BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM WORKING GROUP

Adopted by the Council at its Meeting held on 6th July 2026

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This is a Working Group of the Environmental and Leisure *(E&L)* Committee

6 Members of the Authority and co-opted Members **Quorum = 3**

Function of Working Group Column 1	Delegation of Functions Column 2
1. The In Bloom Working Group is responsible for the promotion and planning of the Bognor Regis in Bloom competition and the application including the portfolio, planning and promotion for Bognor Regis' entry to South and South-East in Bloom. 2. The Working Group will deal under delegated powers with the following specific decision-making issues within the budget and policies approved by the Environmental and Leisure *(E&L)* Committee.	
Bognor Regis In Bloom Competition	
(i) Promote the competition through the media and other methods	• Working Group to approve expenditure from within Budget, to be Noted by E&L
(ii) Collate, plan and judge all entries received at the office	• Working Group to approve expenditure from within Budget, to be Noted by E&L
(iii) Organise presentation evening, awards and certificates	• Working Group to approve expenditure from within Budget, to be Noted by E&L
South & South East in Bloom Competition	• Working Group to approve expenditure from within Budget, to be Noted by E&L
(i) Collate material over the year for inclusion in the portfolio	• Working Group to approve expenditure from within Budget, to be Noted by E&L
(ii) Complete application to competition and representatives of the Working Group to attend seminars and presentations	• Working Group to approve expenditure from within Budget, to be Noted by E&L
(iii) Promote South & South East in bloom through media, schools and other organisations	• Working Group to approve expenditure from within Budget, to be Noted by E&L
(iv) Organise planting competitions	• Working Group to approve expenditure from within Budget, to be Noted by E&L
(v) Liaise with BRTC and ADC on planting programs / projects planned for year	• Working Group to approve expenditure from within Budget, to be Noted by E&L
(vi) Plan route and itinerary for judging day	• Working Group to approve expenditure from within Budget, to be Noted by E&L
(vii) Organise planting displays at national events to promote the town of Bognor Regis	• Working Group to approve expenditure from within Budget, to be Noted by E&L