



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
Bognor Regis, West Sussex PO21 1LD  
Telephone: 01243 867744  
E-mail - [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

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 Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 15<sup>th</sup> NOVEMBER 2021.**

Please note that the doors to the Town Hall will be closed at 6.20pm and no entry will be possible after this time.

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.

Any member of the public wishing to attend the meeting must pre-book a place by emailing [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk) before midday on Monday 15<sup>th</sup> November 2021. A maximum of six places will be available for this meeting. No entry will be permitted to those who have not pre-booked a place.

All pre-booked attendees will be provided in advance with COVID guidance for the use of the Town Hall and this guidance must be adhered to at all times.

An opportunity will be afforded to those **members of the public** who have pre-booked a place to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 15<sup>th</sup> November from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

### **PLEASE NOTE THE VENUE**

**DATED THIS 8<sup>th</sup> NOVEMBER 2021**

**TOWN CLERK**

**THE AGENDA and BUSINESS to be TRANSACTED is:**

1. Chairman's Announcement and Apologies for Absence
2. Declarations of Interest:  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.  
Members and Officers should make their declaration by stating:
  - a) the item they have the Interest in
  - b) whether it is a Disclosable Pecuniary, Other Registrable 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 or Other Registrable 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
3. To APPROVE the Minutes of the Meeting held on 13<sup>th</sup> September 2021 and the Extraordinary Meetings held on the 14<sup>th</sup> October 2021 and the 1<sup>st</sup> November 2021
4. Adjournment for public questions and statements
5. Clerk's Report
6. Proposals for Events Programme for 2022 including consideration of budgets for Recommendation to the Policy and Resources Committee and consideration of a Music in the Park Summer Event
7. Consideration of any further proposals and required budgets for 2022/2023 for Recommendation to the Policy and Resources Committee
8. Seafront Posters including: -
  - Consideration of replacing generic posters that were removed from the seafront shelters and identification of budget for associated costs - 19<sup>th</sup> July 2021 - Min. 6.5 refers
  - To further consider the concept of the generic posters for the seafront shelters - 1<sup>st</sup> November 2021 - Min. 42 refers
9. Consideration of request received from Cllr. Brooks to view the Bandstand windscreens
10. Correspondence

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



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex, PO21 1LD  
Telephone: 01243 867744  
E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 13<sup>th</sup> SEPTEMBER 2021**

### **PRESENT:**

Cllr. K. Batley (Chairman); Cllrs: J. Brooks,  
Mrs. S. Daniells, S. Reynolds, M. Stanley, W. Smith  
and Mrs. J. Warr

### **IN ATTENDANCE:**

Mrs. S. Hodgson (Projects Officer)  
1 member of the public in the public gallery (part of  
meeting)

*The Meeting opened at 6.32pm*

### **21. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

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

Apologies had been received from Cllr. Woodall due to a family commitment.

No apologies had been received from Cllr. Erskine.

### **22. DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the 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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

As per the Agenda, it is each Member's own 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 Interests*

**23. TO APPROVE THE MINUTES OF THE MEETING HELD ON 19<sup>th</sup> JULY 2021**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 19<sup>th</sup> July 2021.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 19<sup>th</sup> July 2021 as an accurate record of the proceedings and the Chairman duly signed them.

**24. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS**

*Meeting adjourned at 6.35pm*

Meeting held 19<sup>th</sup> July 2021 (Seafront Wind Shelters Posters - Min. 6.5 refers)  
A member of the public asked to draw Member's attention to the Clerk's Report as follows:

- Why were there were still some empty frames?
- Why were there no posters advertising The Proms event?
- It was his understanding that the permanent displays would be generic and in his opinion the posters on display were just works of art.

*Meeting reconvened at 6.40pm*

As the Clerk had some information relating to the questions the Chairman asked her to respond as follows:

- Arrangements will be made to replace the pieces of artwork that were unofficially removed. In the meantime, other event organisers as well as the BID have utilised the sites and these posters have been placed in the empty frames.
- There were no posters advertising The Proms due to a delay in receiving the required permissions from ADC for the event. ADC policy is that no event can be advertised or promoted until permissions have been granted.

- Members of the public were invited by the Committee to submit their artwork to be made into posters for permanent display. The pieces on display were chosen and agreed by Members of this Committee.

**25. CLERK'S REPORT FROM PREVIOUS MINUTES**

**25.1 Update on Butlin's - 19<sup>th</sup> July 2021 - Min. 6.2 refers**

Despite several more attempts to chase there had still not been a response from the Resort Director.

**25.2 Update on lamp post banners - 29<sup>th</sup> April 2021 - Min. 166 refers**

Pre-planning permission has been agreed and a full planning application would now be submitted.

**26. CONSIDERATION TO HOLD AN ANNUAL CIVIC EVENT TO LIGHT THE BEACON IN REMEMBRANCE OF THE PASSING OF BOGNOR REGIS RESIDENTS WHO HAVE MADE A CONTRIBUTION TO THE TOWN - DEFERRED FROM THE LAST MEETING - MIN. 13 REFERS**

*The Chairman left the meeting briefly at 6.49pm during this item and the Vice-Chairman, Cllr. Brooks, took the Chair*

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

Members were asked to consider a proposal to hold an annual beacon lighting event in remembrance of the passing of Bognor Regis residents who have made a contribution to the Town.

During the discussion some of the following points were raised:

- Who decides who gets chosen?
- Is it restrictive to people who live within the Wards of Bognor Regis?
- It should be a celebration rather than a remembrance
- It should be symbolic rather than having names, a service for all
- When should it be held?
- Could it be trialled first to monitor the response?
- When will the beacon test be carried out as it is important to be sure it is working correctly?

*The Chairman returned to the meeting at 6.53pm*

Following discussion, it was unanimously **AGREED** that the event should proceed and would be launched on 5<sup>th</sup> October 2022 to mark the anniversary of Sir Richard Hotham's Birthday. This would enable Officers to undertake some research on potential costings and for more thought to be given to the event itself.

The Clerk advised that the beacon had undergone a test burn and it was working satisfactorily but Members had requested a further test at which they

could be present. As previously advised Town Force are managing a heavy workload at the moment and therefore it is not possible to arrange another test burn for the foreseeable future. A Member pointed out that the Beacon is scheduled to be lit for the Queens Jubilee event and Members would be able to see it then.

## **27. ITEMS FOR A FUTURE AGENDA**

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

A Member asked why it was that this Committee was required to submit items for a future Agenda on a form, as this is not the case for any other Committee.

The Clerk advised that this particular Committee tends to have a higher proportion of Agenda items, and this has led to a number of items continually being deferred. Having the opportunity to evaluate suggested items in advance allows Members to consider if they wish to explore them further before they are included on a future Agenda. Officers can then undertake more detailed research to provide a comprehensive report, thus, streamlining the process and making it more efficient.

- 27.1** Members considered a proposal from Drewitts Events regarding a Punch and Judy Man Commemorative 2-day event in 2023 to celebrate 60 years since the release of the Tony Hancock film of the same name released in 1963.

Members **AGREED** for this item to be placed on a future Agenda.

- 27.2** Members considered a proposal from Team Rubi-con to hold a Community Fun Day as they are looking for 100 skateparks to join a nationwide Talent Pathway programme in the run up to the 2024 Paris Olympics.

Members **REJECTED** the inclusion of this item on a future Agenda.

- 27.3** Members considered a proposal from Cllr. Goodheart to look at producing a Town map display board with a paper map dispenser in various locations.

Members **AGREED** for this item to be placed on a future Agenda.

## **28. UPDATE ON WEATHER READING FUNCTION**

The Events Officer's report, including notification that a Volunteer had been recruited to take readings at the weekend, was **NOTED**.

## **29. UPDATE ON PROPOSALS FOR EVENTS PROGRAMMED FOR 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED, CHANGES/CANCELLATIONS TO EVENTS TIMETABLE**

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

A Member asked why there had not been any banners advertising The Proms.

As reported earlier in the Meeting, the Clerk advised that despite the Events Officer submitting the event application to ADC for approval within their required timescales she did not receive a decision until a week and half prior to the event. ADC policy states that no event can be advertised until permission for the event is granted. Members were asked to note that the Events Officer had also just finished a four-week programme of events for the Funshine Days and had a week's leave booked in between the events.

A Member raised his concerns regarding the ADC Events booking process and the lack of flexibility in relation to the size of events. He also felt there should be an agreement on the time taken to process applications and asked Members to support sending a letter to ADC.

Another Member supported this and also felt that the whole application process needed streamlining as even the smallest of events were being asked to "jump through hoops". For example, many buskers would like to use the bandstand but are still required to complete the same application when, in his opinion, busking is not an event and this just results in the bandstand being totally underused. The Member was also aware of other event organisers who had experienced similar problems.

Following further discussion Members **AGREED** for a strongly worded letter to be sent to the head of the Events Team at ADC urging them to review their procedures including an agreement on a turnaround time to process applications and for a more flexible approach.

### 30. **PRELIMINARY DISCUSSION REGARDING THE BUDGET FOR THE 2022 EVENTS PROGRAMME**

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

Members were asked to give some guidance on their intentions regarding the programme of events for 2022 to allow the Events Officer to undertake some preparatory research regarding budgetary requirements in readiness for the next meeting.

Following discussion Members **AGREED** that the events programme for 2022 should include:

- Book Day
- World Ocean Day
- Drive Through Time
- Proms in the Park
- Funshine Days
- Christmas Switch-On

Members further **AGREED** that they would like to receive three separate costings for the Christmas Switch-On in a bronze, silver and gold style tier.

Members further **NOTED** that at the meeting held on the 29<sup>th</sup> April 2021 - Min. 59 refers - a recommendation for a budget of £5,000 for a one-day event for the Queens Jubilee Celebrations had been agreed.

**31. CORRESPONDENCE INCLUDING ITEMS DEFERRED FROM THE PREVIOUS MEETING**

The Clerk drew Members' attention to item four on the previously circulated correspondence list relating to an Upside-Down House, inverted photo attraction. Members were advised that this had been redirected to ADC as BRTC do not have suitable property or land to accommodate this type of attraction.

**32. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTUAL)**

Members **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3.d) - Agenda items 16 (contractual).

**33. CHRISTMAS ILLUMINATIONS FOR 2022-24 CONTRACT INCLUDING CONSIDERATIONS OF THE PRESENTATIONS FROM THE MEMBERS BRIEFING HELD 8<sup>th</sup> SEPTEMBER 2021: CONSIDERATION OF BUDGETARY REQUIREMENTS**

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

Members unanimously **AGREED** to award the Christmas Illuminations Contract for the 2022-24 displays to LITE.

Members further **AGREED** to hold a meeting with the appointed contractor before making any budgetary recommendations at the next meeting. The Projects Officer will make the necessary arrangements and advise accordingly.

*The Meeting closed at 7.56pm*



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex, PO21 1LD  
Telephone: 01243 867744  
E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 14<sup>th</sup> OCTOBER 2021**

**PRESENT:** Cllr. K. Batley (Chairman); Cllrs: J. Brooks,  
and Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)  
Gary Davey (Contractor) (until Min. 38)

*The Meeting opened at 6.02pm*

### **34. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

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

Apologies had been received from Cllr. Mrs. Daniells due to a prior engagement, Cllr. Erskine due to family commitments, Cllr. Stanley due to an ADC commitment and Cllrs. Smith and Woodall due to illness. Cllr. Reynolds had also sent his apologies.

### **35. DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting 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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable 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 Interests***

**36. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS**

There were no members of the public in attendance and no questions or statements had been received.

**37. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.D) (CONTRACTUAL)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw, (S.O. 3.d) - Agenda items 4 and 5 (contractual/staffing).

**38. TO RECEIVE A FURTHER PRESENTATION FROM THE APPOINTED CONTRACTOR FOR THE 2022-24 CHRISTMAS LIGHTS INCLUDING CONSIDERATION OF CHOSEN DISPLAY AND REQUIRED BUDGET**

At the last meeting, Members requested that the appointed contractor for the 2022-24 Christmas Light display be invited to an additional meeting to discuss budgetary requirements in order for a recommendation to be made in good time to the Policy and Resources Committee to agree a suitable budget.

During the discussions, the contractor informed the Committee that due to the current circumstances surrounding supplies and deliveries, it was likely that the original quotation may have increased slightly, and Members would have to take that into consideration when setting their budget.

Members asked if it would be possible to increase the amount of lighting in the Queensway area. The contractor agreed to take a look to see if there was sufficient infrastructure to support this and factored in an additional cost to the original quotation to cover any potential additions for this area. He would further confirm final figures to the Projects Officer the next day. The contractor

further advised that costings could not be fixed until the order had been placed and a 50% deposit had been secured.

Members queried the cost for a one-off infrastructure test that was detailed within the original quotation at a cost of £1,500.00 with an additional £975.00 to replace sockets in the Aldwick Road. The Projects Officer advised that these costs would be covered from the earmarked reserve underspends. She further advised that it may not be necessary to replace all sockets in Aldwick Road and the costing given was a "worst case scenario".

Following discussion, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a budget of £50,000.00 per annum be considered for the 2022-24 Christmas lighting display, with the proviso, that an additional £5,000.00 be made available as a contingency should the costs have increased.

Members were reminded that once the budget had been agreed by the Policy and Resources Committee, should prices spiral before any order was placed, then it may be necessary to scale back the display as no further funding would be available.

***The Chairman and other Members thanked the contractor for attending and he left the meeting at 6.55pm***

**39. TO CONSIDER PROPOSALS FOR THE CHRISTMAS SWITCH-ON EVENT FOR 2021**

The Projects Officer read out a confidential statement.

Following discussion Members **AGREED** that this year's Christmas Switch-On be a soft switch-on event. This means that the lights will be switched on remotely at midday on the 27<sup>th</sup> November 2021 with no event. It was further **AGREED** that the budget for this year's event be earmarked for a much bigger event to be planned for 2022, to coincide with the launch of the new lights.

A Member asked if it would be possible to have Billy Bulb on display with perhaps a plaque to advertise the Switch-On time. This will be looked at by Officers, who will report back at the next meeting.

***The Meeting closed at 7.10pm***



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex, PO21 1LD  
Telephone: 01243 867744  
E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 1<sup>st</sup> NOVEMBER 2021**

### **PRESENT:**

Cllrs: Mrs. S. Daniells (left during Min. 42),  
S. Reynolds, M. Stanley and P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Civic & Office Manager)  
Cllr. S. Goodheart in the public gallery  
1 member of the public in the public gallery

*The Meeting opened at 6.03pm*

### **40. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

In the absence of both the Chairman, Cllr. Batley and Vice-Chairman, Cllr. Brooks, those present **AGREED** that Cllr. Reynolds should be elected as Chairman for this meeting, and he took the Chair.

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

Apologies had been received from Cllr. Batley due to work commitments and Cllr. Smith due to being unwell.

No apologies had been received from Cllrs. Brooks, Erskine or Mrs. Warr.

### **41. DECLARATIONS OF INTEREST**

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest

- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting 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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

***Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 5 as she is a personal friend of the potential recipient of the grant, and she has also publicly agreed to sponsor the event. Cllr. Mrs. Daniells stated that she would not take part in the discussion and would leave the Meeting when Agenda item 5 was discussed. However, she would like to exercise her right to speak on this matter under Public Question Time***

***Cllr. Stanley declared an Ordinary Interest in Agenda item 5 in a volunteering capacity as he has supported the organisation of an event by a community group***

***Cllr. Woodall declared an Ordinary Interest in Agenda item 5 as he is a volunteer on the Bognor Regis Carnival Association***

#### **42. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS**

***The Chairman adjourned the Meeting at 6.07pm***

Cllr. Mrs. Daniells confirmed that she fully supports trying to continue with the event, funding the event, and giving some money over to the public. However, she would not be voting on this for the reasons already given.

***Cllr. Mrs. Daniells redeclared a Disclosable Pecuniary Interest then left the room and did not return to the Meeting***

A member of the public requested that the idea of the generic posters on the seafront be brought back to the next meeting for further discussion.

The original concept of the generic posters was to advertise attractions that could not be seen from the promenade such as Hotham Park, the Picturedrome, Marine Park Gardens and the West End, these would then be temporarily covered with events posters and then removed after the event so that there would always be something attractive there to look at. He also advised that two of the poster sites had been empty for some time and he queried whether the Council had any spare posters that could be put up. The Clerk advised that this would be investigated, and the matter would be referred back to the next meeting.

Cllr. Goodheart suggested that Members consider the inclusion of Billy Bulb in the activities as part of their discussions this evening for the event.

***The Chairman reconvened the Meeting at 6.10pm***

**43. TO RESOLVE TO SUSPEND STANDING ORDERS TO CONSIDER REVISITING PREVIOUS DECISION (S.O. 7a) REGARDING EARMARKING THE CHRISTMAS LIGHTS SWITCH-ON BUDGET FOR 2021 (MIN. 39 REFERS)**

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 7a refers) to consider revisiting the previous decision regarding earmarking the Christmas Lights Switch-On budget for 2021 - Min. 39 refers.

Members **RESOLVED** to further consider their previous decision and Standing Orders were therefore reinstated.

**44. NOTICE OF SPECIAL MOTION (S.O. 9) SIGNED BY CLLRS: STANLEY, MRS. WARR, MRS. DANIELLS AND BROOKS**

**44.1** *"That this Committee consider rescinding the previous decision to earmark the Christmas Lights Switch-On budget for 2021 (Min. 39 refers) to allow for consideration to be given to awarding grant funding to a Community Group for an independent alternative Christmas event for this year from this budget, subject to a proposal being received and the necessary permissions being granted by WSCC/ADC".*

A Member spoke to the proposal. He confirmed that the four Councillors signing the Special Motion were in support of the decision made at the Extraordinary Events, Promotion and Leisure Committee Meeting. However, following the community feedback, those four Councillors and Cllrs. Goodheart and Woodall independent of the Town Council entered into discussions with others about holding an event in the community and offered to help out to progress this as volunteers and not as Town Councillors.

With agreement for the previous decision to earmark the Christmas Lights Switch-On Budget for 2021 to be rescinded, the following proposal was then put forward: -

That this Committee resolves to utilise the original £3,500 budget for the Christmas Switch-On Event in the following way:

To award £3,000 to the Bognor Regis Carnival Committee to arrange a Switch-On Event to be held before 12<sup>th</sup> December 2021. If no event is arranged the funds are to be returned and utilised to enhance the 2022 Switch-On Event;

To delegate authority to the Town Clerk to arrange an alternative timing for the Christmas Lights Switch-On for 27<sup>th</sup> November 2021, to be done in consultation with the Bognor Regis Carnival Committee up to the sum of £500.

This was duly seconded, and it was unanimously **RESOLVED**.

- 44.2** Members discussed the inclusion of Billy Bulb in the event. The Clerk reported that as previously advised, the Insurers will only allow the mascot to be used at events if it is manned all the time for the duration of the event as there is no cover if it is left unsupervised. A Member queried whether this can be done on a rota basis, or did it need to be one named person? It was also queried whether the area around the mascot could be fenced off as an alternative to personal supervision for the duration of the event. The Clerk confirmed that she would need to liaise with the Insurers to clarify the position as it was her duty to ensure that the Council was protected from any potential claim.

The Clerk would liaise with the Carnival Committee further regarding the timing of the Christmas Lights Switch-On and the position with inclusion of Billy Bulb at the event once clarification was sought from the Insurers.

***The Meeting closed at 6.19pm***

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE  
15<sup>th</sup> NOVEMBER 2021

**AGENDA ITEM 6 PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING CONSIDERATION OF BUDGETS FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE AND CONSIDERATION OF A MUSIC IN THE PARK SUMMER EVENT**

**REPORT BY THE EVENTS OFFICER**

**FOR INFORMATION  
& DECISION**

**Book Day - 13<sup>th</sup> April 2022 - Hotham Park**

Budget for 2021- £4,000

Members are asked to advise what book theme they would like for the 2022 Book Day and to agree the budget for the 2022 event. The Officer recommendation is that, based on the 2021 event the same budget of £4,000 would be required.

Book Day has historically fallen in the May Half Term week, but as this week will be filled with Jubilee Celebrations for 2022, so as not to conflict with these events it is the Officer's recommendation that the Book Day for 2022 is moved to the Easter Holidays and held on 13<sup>th</sup> April 2022.

**DECISIONS**

Members are asked to **AGREE** the theme for the 2022 event.

Do Members **AGREE** to schedule this event on the 13<sup>th</sup> April 2022?

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee the 2022 budget for the Book Day event, considering the Officer recommendation of **£4,000**.

**Celebrations and Commemorations to Mark The Queen's Platinum Jubilee – 2<sup>nd</sup> June 2022**

Agreed budget £5,000 for 2022

Currently there is no further update regarding the planning for this event.

**Drive Through Time - 2<sup>nd</sup> July 2022**

Budget for 2021 - £4,000

The 2021 Drive Through Time was not able to go ahead due to the ongoing Covid mitigation and Government restrictions in place at the time of organising this event.

For 2021 it was agreed that the event be relocated from West Park to the Esplanade and the Place St Maur. However, given the current regeneration work taking place in the Place St Maur and the current staffing issues within BRTC, it is the Officer recommendation that for 2022 the event remain at West Park to ensure a seamless event, and that the relocation to the Esplanade take place for 2023, which will also coincide with the 10<sup>th</sup> Anniversary of the event.

The Officer recommendation is that, based on the 2021 event the same budget of £4,000 would be required.

#### **DECISIONS**

Do Members **AGREE** to keep the 2022 Drive through Time at its original location of West Park?

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee the 2022 budget for the Drive Through Time event, considering the Officer recommendation of **£4,000**.

#### **Proms in the Park - 10<sup>th</sup> September 2022**

Budget for 2021 - £2,500 with £2,000 vired from the Drive Through Time Budget

Due to the additional event of the Queen's Jubilee in June and the Drive Through Time being held in July there is not the capacity to hold the Proms in the Park earlier in the year as hoped. Therefore, Members are asked to **AGREE** for the Proms in the Park for 2022 to be held in September.

The Budget for the 2021 was increased by £2,000, as the Drive Through Time event did not run due to Covid 19, and this amount was vired over to enhance the Proms making the 2021 a lot larger in size and content than previous years, boosted by this budget increase.

To find a middle ground for the 2022 event, and not to disappoint those who attended the 2021 event, the Officer recommendation is that the budget be increased to £3,000.

#### **DECISIONS**

Do Members **AGREE** for the Proms in the Park event for 2022 to be held in September?

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee for the 2022 budget for the Proms in the Park event, considering the Officer recommendation of **£3,000**.

## **Funshine Days - 1<sup>st</sup> to 26<sup>th</sup> August (weekdays) 2022**

Budget for 2021 - £7,000

Due to Covid mitigation the Funshine Days were relocated to Hotham Park Bandstand from the Prom Bandstand for 2021, to enable more space for social distancing. This proved to be very successful for a number of the day activities, however there were a few that lent themselves to be located on the Prom, Punch & Judy for example. With this in mind, it is Officer recommendation that the Funshine Days programme for 2022, be split across the two locations, with the first two weeks being located on the Prom Bandstand and the remaining two weeks on the Hotham Park Bandstand.

World Oceans Day for 2022 falls on the 8<sup>th</sup> June, which is a weekday and school day. Therefore, as attendance is likely to be minimal Members are asked to **AGREE** that World Oceans Day be incorporated into the first two weeks of the Funshine Days and be located on the Promenade Bandstand. The budget for World Oceans Day for 2021 was £2,000 with £1,000 of this budget used instead to allow for the virtual Half Term events to take place. It is the Officer recommendation that £1,000 is incorporated into the Funshine Days budget to allow for the World Oceans Day to be larger than the standard Funshine Days, as per 2021.

The Officer recommendation is that, based on the 2021 event a budget of £8,000 would therefore be required.

### **DECISIONS**

Members are invited to **AGREE** that the Funshine Days programme be split between two locations, 1<sup>st</sup> - 12<sup>th</sup> August Prom Bandstand and the 15<sup>th</sup> - 26<sup>th</sup> August Hotham Park Bandstand.

Members are invited to **AGREE** that World Oceans Day be incorporated into the first two weeks of the Funshine Days and be located on the Promenade Bandstand.

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee the 2022 budget for the Funshine Days, considering the Officer recommendation of **£8,000**.

## **Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5<sup>th</sup> October 2022**

Budget: £600

Members requested the beacon to be lit to mark the Birthday of Sir Richard Hotham, as a prelude to a possible annual civic event to light the beacon in

Remembrance of the passing of Bognor Regis residents who have made a contribution to the Town - 13<sup>th</sup> September 2021 - Min. 26 refers.

The above budget would cover an hour long event, with a live band of some sorts and the lighting of the Beacon Brazier. Members are asked to note that this cost does not include a road closure of the Esplanade. The event would take place on the Promenade and the surrounding area of the Beacon.

Associated Town Force costs are as follows:

Town Force time 3¾ Hours x 2 men = 7½ Hours	= £165.00
Propane Gas	= £ 17.50
Diesel	= £ 5.00
<b>Total</b>	<b>= £187.50</b>

Members are asked to note that any Town Council Event requires the attendance of the Events Officer, and her time will need to be factored in along with any associated administration costs.

#### **DECISION**

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee a budget for the event, considering the Officer recommendation of **£600.00**.

#### **Christmas Illuminations Switch-On - 26<sup>th</sup> November 2022**

Budget for 2021 - £3,500

Members asked for three options for the 2022 Switch-On, a bronze, silver and gold package. Min. 30 refers.

**Bronze:** could include similar to past Switch-On events, grotto, stilt walkers, funfair rides, magicians, craft workshops, and the lights being switched on by the Pantomime performers from the Regis Theatre and the Town Mayor.

**Silver:** All of the above, with a large stage and road closure, with live performances and a B list celebrity to assist the Pantomime performers and Mayor in switching the lights on.

**Gold #1:** All of the above with a personalised digital projection for the Switch-On illuminating one of the buildings in the Town Centre.

**Gold #2:** Five buildings around the Town illuminated with a personalised digital projection for the duration of the Christmas Illuminations being in place.

## **DECISIONS**

Members are invited to **AGREE** the **RECOMMENDATION** to the Policy and Resources Committee for the 2022 budget for the Christmas Light Switch-On, considering the Officer recommendations for one of the following requested packages and budgets

Bronze Package: £3,500

Silver Package: £7,500

Gold Package: £10,500 for either package

## **Sunday Afternoon Concerts, series of events over the Summer - TBC**

BRTC have been approached by the Rotary Club to work collaboratively on a series of events throughout the Summer to revive the very popular Sunday Afternoon Concerts that BRTC used to run on Hotham Park/Promenade bandstand, along with some extra events as detailed in the attached report **(Appendix 1.)**

It is the Officer recommendation that a budget of £2,500 be sought for these series of events in collaboration with the Rotary Club.

## **DECISIONS**

Do Members **AGREE** to work collaboratively with the Rotary Club on a series of events throughout the Summer?

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee a budget for the event, considering the Officer recommendation of **£2,500**.



## **MUSIC IN THE PARK SUMMER 2022**

The proposal is to jointly organise with the Bognor Regis Town Council Events Team a number of monthly Sunday summer events in either Hotham Park or at the bandstand on the sea front.

These will be musical events selected from the suggestions below starting in May and running through to September.

### Music Suggestions

1. A Ukelele Jam in the park with invitations going out to all the ukulele clubs along the South coast to play during the afternoon. A similar event has been held successfully in Littlehampton over several years with over 200 players attending together with members of the public. This event would be organised in May so that it did not clash with the Southdowns' Festival held in the town annually in September.
2. In mid-June the three service clubs in the town are planning to hold a one-day fayre in Hotham Park. It seems obvious that the Town Council should be invited to attend and help at this event.
3. A local town brass band could play in the park or at the bandstand either from Bognor or Chichester.
4. At the end of May, the annual 10k Run is held and we would propose having either a brass band or a jazz band at the Bandstand to play whilst runners were passing. This idea is one that you frequently see used at the London Marathon.
5. At either venue we would look to organising an afternoon of classical music during the summer.
6. A Jazz Band playing either in the park or on the seafront.
7. Local groups specialising in covers and country and western titles
8. The final event could be a named tribute band playing to finish off a summer of music in Bognor supported and organised jointly between us and the Bognor Regis Town Council.

Once the Town Council has agreed to these proposals a selection can be made from the above.

### Other Proposals

For the events held in Hotham Park we would organise suitable refreshments for the public at the event.

Our club would be responsible for security and planning these events with the BRTC officers

David Wheeler

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
15<sup>th</sup> NOVEMBER 2021**

**AGENDA ITEM 7 - CONSIDERATION OF ANY FURTHER PROPOSALS AND  
REQUIRED BUDGETS FOR 2022/2023 FOR RECOMMENDATION TO THE  
POLICY AND RESOURCES COMMITTEE**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

**Publicity and Promotion Budget for 2021/22 - £1,200**

Members may wish to consider their budget recommendation for the 2022/23 Publicity and Promotion Budget for recommendation to the Policy and Resources Committee along with any other budgetary requirements.

**DECISION**

Members are invited to **AGREE** their **RECOMMENDATION** to the Policy and Resources Committee for the 2022/23 Publicity and Promotion Budget.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
15<sup>th</sup> NOVEMBER 2021**

**AGENDA ITEM 8 - SEAFRONT POSTERS INCLUDING: CONSIDERATION OF REPLACING GENERIC POSTERS THAT WERE REMOVED FROM THE SEAFRONT SHELTERS AND IDENTIFICATION OF BUDGET FOR ASSOCIATED COSTS - 19<sup>th</sup> JULY 2021 - MIN. 6.5 REFERS AND TO FURTHER CONSIDER THE CONCEPT OF THE GENERIC POSTERS FOR THE SEAFRONT SHELTERS - 1<sup>st</sup> NOVEMBER 2021 - MIN. 42 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

**Consideration of replacing generic posters that were removed from the seafront shelters and identification of budget for associated costs - 19<sup>th</sup> July 2021 - Min. 6.5 refers**

As reported to Members at the July meeting, one of the generic seafront posters on the Promenade had been removed. It has subsequently been reported that a further poster has also been taken. Whilst other posters have been displayed within the site, as the season grows to an end Members are asked to consider if they wish to replace the missing posters with copies of the original artwork to maintain the uniformity.

The cost to replace these posters would be £65.00 each + VAT which could be funded from the Events Promotion Budget.

**DECISION**

Do Members **AGREE** to replace the missing posters with a copy of the original artwork?

If so

Do Members **AGREE** to fund the associated costs from the Events Promotion Budget?

**To further consider the concept of the generic posters for the seafront shelters - 1<sup>st</sup> November 2021 - Min. 42 refers**

At the Extraordinary Meeting of the Events, Promotion and Leisure Committee held on 15<sup>th</sup> November 2021, a member of the public requested that the idea of the generic posters on the seafront be brought back to the next meeting for further discussion. The original concept of the generic posters was to advertise attractions that could not be seen from the promenade such as Hotham Park, the Picturedrome, Marine Park Gardens and the West End, these would then be temporarily covered with events posters and then removed after the event so that there would always be something attractive there to look at.

Looking back at previous meetings, Members **AGREED** at the meeting held on 20<sup>th</sup> October 2020, Min. 107.7 refers to produce a set of generic posters for display when the frames are not required by other users, subject to Members being given the opportunity to further agree the design and content.

This was discussed again at the meeting held on 18<sup>th</sup> January 2021 Min.135 refers,

when it was **AGREED** that the Town Council reach out to community-based artists via social media to produce identifiable images of Bognor Regis to be produced and displayed in the 12 Seafront Poster sites on the Promenade from within the maximum budget of £600 previously identified.

This was therefore the brief as **AGREED** by this Committee that was used for the extensive promotion with over 70 applications submitted by members of the community. The entries that met the required criteria, were circulated to Members of this Committee on display boards prior to the meeting on 23<sup>rd</sup> March 2021, with the request for each Member to advise the Committee Clerk in advance, of their preferred choice of 12 images. Unfortunately, this item was not discussed at that meeting and was therefore referred to the next meeting on 29<sup>th</sup> April 2021.

Minute 163 of the meeting held on the 29<sup>th</sup> April 2021, clearly indicates that there were differing opinions between the Committee when this was discussed, as detailed below: -.

*A Member was disappointed that he had not had the opportunity to discuss the wording for the posters. Members were reminded that the 12 images were chosen by Members of the Committee via email, and it had been agreed for Officers to proceed with the production of the posters. The images that had been circulated were purely for Members to see the final chosen images.*

*Another Member was of the opinion that the chosen posters were not generic and therefore in his view did not reflect the Poster Policy and as such they should not be considered as the permanent display of choice. Another Member stated this was not how he recalled the decision regarding the generic posters (Min. 107.7 - 20<sup>th</sup> October 2020, Project Officer's report and Min. 135 - 18<sup>th</sup> January 2021 refer).*

Members **RATIFIED** the chosen images and the production of the posters.

Should Members now wish to consider replacing the posters on the seafront so that only attractions that cannot be seen from the promenade are displayed going forward, then it is recommended that this be referred back to the next meeting to allow for a stricter brief to be drawn up, to be circulated again to community-based artists so that the posters can be renewed at the start of next season and the required budget identified.

## **DECISION**

Members are asked to advise how they wish to proceed?