



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON 10th FEBRUARY 2020

PRESENT: Cllr. Batley (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells,
Mrs. I. Erskine and S. Goodheart

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer - until Min. 77)
1 member of the public in the gallery

The Meeting opened at 6.32pm

69. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement.

Apologies for absence had been received from Cllrs: W. Smith due to childcare reasons, Mrs. S. Staniforth who had a hospital appointment, M. Stanley who was attending an ADC Cabinet Meeting and Briefing and Mrs. J. Warr who was on leave.

70. 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.

Cllrs. Batley, Brooks, Mrs. Daniells, Mrs. Erskine and Goodheart 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

71. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9th DECEMBER 2019

It was **RESOLVED** that the Minutes of the Meeting held on 9th December 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

72. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.41pm

A member of the public, seated in the public gallery, commented on the generous re-location package paid to the recently departed West Sussex County Council Chief Executive. As he has not actually re-located, are Members concerned that this money has not, to his knowledge, been returned? As Town Councillors you are here to represent taxpayers, and this is clearly an abuse of expenses by WSCC, are Members willing to write a letter on behalf of the taxpayers to ask if the money has been returned and if not why?

The Chairman reconvened the Meeting at 6.41pm

A Member asked for this to be placed on an appropriate Agenda for consideration.

73. CLERK'S REPORT FROM PREVIOUS MINUTES**Min. 56 refers - Update on letter to the Sussex Police & Crime Commissioner (PCC) regarding the incident at the train station during the Christmas Switch-On event**

A letter was sent to the PCC office on the 19th December 2019. An email acknowledging receipt was received on the 14th January 2020 but to date there has been no further response and therefore Members asked for this to be followed up.

74. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2019

The Events Officer's report, including the notification of an overspend on the Roller Rink event, was **NOTED**.

In addition to the circulated report, and in response to a query raised by a Member during that afternoon, Officers had prepared for Members a list of Minutes relating to the Roller Rink. This summary detailed the sequence of events that lead to the decision to run a Roller Rink event, and the Projects Officer read out a breakdown of the costs as follows:

Total Budget for the Event	£8,329.06
Cost of Rink	£8,000.00
PRS	£ 175.97
Banners	£ 70.00
Primary Times	£ 66.50

Therefore following the planned expenditure for the event, there was initially an underspend of £16.59.

Subsequently, the following were incurred due to the cancellation of the planned August date:

<u>Cancellation fees</u>	
Hotel accommodation	£ 516.67
Security	£ 129.50

Total overspend £ 629.58

Members were asked to note that the overspend amount of £958.64 as detailed in the Events Officer's accompanying report had been amended as the total overspend was in fact £629.58. This error occurred as the budget had been shown on the accounting software at £8,000.00 when it was in fact £8,329.06, hence the reduction in overspend.

Note: Subsequent to the meeting it was clarified that the funds for this event were being taken from an identified Earmarked Reserve and that at the time of the meeting, the transfer of the remaining £329.06 had not taken place, hence the software only detailing a budget of £8,000.

A Member of the Committee had a number of issues regarding the report relating to the Roller Rink and was particularly concerned about the accounting procedure, the reporting and the "laissez-faire" attitude to taxpayer's money. The Member was of the opinion that the information provided to Councillors was full of inconsistencies, inaccuracies and was, therefore, financially misleading and a reference made to fraud. The Councillor further stated that somebody needed to take responsibility and that Officers should be accountable for the overspend and that it was not appropriate to ratify the overspend at this stage.

The Events Officer gave a further detailed verbal report on the reasons for the postponement of the event, which was due to a weather warning issued by the Met Office, and the subsequent proposal by the event provider to offer an alternative date.

Following discussion, Members **AGREED** to **RATIFY** the overspend of £629.58 on the Roller Rink event, which will be reported to the Policy and Resources Committee for noting.

The Projects Officer advised Members that any complaints or queries regarding alleged discrepancies should be addressed with the Town Clerk.

75. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2020 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

The Events Officer's report, including the updates where appropriate, was **NOTED**.

75.1 Celebrations and Commemorations to Mark the 75th Anniversary of VE Day - 8th to 10th May 2020

Given the sensitivity of the event and the current national security level, Members were asked to consider having a roaming security presence for the event at a cost of £150.00 plus VAT. The cost for this would be met from the £3,000 event budget.

Members **AGREED** that roaming security for the event should be provided.

75.2 Book Day - 28th May 2020

Members were asked to consider a proposal from a local retailer to provide, free of charge, 100 copies of the children's book "They Raced To The Moon", with a total retail value of £599.00. These books would be for the Council to distribute as they chose and in return the sponsor would seek appropriate cover/mention in all publicity for the event.

A Member felt that a review of the Town Council's Sponsorship Policy needed to be undertaken to consider that any sponsorship should be to the value of 25% of that particular event budget as they felt that the Council could lose valuable free media coverage if an event is seen to have a sponsor.

Another Councillor felt it was a kind offer and adding a sponsor's name to promotional material does not preclude other sponsors.

After discussion Members **AGREED** to accept the offer of the free books to give away on Book Day and further **AGREED** that each book be stamped/marked Bognor Regis Town Council and if necessary, that the Events Officer may purchase an appropriate stamp from the Book Day Budget.

75.3 Drive Through Time - 19th July 2020

A Member asked that the newly appointment Climate Change Topic Team be asked to review the appropriateness of a Car Event in view of the Town Council declaring a Climate Emergency. The Projects Officer will take this matter to the next meeting of the Climate Emergency Topic Team for consideration. The Events Officer will also look at ways to offset the carbon footprint of the event.

75.4 Proms in the Park - 27th June 2020

A Member was assured that the programme would include a sing-along and include a song sheet.

75.5 Funshine Days - 3rd to 28th August 2020

Members noted that despite early and continued attempts, it had not been possible to secure a booking for Donkey Rides for the 2020 Funshine Day programme.

75.6 Christmas Illuminations - 28th November 2020

It was noted that there was no further update on this event.

76. UPDATE ON EVENTS GUIDE/LEAFLET FOR 2020 INCLUDING DECISION ON DESIGN AND FORMAT

As per the Events Officer's report, which was **NOTED**, the unused designs from the 2019 Events Leaflet were distributed for consideration.

Following discussion, Members **AGREED** to use the Deckchair Design for the front of the leaflet. The first print run is to include the full events listing with the second print run to list the second half of the events listing and to incorporate a map which includes reference to; Butlin's, West End, University and West Park.

The Events Officer will arrange for drafts to be produced and these will be circulated to Members for comment and feedback by 5pm on Friday 21st February 2020.

Members were further asked to consider the distribution areas for the event leaflet drop, noting the print run of 40,000 with 10,000 for local distribution by Town Force, as referred to in the Events Officer's report.

Following discussion, Members **AGREED** to include the following areas: Aldwick, Barnham, Bersted, Chichester, Eastergate, Felpham, Pagham, Selsey, Walberton (inc Fontwell), Westergate and Yapton.

The Events Officer left the Meeting

77. REPORT ON CHRISTMAS ILLUMINATIONS (1st YEAR OF 3 YEAR CONTRACT)

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

A Member said he was disappointed the displays were not operated by Wi-Fi and, in his opinion, felt the Town Council had been misled by the contractors by the need to install new timers. The Projects Officer reported she had spoken with the Contractor regarding this and his response was as follows:

"All the displays in the Town are compatible with Wi-Fi, however, there is not suitable Wi-Fi provision in the Town. Wi-fi can be installed but this would incur an additional cost. Wi-Fi is also not as reliable as timers as the signal can dip in and out causing a loss of connection. The existing timers had been installed for a number of years and some needed replacing."

78. FURTHER 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 AND FOR HOW LONG - MIN. 61 REFERS

As requested at the last Meeting, a map was circulated to Members detailing BRTC assets and shared assets such as lamp post and banner displays in the Town Centre.

Members thanked staff for producing the map which would be a useful tool for joint partnership/collaborative working and felt this was the direction to take going forward. Therefore, Members **AGREED** not to pursue this Agenda item any further.

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

80. FURTHER CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON - MIN. 62 REFERS INCLUDING: FEEDBACK FROM THE ONLINE POLL; CONSIDERATION OF ANY DESIGNS, COSTINGS AND REQUIRED PERMISSIONS

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

80.1 Feedback from online poll

A Member was encouraged that 40% of the responses from the online poll were in favour of the proposal to light the Beacon to celebrate special occasions for a fee. She was disappointed that the figures quoted were not accurate and that other costs would need to be taken into account. Officers reminded Members that it was agreed at the last meeting that an estimated cost of £500 per event be used as a ballpark figure to gauge initial responses and it was reported at the time that the figures provided were no way indicative of the final anticipated costs.

Members **AGREED** for Officers to provide a full detailed report to include costings for a 30-minute burn as well as information on all the ADC requirements and permissions, total staffing costs and to further include proposals for a booking scheme.

80.2 Consideration of any designs, costings and required permissions

A Member circulated some suggested designs that could be installed on the beacon to create a possible selfie. During discussion it was further suggested that selfie opportunities should not be restricted to one area and there could be a number of "selfie stations" along the promenade and throughout the Town. It was also noted that any erection on the Beacon would need to be tolerant to the high winds and the structure of the Beacon itself.

Following discussion, Members **AGREED** for Officers to check the loading weight and tolerance of the Beacon with engineers and to check the perspective of the background for a selfie opportunity in that area.

Members further **AGREED** that they would look at identifying other possible "selfie stations" and email their suggestions to the Officer in good time for the next meeting.

81. FURTHER CONSIDERATION OF A PROPOSAL FOR THE COUNCIL TO PROVIDE A MONTHLY E:BULLETIN VIA EMAILS - MIN. 45 REFERS

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

Members **AGREED** to instruct Officers to proceed with this item as per the report namely:

- i) to set up a Mailchimp account linked to the Town Council's Website to enable E:Bulletins to be emailed out on a monthly basis;
- ii) for Officers to compile a monthly E:Bulletin.

82. At this point the Chairman **NOTED that the meeting had exceeded the two-hour time limit as well as the additional extended maximum of 15 minutes as per Standing Order 1.2, and as such all remaining items would be deferred.**

Members therefore **RESOLVED** to defer the remaining Agenda items 13, 14, 15 and 16 to the next Committee Meeting.

83. DATE OF NEXT MEETING

Monday 6th April 2020.

The Meeting closed at 8.47pm