



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON WEDNESDAY 30<sup>th</sup> JANUARY 2019**

**PRESENT:** Cllr: Mrs. S. Daniells (Chairman), Cllrs: J. Brooks,  
A. Cunard, P. Dillon, S. Goodheart (during Min. 77) and  
Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)  
1 Councillor in public gallery: Cllr. P. Woodall

*The Meeting opened at 2.33pm*

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

The Chairman welcomed those present and read the Council's opening statement. No apologies had been received from Cllrs. Batley or Smith.

In line with the report given at the November 2018 Town Council Meeting, Cllr. Enticott (Vice-Chairman) was also absent.

In the absence of the Vice-Chairman, Members **AGREED** that Cllr. Cunard would act as Vice-Chairman for the meeting.

### **75. 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

- 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.

*There were no declarations of Interest at this time*

**76. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no questions or statements.

**77. CONSIDERATION OF DESIGN FOR THE 2019 EVENT LEAFLET AND UPDATE ON ADVERTISING PACKAGE WITH PLACES TO VISIT SUSSEX - MIN. 68 REFERS**

*Cllr. Cunard declared an Ordinary Interest as he knew someone associated with "Places to Visit Sussex"*

*Cllr. Mrs. Daniells declared an Ordinary Interest as she knew someone associated with "Places to Visit Sussex"*

The Events Officer's report was circulated and noted, as was the decision taken at the previous meeting to produce a DL leaflet for the 2019 Event Leaflet (Min. 68 refers).

*Cllr. Goodheart arrived at the Meeting*

Members were asked to consider the first draft of the 2019 Event Leaflet as circulated at the meeting. A sheet was distributed to Members for them to record their comments and suggestions, to assist Officers in preparing a more detailed brief for the designers. The collated comments would enable a second draft to be re-distributed to Members by email for further consideration. Members **AGREED** that if necessary, a third draft would be produced for a decision to be made on the final draft at the next Events, Promotions and Leisure Committee Meeting in February. Members also invited the BID to offer some feedback on the leaflet to see if it was compatible with any of their promotional material and Officers will feed their comments back to Members.

Members discussed the potential for distribution of the Event Leaflet and **AGREED** that this should be carried out on a similar basis to the 2018 leaflet distribution, at an estimated cost of £1,100 (ex. VAT). Final confirmation of the areas to be covered and the exact costs for the

exercise will be included on the Agenda for the February Committee Meeting.

Following discussion, Members **AGREED** to proceed with option (a) as detailed in the report and place a half page advert in "Places to Visit Sussex" at a cost of £600 (ex. VAT) which would include a free internet package and free unlimited event press releases.

Members further **AGREED** to work in partnership with the BID to produce a map of the Town and that a copy of the Town Council owned map should be forwarded to the BID Administrator for use as a template. It was also noted that the Town Council's contribution of the map will be acknowledged on the BID's final guide.

Finally, Members requested that the map be extended to include the wider Bognor Regis area including the West End and would like it "non-glossy" to allow annotation by the user.

**78. UPDATE ON PROPOSAL FOR A JOINT PARTNERSHIP EVENT WITH THE BID TO UTILISE THE ADDITIONAL BUDGET OF £8,329.06 FOR AN EVENT RELATED PURPOSE - MIN. 69 REFERS**

*Cllr. Goodheart declared an Ordinary Interest in this item*

The Projects and Events Officer's report was circulated and noted.

Following discussion, Members **AGREED** to proceed with option (b) as noted in the report and the total budget of £8,329.06 be donated entirely to the BID for their event and for the Town Council to be credited as sponsors.

Members further **AGREED** for a request to be made to the BID that the Town Council, as sponsors, are prominently branded in any publicity material and to ask that any charges to the public for participation in any of the events is kept to a minimum and affordable.

***The Meeting closed at 3.40pm***