for an event related purpose

The Projects Officer reported that due to a change of circumstances within the BID, the funds had been returned to the Town Council who would now be overseeing the delivery of a Roller Rink weekend. A further update on this matter would be given by the Events Officer in the report during Agenda item 9.

6.3 15th April 2019 - Min. 106 - Response from the ADC Chief Executive regarding inclusion of an indoor facility within the regeneration plans for the Regis Site and for the Town Council to be included in the design process

The Projects Officer read out the response received from the Chief Executive as follows, which Members **NOTED**:

Up until this point, the Council has been focusing on progressing the delivery of Pavilion Park. Progression of the redevelopment of the Regis Centre Site has paused while Officers focus on other priorities. No decisions have been made regarding what approach will be taken to future consultation at this time. In light of recent change of administration, Officers await further instruction on how this site will be progressed.

7. APPOINTMENT OF ALLOTMENTS SUB-COMMITTEE INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION

The Committee **RESOLVED** that the Allotments Sub-Committee be appointed, together with its Membership.

Membership: All Members of the Events, Promotion and Leisure Committee.

It was **NOTED** that the appointment of the Chairman and Vice-Chairman of this Sub-Committee would be undertaken at the first meeting.

Co-opted Members (not entitled to vote): The Committee **RECOMMENDED** to **COUNCIL** the following appointments: Mr. G. Delurey, Mr. J. Yeomans, Mrs. L. Russell and Ms. S. Trodd (Allotment Tenant Representatives).

8. TO CONSIDER CURRENT TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

The Projects Officer's report, including the current Terms of Reference for both the Events, Promotion and Leisure Committee and the Allotments Sub-Committee, was **NOTED**.

8.1 Events, Promotion and Leisure Committee

No changes were proposed to the Terms of Reference for the above. It was therefore **RESOLVED** to **RECOMMEND** the document to the Policy and Resources Committee.

A Member raised a query on the Town Council's remit regarding point 2.2, Power to Promote Lotteries, Lotteries & Amusements Act 1976, S7 , and asked for clarification and it was **AGREED** that Officers will investigate and report back.

8.2 Allotments Sub-Committee

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee the following amendments to the Terms of Reference for the above, with amendments/additions shown below in italics:

- Point 1. Functions of Sub-Committee: To ~~improve~~ *maintain* liaison between the Council and Allotments Tenants
- Point 2. Functions of Sub-Committee: To promote the sensible use and advancement of the Allotments ~~in Bognor Regis~~ *within the 5 Wards of Bognor Regis*
- Point 3. Functions of Sub-Committee: To promote the use of Allotments by young people *within the 5 Wards of Bognor Regis*

9. UPDATE ON EVENTS PROGRAMME FOR 2019 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED - REPORT BY EVENTS OFFICER

The Events Officer's report was **NOTED** including the recommendation that Members are asked to be mindful of the increase in suppliers' costs when considering the level of budget requirements for next year.

Cllr. Mrs. Daniells declared an Ordinary Interest as a member of the Twinning Association

9.1 Book Day 29th May 2019:

The Events Officer reported that the Book Day Event was affected by the weather which kept people away. The usual footfall for this event is anywhere between 8,000 and 10,000 but the persistent rain put off all but the most-hardy and footfall was estimated around 1,000. However, the feedback was very positive and the Cinderella element with the coach and horses was very well received.

9.2 Drive Through Time 14th July 2019:

The Events Officer's report as circulated was noted with no further discussion.

9.3 Proms in the Park 14th September 2019:

A Member felt that a song sheet was needed for the event, that there should be someone to lead the singing together with equipment to amplify their voice. The Events Officer reported that a vocal artist was always engaged to lead the singing, the Town Council's PA system was always used to amplify voices and a song sheet has always been provided in the past, and these would continue for the 2019 event.

The Events Officer had been asked to assist with finding accommodation for the Weil am Rhein Twinning Association Band for 32 people. Unfortunately, Butlin's and Riverside were not able to accommodate those numbers for the dates required. A Member said he may be able to help and would report back to the Events Officer.

9.4 Funshine Days 5th to 30th August (weekdays) 2019:

The Events Officer's report as circulated was noted with no further discussion.

9.5 Roller Rink 10th and 11th August 2019:

At the Extraordinary Committee Meeting on the 30th January 2019 (Min. 78 refers), Members agreed to work on a joint partnership event with the BID. The event would be run and organised by the BID with sponsorship of £8,329.06 from the Town Council. The BID's original idea was to hold an extreme event weekend and the money from the Town Council would fund a Roller Rink as part of the activities. Unfortunately, due to unforeseen circumstances, the BID has had to reduce the scale of the planned event and therefore decided to return the sponsorship money to the Town Council for the Events Officer to organise the Roller Rink element of the event. The BID will continue to support and supply smaller scale elements for the event. A Member informed the meeting that he may be able to source a marquee for

the entire event and would liaise with the Projects Officer in this regard.

9.6 Christmas Illuminations Switch-On 23rd November 2019:

Members noted that the Events Officer was still investigating the suggestions regarding a celebrity for the Switch-On (Min 85.4 refers) and will provide a report at the next meeting.

10. TO RECEIVE DETAILS OF CHANGES TO ARRANGEMENTS FOR THE USE OF ADC OWNED LAND FOR EVENTS AND AGREE ANY ACTION

The Projects Officer's report was **NOTED** including the impact this would have on three of the main Town Council events.

Members discussed the ADC Events Policy and Procedure Document and noted that ADC and BRTC Officers had since been working to address how the new charging structure could be managed going forward. However, Members asked for clarification on point headed, 6.4 Refusal, of the document.

The opening paragraph reads:

"The Events Officer reserves the right to refuse permission for an event based on the following circumstances as set out in the bullet points below. The Events Officer's decision is final."

The closing paragraph reads:

"Appeals will need to be made in writing to the Services Director. An appeal will then be considered by the Services Director in consultation with the Cabinet Member for Neighbourhood Services."

Members felt the two paragraphs were contradictory and ambiguous. i.e. if the Events Officers decision is final then how can there be an appeal process and was it really best practise for an individual Officer to make such a decision.

Members **AGREED** to ask for clarification from ADC on point 6.4 of the document as noted above, with a report back to this Committee in due course.

11. UPDATE ON THE PROPOSAL TO ASK ADC TO ALLOW EVENTS TO BE PROVISIONALLY BOOKED UP TO 3 YEARS IN ADVANCE - MIN. 100 REFERS

The Projects Officer's report was **NOTED** along with the response from the ADC Events and Marketing Officer.

Following discussion, Members **AGREED** that no further action be taken at this time.

Members further **AGREED** that as the ADC Events and Marketing Manager is relatively new to the post, they should be invited to attend a meeting of this Committee.

12. TO CONSIDER FUTURE METHOD OF FUELLING THE SEAFRONT BEACON FOLLOWING THE INSPECTION AND REFURBISHMENT WORK AS DISCUSSED BY THE POLICY AND RESOURCES COMMITTEE ON THE 8th APRIL 2019 - MIN. 155 REFERS

The Projects Officer's report was **NOTED**.

Following a lengthy discussion regarding the Beacon and the possible uses for it going forward, Members **AGREED** that quotations be obtained for a bespoke gas burner together with the manufacture of shields for two sides of the basket.

Members further **AGREED** for the Beacon, and possible utilisation of it going forward, to be made an Agenda item for the next meeting.

13. FURTHER CONSIDERATION OF A RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE REGARDING A REQUEST FOR A PROMOTION BUDGET FOR THIS COMMITTEE INCLUDING THE RECOMMENDATIONS FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 8th APRIL 2019 - MIN. 159 REFERS, TO INCLUDE A MORE DETAILED ANALYSIS INCLUDING, SPECIFIC ACTIVITIES, AND COSTS

This item had been referred back to this Committee from the Policy and Resources Committee Meeting held 8th April 2019, as detailed in the Projects Officer's report, which was **NOTED**.

A Member stated that, in his opinion, this Committee should have a sum of money to use for the promotion of the Town. It was noted by another Member, that this Committee used to have a budget but, it was the Committee's decision to forego this budget and instead use the funds to provide an event for the Town. A comment was made raising concerns that there were already a number of organisations who were promoting the Town and there was a danger of cross over and sending mixed messages. Members discussed that the BID is also actively working with LoveBognor who are successfully marketing Bognor Regis and raising its profile.

As noted in the Projects Officer's report, the Policy and Resources Committee had advised that they would consider a recommendation for a sum of money, but it would need to comply strictly with the following conditions:

- Identification of the specific activities to be funded by this budget
- A breakdown of costs for each activity including quotations where necessary
- Any resourcing (staffing) implications arising from the identified activities
- A detailed analysis of the benefits to the Council of the identified activity

A lengthy discussion took place and Members **AGREED** to defer this item to a future Agenda and to look at specific projects at that meeting for recommendation to the Town Council's Policy and Resources Committee.

14. At this point the Chairman **NOTED** that the meeting had exceeded the two-hour time limit as per Standing Order 1.2, and with the outstanding business not considered to be urgent, Members therefore **RESOLVED** to defer the remaining Agenda items 14, 15, and 16 to the next Committee Meeting.

15. DATE OF NEXT MEETING

Monday 5th August 2019

The Meeting closed at 8.35pm