



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 7th OCTOBER 2019

PRESENT: Cllr. Mrs. I. Erskine (Chairman); Cllrs: J. Brooks,
S. Goodheart, W. Smith and Mrs. S. Staniforth

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

The Meeting opened at 6.32pm

34. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, Cllr. Batley, Members **AGREED** that the Vice-Chairman Cllr. Mrs. Erskine would take the Chair and Cllr. Mrs. Staniforth would act as Vice-Chairman for the Meeting.

The Chairman welcomed those present and read the Council's opening statement. Apologies for absence had been received from Cllrs. Batley and Ms. Needs who were unwell, together with Cllrs. Mrs. Daniells and Stanley who had other engagements.

35. 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. Brooks declared an Ordinary Interest in Agenda item 14

Cllrs. Brooks, Goodheart, Mrs. Erskine 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

36. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5th AUGUST 2019

It was **RESOLVED** that the Minutes of the Meeting held on 5th August 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

37. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.40pm

A member of the public asked how he could convey his concern about climate change. He had seen a recent article about coastal kelp forests and asked, would ADC, BRTC and WSCC work together to get the kelp forests back?

Cllr. Woodall, seated in the public gallery, asked the Chairman if he would be permitted to speak during item 8.

A member of the public, seated in the public gallery, asked the Chairman if he would be permitted to speak during item 13.

The Chairman reconvened the Meeting at 6.43pm

Whilst the ability of the Councillors and member of the public seated in the gallery to address the Committee under the identified items was **AGREED**, the Clerk reminded Members that those not appointed to the Committee would be unable to enter into any of the debate.

With regard to the question in relation to climate change it was noted that the Town Council is to hold an Open Forum on the 17th October 2019 at the Regis Centre. Members of the Town Council will be in attendance to listen to concerns raised by residents relating to climate change and green issues.

38. CLERK'S REPORT FROM PREVIOUS MINUTES

38.1 5th August 2019 - Min. 20.4 refers - Invitation to the ADC Events Officer to attend a meeting of the Town Council's Events, Promotion and Leisure Committee

This invitation had been extended to the next meeting and a response was awaited.

38.2 5th August 2019 - Min. 23.2 refers - Update on Lamp Post Banner Sites

Initial liaison with ADC had taken place and a formal request had been submitted to which a response was awaited.

38.3 5th August 2019 - Min. 24.2 refers - Allotments Sub-Committee

Members were asked to **NOTE** that due to an error in the ADC booking system, whilst the Council Chamber had been booked well in advance by the Town Council for Monday 28th October for the Allotments Sub-Committee Meeting, a decision was taken at ADC that it would be necessary to hold a Bognor Regis Regeneration Sub-Committee Meeting on the same evening. ADC had therefore agreed to meet the cost of the hire of a studio at the Regis Theatre and the Allotments Sub-Committee Meeting would be held there instead on this occasion.

Members, who also sat on ADC's Bognor Regis Regeneration Sub-Committee, were unhappy about the clash of meetings and hoped that the ADC Regeneration Sub-Committee would be early enough to allow them to make both meetings.

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

The Events Officer's report, including proposals for the final event of 2019, the Christmas Switch-On, was **NOTED**.

With regard to the Switch-On, a Member asked if the stage area could be lit with white lights and that the timings be flexible so that there were no pauses between the Mayor's speech and the actual Switch-On of the Festive Lighting.

A Member asked that Billy Bulb be in a prominent position for the Switch-On event and was assured by Officers that this would be the case.

40. CONSIDERATION OF A REQUEST BY A COUNCILLOR TO CHARGE AN ENTRY FEE FOR ADULTS AT BOGNOR REGIS TOWN COUNCIL EVENTS

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

Members were asked to consider a proposal from Cllr. Mrs. Erskine, to charge an entry fee for adults to Bognor Regis Town Council Events. Members were also asked to bear in mind the Officers' comments, points for consideration and recommendations as contained within the circulated report, whilst debating the issue.

During the discussion the following points were raised:

- Charging could be a double-edged sword and there was a risk that the fee income could be eaten up by additional expenditure
- Not practical for events in public open spaces but could work in enclosed spaces such as the theatre with opportunity for sponsorship/partnership working and share of ticket price
- The essence of raising a local event for charge and creating a good quality production for people to turn up to and know the content/quality is a good idea, but practically daunting
- Not proposing a charge for every event but rather only where there is an opportunity and it is practical and sensible to do so
- A good way to generate revenue to replenish the reserves

Following debate, and despite the Officer recommendation to the contrary, Members **AGREED** to support the charging of an entry fee for some Town Council events. Furthermore, it was **AGREED** that a Policy be drawn up by Officers reflecting the criteria and framework for a charged event for recommendation to the Policy and Resources Committee.

41. PROPOSALS FOR EVENTS PROGRAMME FOR 2020 AND REQUIRED BUDGETS - REPORT BY EVENTS OFFICER

Meeting adjourned

With the Chairman's agreement, Cllr. Woodall spoke from the public gallery and asked if the Events Officer would consider using the Bognor Regis Concert Band at events. The Events Officer reported that she would be happy to attend one of their rehearsals and bear them in mind for future events.

Meeting reconvened

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

41.1 Celebrations and Commemorations To Mark The 75th Anniversary of VE Day - 8th to 10th May 2020

Members asked the Events Officer to look at including an area for wild poppies to be sown in time for the event, in partnership with ADC and the Bognor Regis in Bloom Working Group. It was also suggested that the vintage element of the event could include a sing-along. Officers will look into these points and report back at the next meeting.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£3,000** for this event.

41.2 Book Day - 28th May 2020

A Member questioned the value of the Book Day event and felt that the format should be changed.

No discussion took place regarding the theme, despite this matter being highlighted in the report. Therefore, this will be considered at a future meeting.

Following discussion Members **AGREED** to continue with the Book Day event and further **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£4,000** for this event.

41.3 Drive Through Time - 19th July 2020

Members **AGREED** with the Officer recommendation to relocate the Drive Through Time event for 2020 to the Seafront Esplanade and Promenade.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£4,000** for this event.

41.4 Proms in the Park - 27th June or 12th September 2020 (TBC)

Members **AGREED** that the 2020 Proms event should be held on the 27th June and therefore no budget would be required for a big screen, as there would not be a tie in with the BBC's live transmission of Last Night of the Proms.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£2,500** for this event.

41.5 Funshine Days - 3rd to 28th August (weekdays) 2020

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£7,000** for this programme of events.

Cllr. Smith left the Meeting

41.6 Christmas Illuminations - 21st November 2020

Members **AGREED** not to include an additional budget for a celebrity to attend this event.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee to set a budget of **£3,500** for this event.

Cllr. Smith returned to the Meeting

42. CONSIDERATION OF A REQUEST BY A COUNCILLOR TO AGREE A STRATEGY REGARDING DECORATION OF THE TOWN CENTRE FOR THE SUMMER/WINTER INCLUDING; GUIDELINES ON WHAT THE DECORATIONS SHOULD BE, HOW DISPLAYED, FOR HOW LONG, AGREE AN ASSOCIATED BUDGET AND TO MAKE A SUITABLE RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE FOR ANY APPROPRIATE BUDGET

Due to the time that had already expired and the need to discuss items further

down the Agenda, Members **AGREED** to defer this item until the next meeting. The Projects Officer advised that by doing this it would not be possible to make a budgetary recommendation to the Policy and Resources Committee in time for their Budget Meeting on the 4th December 2019 and therefore no funding allocation could be made for this activity during the 2020/21 financial year.

43. CONSIDERATION OF THE TOWN COUNCIL INVESTIGATING THE POSSIBILITY OF RUNNING A LOTTERY - MIN. 20.2 REFERS

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

Following discussion, Members felt that it would not be appropriate for the Town Council to promote gambling and **AGREED** not to proceed with the running of a lottery.

44. CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON - MIN. 25 REFERS

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

Members discussed a number of ideas for making further use of the refurbished beacon including:

- Attaching a drawing incorporating Bognor Regis to allow a selfie opportunity;
- Flowers to fill the basket when not in use;
- Offering a service to light the beacon to celebrate a special birthday or occasion as a revenue generator.

Members asked Officers for a breakdown of costs for lighting the beacon to celebrate an occasion to be reported back to the next meeting for further consideration.

45. UPDATE ON PROPOSAL TO PURCHASE AN IN-HOUSE SOFTWARE SOLUTION FOR SOCIAL MEDIA AND TO NOTE THE DECISION OF THE POLICY AND RESOURCES COMMITTEE REGARDING A BUDGET - MIN. 26 REFERS

The Projects Officer gave a verbal update to Members as follows:

As instructed, the Events Officer had initiated a trial of the suggested package but before being able to complete the demonstration it was necessary to submit the Town Council's usernames and passwords for all the required platforms i.e. Instagram, Facebook and Twitter, along with permission to allow the software to post, read and send Direct Messaging on behalf of the Town Council.

The Projects Officer reported that the Town Clerk had expressed great concern at this on the grounds of Data Protection and therefore the trial proceeded no further.

Furthermore, having considered more carefully the service that this product would provide, it was not felt that this package was necessary to enhance what is already provided by the Events Officer i.e. it was already possible to schedule and share posts across platforms through the existing media that the Town Council operates.

However, Members noted a proposal from a Member of this Committee who could not be present at the Meeting, for the Council to provide a monthly e:bulletin via email to residents who sign up via the Town Council Website.

Following discussion, Members **AGREED** to consider the proposal for the Council to provide a monthly e:bulletin via emails at the next meeting and asked Officers to provide more detail.

46. UPDATE ON PROPOSAL TO LOOK AT THE FORMATION OF A JOINT PARTNERSHIP/TOURISM BOARD FOR EVENT ORGANISERS - MIN. 31 REFERS

Meeting adjourned

With the permission of the Chairman, a member of the public spoke from the public gallery on this item, referring to a draft scoping report that was tabled at the meeting and asking Members to note that this was very much a work in progress. The disjointed approach to promotion and marketing across the district and the need for ADC, BRTC the BID and other stakeholders to work together was highlighted.

Meeting reconvened

Members **AGREED** to consider the circulated report over the next two weeks and to email the Projects Officer with their feedback for her to take back to the BID in due course.

47. Members **RESOLVED to **APPROVE** an extension to the Meeting of 15 minutes, as per S.O. 1.2.**

48. TO DISCUSS THE FUTURE STORAGE OF LAMPS, RIGGING, GENERATOR ETC, FOR THE BILLY BULB MASCOT AS REFERRED FROM COUNCIL AT THEIR MEETING 2nd SEPTEMBER 2019 - MIN. 90.3 REFERS

A Member has been storing a number of Town Council owned items connected to Billy Bulb and asked Members to consider the storage of these items being transferred to the Town Force Lock-Up. The Chairman asked for an inventory of the items and suggested that the generator be hired out for public use.

The Projects Officer advised that any items taken to the Town Force Lock-Up would be added to the Town Council's asset register and furthermore advised that it would not be possible to hire out equipment to members of the public due to a number of implications including the Town Council's responsibilities under Health & Safety legislation.

The Member also reminded the Committee that there was a Billy Bulb song that had actually been made into a record and there were far more opportunities to promote Billy Bulb than were being taken and furthermore, that it was the 40th anniversary of Billy Bulb this year.

Members **AGREED** for the items to be transferred and stored at the Town Force Lock-Up.

49. TO NOTE CORRESPONDENCE

There was no correspondence to report.

50. DATE OF NEXT MEETING

The date of the next meeting is scheduled for Monday 9th December 2019.

The Meeting closed at 8.33pm