



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
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Dear Sir/Madam

## **MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE**

I hereby give you Notice that a Meeting of the Events, Promotion and Leisure Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 12<sup>th</sup> FEBRUARY 2018**

All Members of the Events, Promotion and Leisure Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

**DATED THIS 5<sup>th</sup> FEBRUARY 2018**

**CLERK TO THE COUNCIL**

## **AGENDA AND BUSINESS**

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the Meeting held on 11<sup>th</sup> December 2017
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items
6. Update on events programme for 2017 including ratification of expenditure and identification of budget for any overspend - report by Events Officer
7. Update on events programme for 2018 - report by Events Officer

8. Update on the 2018 Events Pamphlet including: distribution and design costs - Min. 90 refers; promotion opportunities and further utilisation of the advertising space on the promenade wind shelters and consideration of costs
9. Update of Christmas Illuminations for 2017 - Report by Projects Officer
10. To consider proposals from Members to enable a brief to begin the tender process for the Christmas Lights Display 2019
11. Update on issues surrounding 2018 August Bank Holiday Events - Min. 85 refers
12. Bognor Regis Brand Budget including: update on expenditure and current balance and to ratify costs of 3 new Events Jackets - Min. 86 refers
13. To receive the notes of the Bognor Regis Brand Task & Finish Group Meeting held on 14<sup>th</sup> December 2017
14. Consideration of website stats from BRTC and Partners websites – report from the Chairman - Min. 93 refers
15. Update on website up-grade - Min. 94 refers, including: links to other websites and Chairman's report on the webcam
16. To note the removal of the Wi-fi nodule and weather reading equipment from the Foreshore Office
17. To receive details including costs of Gigabit West Sussex - Min. 96 refers
18. To note the re-location of the Visitor Information Centre to the Regis Centre
19. To consider outside use of the Town Council logo and use of the Bognor Regis brand – Chairman to Report
20. To note correspondence
21. Date of next Meeting Monday 16<sup>th</sup> April 2018

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED**



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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE**

**HELD ON MONDAY 11<sup>th</sup> DECEMBER 2017**

**PRESENT:** Cllrs. J. Brooks (Chairman), K. Batley, P. Dillon,  
S. Goodheart (until Min. 86), M. Smith and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer) (until Min. 91)  
1 Councillor in the public gallery  
7 members of the public

*The Meeting opened at 6.30pm*

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

The Chairman welcomed those present and read the opening statement with attention drawn to the evacuation procedure in the event of the fire alarm sounding. No apologies had been received.

### **80. 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 an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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, not already recorded on their Register of Interests Form, within 28 days.

*Cllr. Brooks declared a Pecuniary Interest in Agenda Item 8 as his company works for the event organisers*

*Cllr. Mrs. Warr declared an Ordinary Interest in Agenda Item 8 as a member of Bognor Regis Seafront Lights*

**81. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> OCTOBER 2017 AND THE EXTRAORDINARY MEETING ON THE 13<sup>th</sup> NOVEMBER 2017**

Cllr. Batley asked for it to be noted that he had sent his apologies for the Extraordinary Meeting held on 13<sup>th</sup> November 2017.

Cllr. Goodheart asked for it to be clarified that the presentation under Min. 60 of the meeting held 9<sup>th</sup> October 2017, was by Rox Music & Arts.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 9<sup>th</sup> October 2017 and the Extraordinary Meeting held on 13<sup>th</sup> November 2017 and these were signed by the Chairman.

**82. ADJOURNMENT FOR PUBLIC QUESTION TIME**

*The Chairman adjourned the meeting at 6.37pm*

A member of the public asked to draw the Committee's attention to a decision made by Arun District Council not to grant permission for the 2018 Bognor Regis Kite Festival to be held at West Park, Aldwick, during the August Bank Holiday weekend and read a report to Members.

A member of the public asked whether the Committee would consider being included in the "Sussex Top Attraction" leaflet.

The Chairman thanked both parties for their comments and advised that the points raised would be addressed under the relevant agenda items.

*The Chairman reconvened the meeting at 6.46pm*

**83. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

**83.1 Min. 62.1 - 9<sup>th</sup> October 2017 - Book Day 30<sup>th</sup> May 2018**

Officers confirmed that a social media poll for the Book Day theme will be initiated once confirmation has been received that the events budgets have been agreed by Council.

**83.2 Min. 62.4 - 9<sup>th</sup> October 2017 - Funshine Days**

Officers confirmed that investigations into costs for a temporary covered structure would be undertaken but this had not yet been progressed due to the workload arising from the Switch-On event.

**83.3 Min. 63 - 9<sup>th</sup> October 2017 - Consideration of Christmas Lights including update on the Blachere Lighting Award**

Members were asked to note that the award money from Blachere had now been utilised and two Christmas motifs had been purchased for the Town Hall balcony.

**83.4 Min. 69 - 9<sup>th</sup> October 2017 - Consideration of advertising in Group Tourism & Travel Magazine (formerly Coach Monthly) and to identify a budget for associated costs**

Officers confirmed that this decision was purely to allow Officers to determine which advertising streams should be presented to Councillors for consideration so that the Committee is not inundated with sales and marketing material.

**83.5 Min. 78 - Extraordinary Meeting 13<sup>th</sup> November 2017 - Consideration of how to address the obstructions caused by scaffolding in York Road and London Road preventing the installation of three of the Christmas Light displays**

Members were asked to note the actual cost of the pea lights was £129.90, within the maximum amount agreed by Members of £180.00.

84. Members **RESOLVED** to change the order of business (S.O. 10.1(iv) refers) and took Agenda Item 8 at this point.

**85. CONSIDERATION OF ISSUES SURROUNDING 2018 AUGUST BANK HOLIDAY EVENTS AND TO SEEK AGREEMENT OF THE COMMITTEE FOR BOGNOR REGIS TOWN COUNCIL TO TRY TO FACILITATE A MEETING OF THE VARIOUS PARTIES**

*The Chairman, having previously declared a Pecuniary Interest in the item, advised that he would leave the room but prior to his exit, wished to give a brief statement as follows:*

In an email received from an Arun District Council Officer, it had been stated that a decision had been made by the ADC Full Council that exclusivity would be given to the Bognor Regis Seafront Lights for the use of West Park for the 2018 Illuminations Gala over the August Bank Holiday weekend. The Chairman reported that the minutes of that meeting, held on the 8<sup>th</sup> November 2017, clearly stated that Officers had been asked to re-visit the matter again in the New Year.

*The Chairman left the room at 6.50pm and the Vice-Chairman took the Chair*

The Projects Officer's report was noted. During discussions, various other venues were proposed for the Bognor Regis Kite Festival, but these were considered by the Kite Festival Committee as being unsuitable. A Member raised the point that West Park does not sit within the boundary for Bognor Regis Town Council and therefore suggested that the Kite Festival organisers

should take their request to Aldwick Parish Council who are the relevant body.

Following lengthy discussion, Members **AGREED** that Bognor Regis Town Council would endeavour to facilitate a meeting with all the relevant parties to see if a mutually agreeable outcome could be reached. Members further **AGREED** that Aldwick Parish Council should also be invited to attend and that the meeting would only go ahead if all parties agree to attend, with a maximum of two representatives from each organisation. Officers will make contact with Arun District Council to try and make arrangements to schedule a meeting in the New Year.

*The Chairman re-joined the meeting at 7.13pm and took the Chair once again*

**86. UPDATE ON EVENTS PROGRAMME FOR 2017 INCLUDING RATIFICATION OF EXPENDITURE AND ANY OVERSPEND - REPORT BY EVENTS OFFICER**

The Events Officer's report was noted. Members thanked the Events Officer for the successful Switch-On Event. The Chairman thought that it would be useful to have branded jackets for volunteers and the Committee **AGREED** for three extra branded jackets to be purchased from the Bognor Regis Brand Budget, with the cost to be agreed at the next meeting.

**87. UPDATE OF CHRISTMAS ILLUMINATIONS FOR 2017 – REPORT BY PROJECTS OFFICER**

The Projects Officer's report was noted. A Member thought that historically there were lights on the High Street side of the Iceland shop and that they appeared to be missing from this year's display. Officers will make the relevant enquiries with the contractor. Members were also disappointed that there had not been any response from Boots regarding a contribution to the pea lights.

**88. TO NOTE FINAL COSTS FOR THE VOLUNTEER T-SHIRTS OF £124.95 FUNDED FROM BOGNOR REGIS BRAND BUDGET MIN. 30.3 MEETING OF 30<sup>th</sup> AUGUST 2017 REFERS**

Members noted the cost of £124.95 for the volunteer T-shirts, funded from the Bognor Regis Brand Budget.

**89. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2018**

The Events Officer's report, including a table with suggested Town Force hours, was noted. It was explained that since their inception, Town Force had supported local events and every year an allocation was made to the larger Town events as well as Town Council events. Members were advised that all Town Force hours have to be allocated to a cost centre. The suggested hours were based on the allocation last year and the actual hours

used. It was subsequently **RESOLVED** that the following events should receive allocated free Town Force hours:

### **TOWN EVENTS**

|   |          |
|---|----------|
| 10K Road Race                                   | 22 hours |
| Carnival  | 45 hours |
| Birdman   | 30 hours |
| ROX (ROX in the Park, main festival, Halloween) | 60 hours |
| Hotham Park Country Fair                        | 55 hours |
| Illuminations Gala                              | 5 hours  |
| Southdowns Folk Festival                        | 30 hours |
| Carol Concert in the Park                       | 30 hours |
| Kite Festival                                   | 20 hours |
| Bognorphenia                                    | 20 hours |
| Town Centre Events                              | 15 hours |
| Armed Forces Day                                | 60 hours |
| Clown Event                                     | 7 hours  |

### **TOWN COUNCIL EVENTS**

|   |                         |
|---|-------------------------|
| Beacon Lighting                                 | 15 hours                |
| Proms in the Park                               | 45 hours                |
| A Drive Through Time                            | 110 hours               |
| Funshine Days (20 days)                         | 65 hours                |
| Remembrance Day                                 | 30 hours                |
| Christmas Lights Switch-On                      | 80 hours                |
| Day in the Park                                 | 50 hours                |
| Unallocated at the discretion of Events Officer | 20 hours                |
| <b>TOTAL</b>                                    | <b><u>814 hours</u></b> |

Members **NOTED** that the hours allocated included enhancement for weekend working rather than actual hours to be worked.

#### **90. UPDATE ON THE 2018 EVENTS PAMPHLET INCLUDING DISTRIBUTION AND DESIGN COSTS**

The Events Officer's report was noted. After consideration, Members **AGREED** to select Company C to produce up to a maximum of 40,000 pamphlets at a maximum cost of £425 plus VAT. Draft designs will be available for Members to consider at the next meeting. Members further **AGREED** for the Events Officer to investigate various distribution providers and furthermore, that the distribution area should cover the South East, South West, Isle of Wight and London.

#### **91. BOGNOR REGIS BRAND BUDGET – UPDATE ON EXPENDITURE AND CURRENT BALANCE**

The Projects Officer's report was noted. The Chairman referred to a Seafront Strategy Budget that had come to his attention. The Project Officer advised that the budget was to support the objectives within part of the Corporate Strategy and fell within the remit of the Policy and Resources Committee.

The Chairman asked for it to be noted that he considered any budget relating to a Seafront Strategy should sit under the remit of the Events, Promotion and Leisure Committee.

**92. TO NOTE THE NOTES OF THE BOGNOR REGIS BRAND TASK & FINISH GROUP MEETING HELD ON 9<sup>th</sup> NOVEMBER 2017**

The Notes of the meeting held on 9<sup>th</sup> November 2017 were noted.

**93. CONSIDERATION OF WEBSITE STATS FROM BRTC AND PARTNERS WEBSITES**

The Chairman thought it important to compare the footfall and traffic to websites and will prepare a report of the statistics gathered for the next meeting.

**94. UPDATE ON WEBSITE UP-GRADE - MIN. 66 MEETING 9<sup>th</sup> OCTOBER 2017 REFERS**

Following a brief overview of the up-grade, Members **AGREED** they were happy with the final draft and that Officers could proceed with the up-grade. However, a link to the draft site would be emailed to Members for them to take a more detailed look if they wish. Any appropriate amendments or suggestions following their review could be actioned. Members **AGREED** that the Town Crest should be displayed on the Home Page and Officers will request this change.

**95. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE MINUTES OF THE MEETING HELD ON 7<sup>th</sup> NOVEMBER 2017**

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Minutes of the Meeting held on 7<sup>th</sup> November 2017 including:

**95.1** Members **RESOLVED** to **APPROVE** expenditure of £60.87 for AGM refreshments and prizes.

**95.2** Members **RESOLVED** to **APPROVE** expenditure of £19.99 for a push button gate lock for the Gravits Lane entrance.

The Chairman asked for the Allotments Sub-Committee to consider seeking sponsorship opportunities for advertising on the perimeter fence. The matter will be referred back to the Allotments Sub-Committee for consideration.

*It should be noted that the issue of advertising was considered by the Allotments Sub-Committee at the meeting held on 7<sup>th</sup> November 2017 and Members felt there would be little support for this. The issue will not, therefore, be referred back to the Sub-Committee again*



**96. UPDATE ON CONSIDERATION OF EXPENDITURE FOR EXTENSION OF WI-FI ALONG THE SEAFRONT - MIN. 67 MEETING 9<sup>th</sup> OCTOBER 2017 REFERS**

The Chairman asked for information regarding Gigabit West Sussex to be investigated along with associated costs and for this item to be deferred until the next meeting. This was **AGREED**.

**97. UPDATE ON SYMBOLIC PHOTO OPPORTUNITY DESIGN - MIN. 73 MEETING 9<sup>th</sup> OCTOBER 2017 REFERS**

The Projects Officer's report was noted. Members **AGREED** to refer this item to the Events, Promotion and Leisure Task and Finish Group for consideration at the next suitable opportunity.

**98. TO NOTE CORRESPONDENCE**

The Committee noted receipt of the correspondence list, previously circulated.

Members requested that item two of the list, regarding Sussex Day and Armed Forces Day be taken to the next Armed Forces Day Committee Meeting in January for consideration.

**99. DATE OF NEXT MEETING**

Monday 12<sup>th</sup> February 2018

***The Meeting closed at 8.05pm***

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 6 - UPDATE ON EVENTS PROGRAMME 2017 INCLUDING RATIFICATION OF EXPENDITURE AND IDENTIFICATION OF BUDGET FOR ANY OVERSPEND - REPORT BY EVENTS OFFICER**

**REPORT BY THE EVENTS OFFICER**

**FOR INFORMATION  
AND DECISION**

Members received the final report of the 2017 events at the last meeting and there are no further updates to this.

In summary, 2017 was another very busy year with high points such as the Day in the Park which received fantastic feedback to the disappointment of the Proms in the Park which had a very poor turnout due to the inclement weather.

The weather also had a considerable negative impact on the Funshine Days but there are Officer proposals under Agenda Item 7 to address this in 2018 and to try and minimise the impact of bad weather.

As Members will recall, it was agreed at the last meeting that the final details of income and expenditure for each of the events would be available at this meeting and these are listed below:

|                             |                  |
|-----------------------------|------------------|
| <b>Day In The Park 2017</b> | <b>£3,500.00</b> |
| <b>Expenditure</b>          |                  |
| Porta Loos                  | £190.00          |
| St John                     | £92.00           |
| Bins                        | £97.40           |
| Primary Times Advert        | £195.00          |
| Banners                     | £175.00          |
| Ad Mardi Gras Programme     | £40.00           |
| Storyteller                 | £360.00          |
| Mascot Costumes             | £110.00          |
| Altitude Events             | £1,714.00        |
| Bubblepop                   | £150.00          |
| Crafts                      | £450.00          |
| Ad Design And Resize        | £45.00           |
| Books                       | £105.00          |
| Fancy Dress Prizes          | £56.05           |
| Wheres Wally Fancy Dress    | £15.83           |
| Security                    | £116.00          |
| Bunting, Cut Outs, Garlands | £99.35           |
|                             |                  |
| Total Expenditure           | £4,010.63        |
| <b>Income</b>               |                  |
| Surrey Ices Van 1           | £150.00          |
| Surrey Ices Van 2           | £150.00          |
| Matt Lush Concession        | £150.00          |
| 25% Face Painting           | £42.00           |
| 25% Customize Events        | £20.37           |
|                             |                  |
| Total Income                | £512.37          |
| <b>Underspend</b>           | <b>£1.74</b>     |

|                                  |                  |
|----------------------------------|------------------|
| <b>A Drive Through Time 2017</b> | <b>£3,500.00</b> |
| <b>Expenditure</b>               |                  |
| PRS                              | £101.08          |
| First Aid                        | £376.00          |
| Customize Events                 | £400.00          |
| Big Screen                       | £1,400.00        |
| Toilets                          | £190.00          |
| Bins                             | £97.40           |
| Band 1                           | £250.00          |
| Band 2                           | £500.00          |
| Ad In Mardi Gras                 | £40.00           |
| Meebles Show                     | £280.00          |
| Sound Desk                       | £53.80           |
| Classic Car Wkly Ad              | £170.00          |
| Classic Motoring Events Guide Ad | £105.00          |
| Classic Motoring Ad              | £95.00           |
| Plaques                          | £178.00          |
| Programme                        | £120.00          |
| Banner Changes                   | £39.00           |
| Trophies                         | £55.37           |
| Water                            | £6.87            |
| Barrier Tape                     | £62.42           |
| Facebook Boost                   | £10.00           |
| Brochure                         | £114.00          |
| Coffee/Bap 176 Cars X £3         | £528.00          |
|                                  |                  |
| Total Expenditure                | £5,171.94        |
| <b>Income</b>                    |                  |
| 176 Cars X £5                    | £880.00          |
| 6 X £18 Craft Stalls             | £108.00          |
| 6 X £5 Charity Stalls            | £30.00           |
| Sussex Hog Roast                 | £400.00          |
| Luv Sweeties Concession          | £150.00          |
| Hey Amigo Concessiion            | £150.00          |
| Surrey Ices Concession           | £150.00          |
| Coles Ride 25%                   | £35.00           |
| Nic & Bens 25%                   | £50.00           |
|                                  |                  |
| Total Income                     | £1,953.00        |
|                                  |                  |
| <b>Underspend</b>                | <b>£281.06</b>   |

|                                       |                  |
|---------------------------------------|------------------|
| Proms In The Park 2017                |                  |
| Original Budget                       | <b>£2,000.00</b> |
| Increased By £500 Min 10.1 Refers     |                  |
| Revised Budget                        | <b>£2,500.00</b> |
| <b>Expenditure</b>                    |                  |
| Banner Changes                        | £100.00          |
| Water                                 | £6.87            |
| Rock Choir                            | £50.00           |
| Big Screen                            | £1,400.00        |
| Bins                                  | £97.40           |
| Toilets                               | £190.00          |
| Flags & Bunting                       | £43.00           |
| Lampost Banners                       | £271.50          |
| PRS                                   | £101.08          |
| St Johns                              | £115.00          |
| Andy Beaumont                         | £400.00          |
| Programme                             | £185.00          |
| Cable Ties                            | £8.90            |
| Security                              | £77.70           |
|                                       |                  |
| Total Expenditure                     | £3,046.45        |
|                                       |                  |
| <b>Income</b>                         |                  |
| Whittingtons Sponsorship (To Be Paid) | £250.00          |
| Collection                            | £80.04           |
|                                       |                  |
| Total Income                          | £330.04          |
|                                       |                  |
| <b>Overspend</b>                      | <b>-£216.41</b>  |

|                                 |                  |
|---------------------------------|------------------|
| <b>Christmas Switch On 2017</b> | <b>£2500.00</b>  |
| <b>Expenditure</b>              |                  |
| Lampost Banners                 | £271.50          |
| Stage                           | £600.00          |
| First Aid                       | £193.20          |
| Prs                             | £70.72           |
| Changes To Banners              | £153.00          |
| Band 1                          | £450.00          |
| Stage Solutions                 | £53.80           |
| Workshop 1                      | £206.66          |
| Poi Passion                     | £600.00          |
| Band 2                          | £0.00            |
| Workshop 2                      | £410.00          |
| Friday Ad                       | £50.00           |
| Top Level Ad                    | £15.00           |
| Connector Boxes                 | £4.95            |
| Batteries                       | £9.09            |
| Top Level Ad 2                  | £15.00           |
| Tape                            | £2.30            |
| Facebook Posts                  | £11.00           |
|                                 |                  |
| Total Expenditure               | <b>£3,116.22</b> |
|                                 |                  |
| <b>Income</b>                   |                  |
| Sponsorship for Workshop 2      | £410.00          |
| Hot Dogs, Floss                 | £0.00            |
| Coles Rides                     | £150.00          |
| Matt Lush Concession            | £127.00          |
| Chimney Cakes Concession        | £30.00           |
|                                 |                  |
| Total Income                    | <b>£717.00</b>   |
|                                 |                  |
| <b>Underspend</b>               | <b>£100.78</b>   |

| Funshine Days                       |   | £6,500.00        |
|-------------------------------------|---|------------------|
| Theme                               | What  | Cost             |
| <b><u>H<sub>2</sub>O Week</u></b>   |   |                  |
| Monday 31st July                    | Tj Board Hire   | £200.00          |
|                                     | Sussex Wildlife Beach   | £150.00          |
| Tuesday 1st August                  | Tj Board Hire   | £200.00          |
|                                     | Marine Conservation Society   | £200.00          |
|                                     | Beach Clean   | £0.00            |
| Wednesday 2nd August                | West Sussex Recycling   | £0.00            |
| Thursday 3rd August                 | Beach Comb Eco Awareness Badge Or Medal Workshop                    | £450.00          |
| Friday 4th August                   | Tj Board Hire   | £200.00          |
| Lets Go Bannas For Bognor           | Donkeys   | £550.00          |
|                                     | Pavement Art, Fancy Dress   | £0.00            |
|                                     |   | £1,950.00        |
| <b><u>Music &amp; Movement</u></b>  |   |                  |
| Monday 7th August                   | Sea Stories & Peg Mermaids  | £250.00          |
| Tuesday 8th August                  | Didgeridoo  | £350.00          |
| Wednesday 9th August                | African Drumming  | £330.00          |
| Thursday 10th August                | African Dance   | £330.00          |
| Friday 11th August                  | Hip Hop   | £330.00          |
|                                     |   | £1,590.00        |
| <b><u>Performance &amp; Art</u></b> |   |                  |
| Monday 14th August                  | Circus & Poi Workshop   | £270.00          |
| Tuesday 15th August                 | A Mindful Art Workshop  | £100.00          |
| Wednesday 16th August               | Bubble Pop  | £290.00          |
| Thursday 17th August                | Bognor Clock Storytelling & Storyboard                              | £320.00          |
| Friday 18th August                  | Bognor Clock Storytelling & Pocket Puppets – Rebooked For Switch-On | £0.00            |
|                                     |   | £980.00          |
| <b><u>Seaside Classics</u></b>      |   |                  |
| Monday 21st August                  | Donkeys   | £550.00          |
| Tuesday 22nd August                 | Punch & Judy, Plate Spinning & Bubbles                              | £275.00          |
| Wednesday 23rd August               | Malcolms The Magician   | £215.00          |
| Thursday 24th August                | Punch & Judy, Plate Spinning & Bubbles                              | £275.00          |
| Friday 25th August                  | Donkeys   | £550.00          |
|                                     |   | £1,865.00        |
| <b>Misc Expenditure</b>             |   |                  |
|                                     | Raring To Go Advert   | £50.00           |
|                                     | Grabbers & Gloves   | £47.24           |
|                                     | Bunting & Bananas   | £40.29           |
|                                     | Balloons & Bunting  | £51.53           |
|                                     | Hire Of Gallery Studio Regis Theatre                                | £84.00           |
|                                     | Posters   | £20.00           |
|                                     | Balloons  | £5.94            |
|                                     | Chalks  | £22.30           |
|                                     | Ad In Worthing Herald Sussex Special                                | £59.00           |
|                                     |   | £380.30          |
|                                     | <b>Total Expenditure</b>  | <b>£6,765.30</b> |
|                                     | <b>Overspend</b>  | <b>-£265.30</b>  |

## Final Budget 2017/18

### Overspends/Underspend

|                               |          |
|-------------------------------|----------|
| Day in the Park               | £1.74    |
| Drive Through Time            | £281.06  |
| Proms in the Park             | -£216.41 |
| Christmas Switch On           | £100.78  |
| Funshine Days                 | -£265.30 |
| <br>                          |          |
| Total Overspend for 2017/2018 | -£98.13  |

As Members will note, when taking into account total income and expenditure across all events in 2017, (Drive Through Time, Proms in the Park, Funshine Days, Book Day and the Christmas Light Switch on) there is an overspend of £98.13. This is primarily down to the reduced donations received at Proms which as noted above, was down on attendees due to the poor weather. Members are therefore asked to note this overspend and recommend to the Policy and Resources Committee that this be met through General Reserves.

### **DECISION**

Do Members **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the overspend of £98.13 be met through General Reserves?

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 7 - UPDATE ON EVENTS PROGRAMME FOR 2018**

**REPORT BY THE EVENTS OFFICER**

**FOR INFORMATION  
AND DECISION**

**Book Day - 30<sup>th</sup> May 2018**

**Budget**

**£3,500.00**

Members are asked to advise what book theme they would like for the 2018 Park Day and to agree the budget recommendation of £3,500.00

After sourcing the views of the general public on the BRTC Events Facebook page as requested at the December meeting, the most suggested theme was the works of Julia Donaldson. As Julia Donaldson has written over 31 titles including The Gruffalo, Stick Man and Room on the Broom to name but a few, this will enable the event to expand greatly.

Members are asked to agree this proposal.

|   |
|---|
| <p><b>Decision</b></p> <p>Do Members <b>AGREE</b> the theme of Julia Donaldson books for the 2018 Book Day?</p> |
|---|

**Royal Wedding - 19<sup>th</sup> May**

**Budget**

**£NIL**

Members are asked to consider if they would like to celebrate the wedding of Prince Harry and Meghan Markle taking place on the 19<sup>th</sup> May. Sponsorship of half the cost of the big screen has been provisionally obtained along with provisional booking of Hotham Park for the event pending agreement. The last Royal Wedding that was broadcast from the park was a hugely successful event with the park packed to capacity (please see images below).

Should Members wish to proceed with an event to celebrate the Royal Wedding, with a live Broadcast from Hotham Park, a budget of £1,500.00 will need to be identified. As the next Policy and Resources Committee meeting is not until 9<sup>th</sup> April, there is insufficient time to make a recommendation to that Committee regarding the identification of a budget as that would not enable sufficient time to organise the event.

Should Members wish to proceed then a budget would need to be identified within the budgets already agreed for the 2018 events. Please see the proposal under the February 2018 Half Term event(s), which could potentially allow a budget should Members wish to add this event to the 2018 programme.





## Drive Through Time - 8 July 2018

### Budget

**£3,500.00**

The date to be confirmed as the Drive Through Time falls on the same weekend as the Silverstone Formula one as it is broadcast live on a big screen at the event. The provisional date released by F1 is the 8<sup>th</sup> July, however this did change last year.

Due to the continued success of this day, the Officer recommendation is that the event should run in the same format as the previous 6 years. To enhance the event further the Officer proposal is that when the Gala finishes the event runs into the evening and provides an open-air cinema. The film would be free to attend and could be themed to the Drive Through Time and show films such as The Italian Job, Smokey and the Bandit or more family oriented such as Herbie or Chitty Chitty Bang Bang. This will utilise the big screen twice and also change the dynamic of the event going from a Drive Through, to a Drive In. Do Members support this recommendation or have any input or suggestions?

Please note that the big screen secured for the 2017 was due to a sponsor covering over £1,500.00 of the cost and unless sponsorship to this value again can be secured, the screen size will need to be reduced. The sponsor has been contacted and asked if they would like to support the event again for 2018.

Sponsorship has been secured for 2018 enabling us to utilise the big screen once again.

After investigation, to enable a film to be screened to extend the event into the evening, BRTC is required to obtain a licence at a cost of £750.00 + VAT. To avoid paying this fee the film being shown needs to be out of copyright and fall into the public domain. Because a film can incorporate cinematography, drama, literature, music, art, and/or trademark, it is more difficult to determine the public domain status of film than for any other media.

After extensive research into this the Superman 1940's cartoons appear to be the only available option on the existing budget. The Fleischer Superman cartoons are a series of animated short films released in Technicolor and based upon the comic book character Superman, making them his first animated appearance. However, this film has no connection to vehicles, being the theme of the day, and would probably not attract residents to attend in the evening.

It is, therefore, the Officer recommendation that the film element be withdrawn from the 2018 Drive Through Time but a request made to the Policy and Resources Committee for an increase in budget for the 2019 event, to enable a film such as Herbie or Chitty Chitty Bang Bang to be shown.

### Decision

Do Members **AGREE** with the Officer recommendation to withdraw the film element from the 2018 Drive Through Time event with a request to the Policy and Resources Committee, at the appropriate time, for an increase in budget for the following year?

Or

Do Members **AGREE** to screen the 1940's Superman cartoons at no additional cost?

## Proms in the Park – 23<sup>rd</sup> June 2018

### **Budget**

**£2,500.00**

Please note that the big screen secured for the 2017 was due to a sponsor covering over £1500.00 of the cost, and unless we can obtain sponsorship to this value again the screen size will need to be reduced. The sponsor has been contacted and asked if they would like to support the event again for 2018.

The change of the date for the 2017 Proms in the Park meant that the event was moved from a June into September to accommodate the live broadcast of the BBC Last Night at the Proms. Inclement weather and possible later finish time meant the numbers were down considerably on previous years.

As agreed at the previous meeting, this event has now been confirmed as reverting to the June date.

## Funshine Days – August (TBC)

### **Budget**

**£3900.00**

The weather impacted the attendance at the Funshine Days greatly for 2017 and numerous days were cancelled or moved indoors. To lessen the impact of this occurring for 2018 and to enable an event gap to be filled in the early part of the year. It is officer recommendation that the budget is split into £3,900.00 For Funshine Days and £2,600.00 for an additional event in the February Half Term, which is part of the Corporate Strategy.

Traditionally the changeover days at Butlins of Monday and Friday are exceptionally quiet on the seafront so it is Officer recommendation that the Funshine Weeks run Tuesday, Wednesday & Thursday for the four weeks, with £325.00 allocated for each day resulting in an overall budget of £3,900.00

The additional £2,600.00 can be utilised to create an entirely new event within the February half term, achieving an objective contained within the Town Council's Corporate Strategy 2016-19.

Members will recall that it was agreed at the October Committee meeting (Min. 62.4 refers) to change the Funshine Days into a 4-week, 3-day programme during the summer holidays rather than the previous 4-week, 5-day programme. As noted above this shortened programme would require a budget of £3,900.00 with the balance of £2,600.00 used for an event in the Half Term in February 2019.

Due to the uncertainty in regard to the building works that could be taking place on the Promenade in 2018, together with the loss of the Foreshore Office, it is the Officer recommendation that the Funshine Days programme be altered to minimise the impact due to the building work or from cancelled events because of poor weather.

The Officer suggestion is that the Funshine Days be further reduced to a 2-week, 3-day programme as opposed to the agreed 4-week, 3-day programme and the location moved from the seafront to the Hotham Park Bandstand or the Place St Maur. The budget of £3,900.00 could be halved to £1,950.00 to accommodate this reduction in

days and the remaining £1,950.00 could be utilised on another one-day event in August. It is the Officer recommendation that a Roller Rink be bought in for a day event and be located on either the Place St Maur or in Hotham Park.

Members are therefore asked if they agree to the proposal to split the new Funshine Days budget and programme to offer two weeks of Funshine Days and an additional full day event of a Roller Rink or similar.

### **Decision**

Do Members **AGREE** that the Funshine Day programme be altered to a 2-week, 3-day basis during the summer holidays on a budget of £1,950.00 with a one-off event in August such as a Roller Rink on a budget of £1,950.00 with all events moved away from the seafront?

### **February 2019 Half Term Events**

**Budget**

**£2,600.00**

With regard to the February 2019 Half Term event(s), it is the Officer recommendation that £2000 of this budget be transferred to fund the broadcast of the Royal Wedding on the big screen, as noted above. The balance of £600 would then be available for 2/3 days of activity-based events, potentially held in the theatre, during half term in February 2019. If Members are minded to agree with this proposal, a recommendation will need to be made to the Policy and Resources Committee to vire the funds between the budget headings.

### **Decision**

Do Members **AGREE** to broadcast the Royal Wedding live and if so, **AGREE** a reduction to the February 2019 Half Term programme to 2/3 days accordingly and **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the sum of £2,000 be vired from the Funshine Days Budget to the Royal Commemoration Budget?

### **Armed Forces Day - 16<sup>th</sup> June 2018**

In previous years there has been a budget of £600 to the Armed Forces Day event together with the allocation of Town Force Hours and if the 2018 event is to proceed, Members will need to decide whether to recommend to the Policy and Resources Committee a similar arrangement.

The £600 budget has now been confirmed by Council for the 2018 event.

## WWI Centenary – 11<sup>th</sup> November 2018

**Budget**

**£2,865.00**

The Royal British Legion are running a new initiative as part of the commemoration of the end of the War, The Silent Soldier. These Soldier Silhouettes can be located in any town, village or part of the countryside, and can be sponsored by anyone who wishes to do so; Councils, corporate companies or individuals. They are a very poignant symbol and a moving tribute highlighting the sacrifice all men and women gave across our Nation during the First World War.

The Soldiers are made of a material called dibond, which is an aluminium composite sheet, which is stable and rigid, and weather proof. The soldiers also come with a number of attachments, so it can be securely fitted where required.

The measurements are approx. 144cm x 60cm, the Soldier on its own is 3kg with the iron poles at 7kg approx. In regard to delivery and installation, the Soldiers will take 2 weeks to be created, and can be placed as soon as they are received. They can then be in situ until the end of December 2018 and kept by BRTC for display again each year in the lead up to the Remembrance Day, with replacement plaques at the bottom of required.

The cost of each soldier is £250.00 please see below images of them in situ.



Members are therefore asked if they would like to take part in this initiative and sponsor some Silent Soldiers as part of the Beacon Lighting event. It is the Officer recommendation that the purchase be limited to a maximum of 4 soldiers to leave enough budget for the actual Beacon Lighting event.

### **Decision**

Do Members **AGREE** to take part of in the Silent Soldier initiative and if so, confirm how many are to be purchased utilising the WWI Centenary Budget?

### **Christmas Illuminations – 24<sup>th</sup> November 2018 (TBC)**

**Budget**

**£2,500.00**

Based upon the popularity of the Switch-On being themed to the Spillers Pantomime for 2017, it would be the Officer recommendation that the same be done in 2018. Further recommendations on the 2018 content will be made after a review has been carried out following the 2017 event.

### **Temporary Event Structure**

At the October Committee meeting it was requested that the costs of temporary event structures be investigated (Min. 62.4 refers). The prices below are for an inflatable, fully enclosed structure that can be erected on grass and concrete. The prices below also give an option to have the structure branded.

|                | <u>Structure</u> | <u>Printing</u> |                 |
|----------------|------------------|-----------------|-----------------|
| 8m x 8m Cube   | £3,100.00        | £1,400.00       | £4,500.00 + VAT |
| 8m x 8m Dome   | £3,100.00        | £1,400.00       | £4,500.00 + VAT |
| 12m x 12m Dome | £6,900.00        | £2,900.00       | £9,800.00 + VAT |
| 12m x 12m Cube | £7,700.00        | £2,900.00       | £10,600.00+ VAT |

Shipping approx. £1,000.00 + VAT

The 8m structures can accommodate up to 75 people and the 12m up to 180.



### Decision

Do Members **AGREE** to the purchase of a temporary structure and if so, are asked to confirm the budget to be used to fund the expenditure?

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018

AGENDA ITEM 8 - UPDATE ON THE 2018 EVENTS PAMPHLET INCLUDING DISTRIBUTION AND DESIGN COSTS - MIN. 90 REFERS; PROMOTION OPPORTUNITIES AND FURTHER UTILISATION OF THE ADVERTISING SPACE ON THE PROMENADE WIND SHELTERS AND CONSIDERATION OF COSTS

REPORT BY THE EVENTS OFFICER

FOR INFORMATION  
AND DECISION

There is an underspend of £500 on the 2017 Town Guide Budget which can be utilised to expand the distribution area of the 2018 Town Events pamphlet which, when allocated to the already agreed amount of £2,500.00, would result in an increased budget for the 2018 guide of £3,000.00

**Decision**

Do Members **AGREE** to **RECOMMEND** to the Policy and Resources Committee that this underspend should be earmarked and used towards the cost of distribution of the 2018 Event pamphlet?

Proofs of the two options for design layout will be available at the meeting for Members to consider and agree. Please note these proofs are for the decision on layout only and not the content. Further, final proofs will be forwarded via email for decision once the layout and content has been agreed. The final proofs will have either a montage of images on the front cover or one single image.

**Decision**

Members are invited to **AGREE** the design layout for the 2018 pamphlet.

Places to Visit in Sussex is a guide founded by West Sussex County Council and is for visitors and locals seeking information on what to do and see in Sussex. There are 180,000 copies printed annually and copies are available to pick up from over 1000 locations, as well as being located on 130 of Stagecoach buses.

The Town Council has been offered a half page in the publication at a cost of £1,195.00 plus VAT. This quote includes a free web package that would normally cost £200.00. The web package includes a dedicated page on the new 'Places to Visit Sussex' website which will include photos and a write up together with information about all events. The events will also be listed as a nearby attraction for anyone looking for things to do in the same area. A media pack and the 2017 guide will be available for Members to look at during the meeting.



At the previous Committee Meeting, Members agreed to do a print run of a maximum of 40,000 copies of the event pamphlet at a maximum cost of £425 + VAT together with the estimated cost of £40 artwork giving a total of £465.

With regard to distribution, the cost is £35.00 + VAT per 1,000 leaflets. The following shows the number of households by area:

| Area                                       | Number of Households |
|--|----------------------|
| Billingshurst                              | 3,800                |
| Felpham, Bersted, Pagham, Aldwick          | 17,000               |
| Burgess Hill                               | 14,000               |
| Chichester                                 | 13,500               |
| Haywards Heath                             | 14,500               |
| Horsham/Southwater/Broadbridge Heath       | 25,500               |
| LA/Angmering/East Preston/Rustington       | 25,500               |
| Midhurst/Petworth/Pulborough               | 7,500                |
| Selsey                                     | 4,800                |
| Brighton/Hove                              | 105,000              |
| Lancing                                    | 14,000               |
| Shoreham                                   | 10,000               |
| Fareham                                    | 16,500               |
| Hayling Island                             | 7,500                |
| Porchester/Cowplain/Waterlooville/Lovedean | 25,000               |

To distribute 30,000 would cost £1050.00 + VAT and would leave 10,000 pamphlets for local distribution by ourselves and budget available to advertise in the Places to Visit Sussex guide.

Alternatively, if Members are minded to distribute the full 40,000 at a cost £1400 + VAT, this would leave no pamphlets for local distribution and would not leave sufficient budget to allow the advertisement within the Places to visit Sussex Guide.

Members are asked to note that the Town Council Newsletter is distributed to every household in the six wards in the Spring and this will include a full listing if the events.

#### Decision

- a) Do Members **AGREE** to distribute 30,000 or 40,000 copies of the pamphlet to households at a cost of £1,050.00 + VAT or £1,400.00 + VAT respectively?
- b) If electing to distribute the lower amount of 30,000, do Members **AGREE** to publication in "Places to Visit in Sussex" at a cost of £1,195.00 + VAT?
- c) Dependant on the agreed number of copies to be distributed in (a) above, Members are asked to **AGREE** the areas within which the pamphlet is to be distributed to every household.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 9 - UPDATE OF CHRISTMAS ILLUMINATIONS FOR 2017**

**REPORT BY PROJECTS OFFICER**

**FOR INFORMATION**

De-installation of the Christmas displays took place early in the New Year with no reported issues from the contractor.

Members will recall that at the Extraordinary Committee Meeting held 24<sup>th</sup> August 2017 it was agreed that an additional feature would be supplied at the junction of High Street and London Road and that whilst sponsorship would be the first option for the funding of this feature, should insufficient sponsorship be sourced, the cost would be met from the Bognor Regis Brand Budget (Min. 51 refers).

The contractor has now confirmed that this additional feature to the 2017 display has now been factored in to the existing contract and therefore the Town Council will not incur any additional costs and no funding from the Bognor Regis Brand Budget will be necessary.

Finally, the old Queensway lighting will be returned this week.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 10 - TO CONSIDER PROPOSALS FROM MEMBERS TO  
ENABLE A BRIEF TO BEGIN THE TENDER PROCESS FOR THE CHRISTMAS  
LIGHTS DISPLAY 2019**

**REPORT BY PROJECTS OFFICER**

**FOR INFORMATION  
AND DECISION**

As Members may recall, the current contract for the Christmas lighting display including installation and maintenance is due for renewal in 2019. In order for the Projects Officer to prepare a brief to begin the tender process, Members are asked for their suggestions and input.

The Chairman has drawn up a list of his preferred specifications and comments for Members to consider as follows:

*What can contractors offer?*

*What is available?*

*Design Competition?*

*Possible savings on elements of switch-on event/ the lights are the star*

*Consider increase in funding with contribution from BID (30K minimum?)*

*Multi-coloured LED based synchronised programmable shows with Wi-Fi control or  
as necessary/option for music/building projection and other features*

*Advertising and sponsorship opportunities must be included*

*Christmas array to include "daytime" swags/sponsored cards/decorations*

*Plan any extra/moved catenary and or effect fixings*

*Design should be useable/adaptable all year round*

*Embargo on scaffold/road works*

A meeting with the current contractor will be held prior to the Committee meeting week so that a full inventory of Town Council owned equipment and lighting can be established and this will be available for Members at the meeting.

**For Decision:**

Members are asked to **AGREE** a brief to enable the tender process to begin for the 2019 Christmas Contract tender process

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 11 - UPDATE ON ISSUES SURROUNDING 2018 AUGUST  
BANK HOLIDAY EVENTS - MIN. 85 REFERS**

**REPORT BY PROJECTS OFFICER**

**FOR INFORMATION  
AND DECISION**

At the last meeting a representation was made to the Town Council requesting assistance to try and facilitate a meeting with all interested parties with regard to the proposed Illumination Gala and Kite Festival event for the 2018 August Bank Holiday.

The Committee agreed they would be happy to arrange such a meeting but on the understanding that **all** parties agree to attend. The Projects Officer invited the following groups:

Arun District Council  
Aldwick Parish Council  
Bognor Regis Seafront Lights  
Bognor Regis Kite Festival Committee

Members are now invited to note that as only two of the four groups agreed to attend, the meeting will not proceed.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 12 - BOGNOR REGIS BRAND BUDGET INCLUDING:  
UPDATE ON EXPENDITURE AND CURRENT BALANCE AND TO RATIFY  
COSTS OF 3 NEW EVENTS JACKETS - MIN. 86 REFERS**

**REPORT BY PROJECTS OFFICER**

**FOR INFORMATION  
AND DECISION**

Bognor Regis Brand Budget as of 5<sup>th</sup> February 2018

| <b>Year</b> | <b>Budget</b> | <b>B/Fwd</b> | <b>Less</b> |                                | <b>C/Fwd</b> |
|-------------|---------------|--------------|-------------|--------------------------------|--------------|
| 2014/15     | £2500.00      |              |             |                                | £2500.00     |
| 2015/16     | £2500.00      | £2500.00     | £3755.00    |                                | £1245.00     |
| 2016/17     | £12500.00     | £1245.00     | £2203.00    |                                | £11542.00    |
| 2017/18     | £2500.00      | £11542.00    | £257.15     | Ducks                          | £13,784.85   |
|             |               |              | £164.50     | Bunting                        | £13,620.35   |
|             |               |              | £14.00      | Wi-fi sign                     | £13,606.35   |
|             |               |              | £24.97      | Bunting                        | £13,581.38   |
|             |               |              | £243.05     | Uniform                        | £13,338.33   |
|             |               |              | £10.86      | Cable Ties                     | £13,327.47   |
|             |               |              | £134.65     | Pea Lights                     | £13,192.82   |
|             |               |              | £500.00     | Additional band for Proms 2017 | £12,692.82   |
|             |               |              | £84.00      | 3 Events Jackets               | £12,608.82   |

As Members will recall, at the meeting held 11<sup>th</sup> December 2018 it was agreed that three branded jackets would be purchased and funded by the Bognor Regis Brand Budget (Min. 86 refers). Members are now invited to note that the cost for the jackets will be £84 + VAT and are asked to **RATIFY** this expenditure.

**Decision**

Do Members **RATIFY** the expenditure of £84.00 + VAT for the previously agreed purchase of three additional events jackets?

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 13 - TO RECEIVE THE NOTES OF THE BOGNOR REGIS  
BRAND TASK & FINISH GROUP MEETING HELD ON 14<sup>th</sup> DECEMBER  
2017**

**REPORT BY PROJECTS OFFICER  
INFORMATION**

**FOR**

Members are asked to receive the notes from the Bognor Regis Task & Finish Group meeting on the 14<sup>th</sup> December 2017 (attached as **Appendix 1**) and to consider the recommendation for the Chairman to undertake some research into the possibility of commercial companies working in partnership with the Town Council to distribute official Bognor Regis Town Council merchandise on a retail basis.

**Decision**

Members are asked to **AGREE** to the recommendations from the Task & Finish Group following the meeting on the 14<sup>th</sup> December 2017 for the Chairman to undertake some research into the possibility of commercial companies working in partnership with the Town Council to distribute official Bognor Regis Town Council merchandise on a retail basis.

**NOTES OF THE**  
**EVENTS PROMOTION AND LEISURE TASK AND FINISH GROUP**  
**HELD ON**  
**WEDNESDAY 14<sup>th</sup> DECEMBER 2017**

PRESENT: Cllrs. J. Brooks, (Chairman), Mrs. S. Daniells, P. Dillon,  
M. Smith and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)

*The Meeting opened at 10.05am*

**1. CHAIRMAN'S WELCOME AND INTRODUCTION**

The Chairman welcomed everyone to the meeting. Apologies had been received from Cllr. Batley due to work commitments.

**2. TO APPROVE THE NOTES FROM THE TASK AND FINISH GROUP MEETING 9<sup>th</sup> NOVEMBER 2017**

The notes of the meeting of the 9<sup>th</sup> November were approved.

**3. MERCHANDISING - TO SELECT 5 PRINTS FROM THE TOWN COUNCIL PHOTO GALLERY TO BE PRODUCED AS POSTCARDS AND CONSIDERATION OF HOW AND WHERE TO DISTRIBUTE**

The Projects Officer presented some snapshots from the Town Council photo gallery for Members to consider and the following discussion included:

- Staged photos
- Whether a professional photographer should be commissioned
- Whether the University students could be involved
- Merchandising on a more commercial scale
- Commercial companies selling official Bognor Regis merchandise
- Selfie Areas – with particular reference to the promenade area by the beacon
- Funny, quirky, historic and cartoon postcards
- Bognor Regis Vs #Bognor

After discussion it was **AGREED** that the Events Officer be asked to take some more photos concentrating on specific areas:

- Sunset with Pier
- Traditional Seaside
- Aldwick West End
- Hotham Park Café with Clock Tower
- Bandstand
- Picturedome – with Reynolds building
- Winter scenes

- Ice rink area

It was **AGREED** that the Projects Officer would investigate whether the beacon area on the promenade could be used for a selfie/photo opportunity and if it would be feasible to re-site the beacon.

#### **4. UPDATE ON LAMP POST BANNERS**

A map was circulated showing the positions of all the lamp post and gateway banner locations within the Town. Officers were asked to obtain costs for the replacement of the gateway banners and what the requirements are regarding planning permissions for sponsorship/advertising.

#### **5. RECOMMENDATIONS TO THE EVENTS PROMOTIONS AND LEISURE COMMITTEE**

Members **AGREED** to **RECOMMEND** the following to the Events, Promotions and Leisure Committee for approval:

For the Chairman to undertake some research into the possibility of commercial companies working in partnership with the Town Council to distribute official Bognor Regis Town Council merchandise on a retail basis.

#### **6. DATE OF NEXT MEETING**

The next meeting will be scheduled for the New Year and Officers will make the necessary arrangements.

***The Meeting closed at 11.15am***



**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 15 - UPDATE ON WEBSITE UP-GRADE - MIN. 94 REFERS,  
INCLUDING: LINKS TO OTHER WEBSITES AND CHAIRMAN'S REPORT  
ON THE WEBCAM**

**REPORT BY PROJECTS OFFICER**

**FOR INFORMATION**

The new Town Council Website has now gone live and is more user friendly for viewing on a mobile phone in the majority. Since the launch there have been some teething problems coming to light, which the Civic & Office Manager is addressing in her capacity of Monitor for the Town Council's website, to ensure content is updated and correct. There has been constant and continued communication with the IT supplier in an attempt to rectify these issues as quickly as possible. The Civic & Officer Manager, in partnership with two fellow Officers, is also the administrator for the site so in some instances is able to respond to comments immediately. The overall response has been positive.

The Chairman had produced a list of questions for the IT supplier which, in addition to issues raised by the Civic & Officer Manager, have been submitted to them for comments. Any responses will be circulated prior to the meeting if they become available.

Members are asked for any feedback to be emailed to either the Civic & Officer Manager or the Projects Officer.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 16 - TO NOTE THE REMOVAL OF THE WI-FI NODULE AND  
WEATHER READING EQUIPMENT FROM THE FORESHORE OFFICE**

**REPORT BY PROJECTS OFFICER**

**FOR INFORMATION**

Members are asked to note the removal of the Wi-Fi nodule and Weather Reading Equipment from the Foreshore Office as per the previously circulated email to all Councillors from the Town Clerk (attached as **Appendix 1**).

Officers are continuing to liaise with Arun District Council for an actual demolition date for the Foreshore Office, but this is still to be confirmed.

**From:** Glenna Frost  
**Sent:** 25 January 2018 12:52  
**To:** 'Cllr Jim Brooks' <[Jim.brooks@btconnect.com](mailto:Jim.brooks@btconnect.com)>  
**Cc:** Sarah Norman <[sarahnorman@bognorregis.gov.uk](mailto:sarahnorman@bognorregis.gov.uk)>; 'akelathe2nd@tesco.net' <[akelathe2nd@tesco.net](mailto:akelathe2nd@tesco.net)>; Cllr. Sandra Daniells ([sandrawsx@hotmail.com](mailto:sandrawsx@hotmail.com)) <[sandrawsx@hotmail.com](mailto:sandrawsx@hotmail.com)>; Cllr Pat Dillon ([Dillon.51@uwclub.net](mailto:Dillon.51@uwclub.net)) <[Dillon.51@uwclub.net](mailto:Dillon.51@uwclub.net)>; Steve Goodheart <[goodheartsigns@live.co.uk](mailto:goodheartsigns@live.co.uk)>; [martin061081@gmail.com](mailto:martin061081@gmail.com); [martin.smith003@hotmail.co.uk](mailto:martin.smith003@hotmail.co.uk); Cllr Jeanette Warr <[jinny\\_chapman@uwclub.net](mailto:jinny_chapman@uwclub.net)>  
**Subject:** Wifi on the Seafront  
**Importance:** High

Dear Jim,

Sarah has updated me on your conversation yesterday after the BRTC/ADC Liaison meeting and your dissatisfaction with the removal of the wind reader and Wifi nodule from the Foreshore Office.

I am therefore writing to you, and all Members of the Events, Promotion & Leisure Committee, to clarify what has happened to date.

Members of the Committee were notified at the Meeting on 7<sup>th</sup> August 2017, due to the proposed new toilet block and resulting demolition of the Foreshore Office, it would be necessary to remove all Town Council equipment from the Foreshore. The Report from the Projects Officer for Agenda Item 8 at that meeting, which was specifically dealing with the plans for the wind reader, included the following: -

*"The recent announcement from Arun District Council regarding the regeneration plans for the seafront has highlighted the need to consider re-siting the weather reader and anemometer. Currently the monitoring instruments are housed at the Foreshore Office, along with a laptop for collating the data and sending on to the Metrological Office for recording.*

*ADC have informed us that when the refurbishment gets underway, the new Foreshore Office will not be large enough to house the equipment, but it may be possible to find some room in the toilet block storeroom, but this would not allow much room for using the laptop and there will be a period of time, between building works, when there will be nothing available."*

However, at the time of that meeting we had not been told a deadline date and hence no further information regarding timescale could be given to Members at the meeting.

Furthermore, the implications on the Wifi of the works to the Foreshore Office were specifically highlighted in the report that accompanied Agenda Item 6 at the Extraordinary Meeting on 24<sup>th</sup> August when the extension to the Wifi along the seafront was discussed, and stated:

*"Members should further note that there may be some loss of coverage at the Foreshore office when the pending works are undertaken."*

The Town Council was then advised by ADC in December that all equipment should be removed by the end of January. This was done and proactively, staff relocated the wind reader to the weather station at Waterloo Square.

As the Wifi is the responsibility of the provider, Heaps of PCs, ADC contacted Chris Heaps directly to advise that the building was to be demolished in January 2018 and that the nodules needed to be removed in good time. As a gesture of goodwill, Town Force removed the Wifi nodules on behalf of Heaps of PCs when taking down the wind reader, but Chris has not yet been into the Office to collect the equipment.

Staff at BRTC, in an attempt to limit the impact of the removal time, put Chris Heaps in touch with a concessionaire on the seafront who was willing to have the Wifi equipment fitted to their building and it was hoped that this would be carried out quickly, with a minimal loss of service, but no further information is available on whether this has been pursued.

The Town Council has no power or ability to dictate when or where the Wifi nodules should be installed because, as all Members are aware, the Wifi initiative was to facilitate the initial installation with the Town Council having no agreement or responsibility in place for future provision. I should also highlight that the final instalment of the 3-year sponsorship of £1,500 per annum, which I believe was for the extension of the Wifi onto the seafront, has not been paid to Heaps of PCs.

It is unfortunate that the timing of the notification of the deadline for removal fell between meetings but, of course, a full report on the situation would be given at the next Committee meeting in February. This is, in my opinion, appropriate as Members could not instruct any alternative course of action other than to comply with ADC's request to removal of all equipment.

Furthermore, all appropriate action regarding Town Council assets has been taken quickly and the relocating of the Wifi nodules is out of the Town Council's hands and is the responsibility of the provider, Heaps of PCs.

From the meeting last night, it does now appear that the demolition of the building may be delayed past the previously advised date of January 2018. However, I cannot see how the Town Council could have taken any other course of action; we were asked to remove equipment from an ADC asset by a deadline which we did.

I trust that this clarifies the situation.

Regards

Glenna

Glenna Frost  
Town Clerk  
Bognor Regis Town Council  
01243 867744

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 17 - TO RECEIVE DETAILS INCLUDING COSTS OF  
GIGABIT WEST SUSSEX - MIN. 96 REFERS**

**REPORT BY PROJECTS OFFICER**

**FOR INFORMATION**

The Chairman asked for information regarding Gigabit West Sussex to be investigated along with associated costs and the following information has been received from the Arun District Council Group Head of Economy, Directorate of Place:

*"The Gigabit West Sussex project is being led by WSCC. The project aims to extend the delivery of ultrafast fibre networks in towns in the county. It will deliver ultrafast broadband speeds to some public buildings in West Sussex. As I understand it, public buildings in Bognor Regis, including the Town Hall, will be included in the roll-out. The final list of possible premises is being prepared by the County as part of the procurement process for a delivery partner. I can send this list to you when I receive it.*

*Last September it was confirmed that the Gigabit West Sussex project had been successful in securing £4.66m of grant funding, from the Department for Digital, Culture, Media and Sport Local Full Fibre Networks Programme, to enable the dark fibre procurement and delivery. The relevant Councils have supported the WSCC proposal to procure an external provider to supply ultrafast fibre networks to local authority sites through a lease agreement with a single supplier. These new ultrafast fibre networks cannot be used to supply the general public.*

*The project will deliver new end-to-end dark fibre networks in 8 locations across West Sussex including Bognor Regis and will be delivered within the next two years following successful procurement."*

A copy of the presentation from the District and Boroughs Infrastructure meeting held on the 17<sup>th</sup> January 2018 is available from the Office should Members wish to view.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 12<sup>th</sup> FEBRUARY 2018**

**AGENDA ITEM 18 - TO NOTE THE RE-LOCATION OF THE VISITOR  
INFORMATION CENTRE TO THE REGIS CENTRE**

**REPORT BY PROJECTS OFFICER**

**FOR INFORMATION**

Members are asked to note the re-location of the Visitor Information Centre to the Regis Centre as per the email previously circulated to all Councillors (copy attached as **Appendix 1.**)

There have been some questions raised from Councillors regarding the move and Officers are in liaison with Arun District Council for a response which will be reported at the meeting if available.

**Subject:** Bognor Regis Visitor Information Relocation: For Bognor Regis Town Councillors' Information

Dear Councillors

This email is to inform you that the Bognor Regis Visitor Information Point is relocating.

The facility has been situated in the same location for many years, with (since 2011) the Bognor Regis Observer staff and journalists occupying the same building, whilst hosting the self- service information facility under a "Licence to Occupy" agreement with the Council.

Sussex Newspapers (Bognor Regis Observer) have declined the recent offer to renew the agreement under more appropriate commercial terms and the plan is now to move the Visitor Information Point the very short distance, across the Place St Maur, into the Regis Centre/ Alexandra Theatre foyer.

There will be several benefits to this move, not least ensuring visitor information is available in an already busy location which is open for much longer hours, including Saturdays, some Sundays and evenings too.

A full Information Paper is going to the Environment & Leisure Working Group on 20<sup>th</sup> February 2018. However due to Sussex Newspapers vacating the premises earlier than expected, the move into the Regis Centre is now planned to take place over the 1<sup>st</sup> - 12<sup>th</sup> of February 2018.

The current site at 1-2 Place St Maur, Belmont Street is then part of the Accommodation Review with the Council's Property and Estates team and a decision for its future use is yet to be made. The Town Centre Manager will remain in his office in the building until a new home in the Town Centre can be found.

Thank you for your time.



## **GENERAL CORRESPONDENCE FOR E P & L COMMITTEE MEETING**

**12<sup>th</sup> February 2018**

1. Email – Cllr Cosgrove <https://www.gov.uk/government/news/bids-open-to-host-annual-armed-forces-day-national-event-in-2019>
2. Email – Cllr Cosgrove – re new gate on south end side of the Hothamton Play Area
3. Email – Historical Promotions – Proposals for Armed Forces Day events