



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road

Bognor Regis, West Sussex PO21 1LD

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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 Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on TUESDAY 27<sup>th</sup> SEPTEMBER 2022.**

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/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 Tuesday 27<sup>th</sup> September from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

**DATED THIS 20<sup>th</sup> SEPTEMBER 2022**

**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 11<sup>th</sup> July 2022
  4. Adjournment for public questions and statements
  5. Clerk's Report
  6. To consider the Terms of Reference for the Events, Promotion and Leisure Committee and to make any necessary recommendations on proposed changes to the Policy and Resources Committee – deferred from last meeting Min. 25 refers
  7. Update on proposals for Events Programme for 2022 including ratification of decisions where required
  8. Preliminary discussion regarding the budgets for the 2023 Events Programme
  9. Update on the Proposal from Drewitts Events regarding a Punch and Judy Man Commemorative 2-day event in 2023 – Min. 27 refers (if available)
  10. Consideration of a proposal by Cllr. Mrs. Daniells to review the 'Follow the Ducks' Campaign - Min. 29 refers
  11. Consideration of a proposal by Cllr. Mrs. Daniells to consider and explore developing a simple BRTC smartphone App - Min. 30 refers
  12. Items for Future Agenda
  13. Correspondence

**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> JULY 2022**

**PRESENT:** Cllrs: J. Brooks, S. Reynolds, Mrs. J. Warr and  
B. Waterhouse

**IN ATTENDANCE:** Mr. M. Hall (Projects Officer)

***The Meeting opened at 6.30pm***

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

Due to the absence of both the Chairman Cllr. Batley and Vice-Chairman Cllr. Woodall, the Committee unanimously appointed Cllr. Mrs. Warr as the Chairman for this meeting.

The Chairman welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence were given by the Projects Officer, on behalf of Cllrs. Batley and Mrs. Daniells due to annual leave, Cllrs. Jones and Woodall due to work commitments and the Events Officer due to illness. No apologies were received from Cllr. Erskine.

### **21. 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.

***There were no declarations of Interest***

**22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> MAY 2022**

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 16<sup>th</sup> May 2022 as an accurate record of the proceedings and the Chairman signed them.

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

No public questions or statements had been received.

**24. CLERK'S REPORT**

**24.1 Update on Promenade Bandstand wind shields - 21<sup>st</sup> March 2022 - Min. 79 refers**

At the Events, Promotion and Leisure Committee Meeting held on the 21<sup>st</sup> March 2022, Members agreed to make the Town Council's windshields available for hire by event organisers with an increased deposit cost suggested as £350. The Projects Officer sent a letter to ADC to advise ADC of the Committee's decision and is awaiting their response. The Projects Officer will be following up on this with Arun District Council for an update.

**24.2 Update on Butlin's poster locations - 16<sup>th</sup> May 2022 - Min. 6.1 refers**

At the Events, Promotion and Leisure Committee Meeting held on the 16<sup>th</sup> May 2022 the Projects Officer advised that contact had been made with the PA of Butlin's Director Jeremy Pardey regarding the onsite poster locations. To date there has been no further response from Butlin's.

The Projects Officer shall make contact one more time, however if there is no response ahead of the next Events, Promotion and Leisure Meeting, this item will be added to the Agenda for Members to consider how to proceed with this proposal.

**24.3 Update on lamp post banners - 16<sup>th</sup> May 2022 - Min. 6.2 refers**

The Planning Application has been submitted to Arun District Council via the linked Planning Portal to review the application submitted by Bognor Regis Town Council's Project Officer. This is still a work-in-progress and Officers at Arun District Council, and Bognor Regis Town Council are working together to progress this, however there could be additional charges for technical drawings and licensing.

**24.4 Update on Bognor Regis Town Council Poster Policy - 16<sup>th</sup> May 2022 - Min. 15 refers**

At the Policy and Resources Committee Meeting held on the 14<sup>th</sup> June 2022 (Min. 18 refers), Members resolved to agree the minor adjustments as recommended by the Events, Promotion and Leisure Committee on the 16<sup>th</sup> May 2022 and approved the Poster, Banner and Outdoor Display Opportunities Policy.

**24.5 Update on new poster sites on the Promenade - 16<sup>th</sup> May 2022 - Min. 16 refers**

At the Events, Promotion and Leisure Committee Meeting held on the 16<sup>th</sup> May 2022, Members agreed that the Projects Officer contact Arun District Council as the owners of the existing shelters to seek their permission to display additional posters. As yet, there has been no response from Arun District Council regarding this matter.

**25. TO CONSIDER THE TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE – DEFERRED FROM LAST MEETING MIN. 8 REFERS**

The Projects Officer's report, including the related appendices, detailing the Terms of Reference were **NOTED**.

At the previous meeting, a Member had stated that he felt certain Functions of the Committee were confusing with everything appearing to fall under the responsibility of the Policy and Resources Committee.

At that meeting, Members agreed that the Events, Promotion and Leisure Committee should investigate ways to make the process simpler, and subsequently agreed to defer the Terms of Reference to be further considered at the meeting to be held 11<sup>th</sup> July 2022 (Min. 8 refers).

A Member asked for clarification from the Projects Officer, as to why the delegation of certain Functions falls under the responsibility of Policy and Resources Committee. It was suggested to the Member who had raised these concerns initially that if he could advise the Town Clerk of his concerns in relation to the Terms of Reference, these could then be reviewed to see if appropriate amendments could be made.

As a result of the queries raised, Members **AGREED** to once again **DEFER** the Terms of Reference for the Events, Promotion and Leisure Committee, to the next meeting.

It should be noted that in order for changes to be made to the Terms of Reference, consideration would need to be given to reviewing all of these documents across the various Committees as many items have a correlation. With all of the Terms of Reference for Committees, Sub-Committees and Working Groups etc. except the Events, Promotion and Leisure Committee having been reviewed and agreed by the relevant Committees for this current Municipal Year, it will not be possible to revisit these with regards to recommending any changes to the Policy and Resources Committee within six months of them being considered previously.

## **26. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED**

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

### **26.1 Beacon Lighting - 2<sup>nd</sup> June 2022**

Members commended the recent refurbishment and decoration of the bullnose and **AGREED** with the Events Officer recommendation that a letter of thanks be sent to Arun District Council and Falcon Homes for their collaboration with the Town Council on this project.

### **26.2 Drive Through Time - 3<sup>rd</sup> July 2022**

***Cllr. Brooks declared an interest due to his business owning signs***

Drive Through Time was well attended with good weather on the day. Positive feedback was received from those exhibiting and visiting with comment made that it was nice to see the Drive Through Time back after a 2-year break due to Covid-19. Regrettably the big screen that was originally booked unfortunately broke down, and the spare part required could not be sourced in time for the event, so the screen providers sent another smaller screen in place of the original. To compensate for this, they have offered a much larger screen for the event in 2023 at a much lower price.

A Member stated he would have been able to offer his own business screen to aid with the break down and was disappointed that this did not happen. The Chairman asked if it would be possible to advise the Events Officer of the availability of the Members own screens for future events.

### **26.3 Proms in the Park - 3<sup>rd</sup> September 2022**

Members **NOTED** that as no suggestions were put forward, the finalised programme is as follows:

Vintage Trio – three female vocalists (1950's/1960's/Rock & Roll/Soul & Motown)

ZHL Strings – string quartet (Classical)

Bognor Regis Concert Band with vocalist – brass band (Proms Classics)

The Rock Choir will also be performing during the half an hour interval.

### **26.4 Funshine Days**

Members **NOTED** that a drumming workshop had been booked in to replace the activity originally planned for Tuesday 4<sup>th</sup> August.

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

There was no further information to report.

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

The update from the Events Officer in connection with the quotations received for the digital projections and the recommendation to proceed with Double Take Projections was **NOTED**.

Members raised concerns regarding the £12,500 for the digital projection and that this Committee has already approved funding of a 3-year contract of £50,000 per annum, with a contingency of an additional £5,000. Members wanted to ascertain as to whether the £12,500 could be saved and used elsewhere.

A Member stated they understood that the £12,500 was allocated by Arun District Council and that following the meeting of the 16<sup>th</sup> May 2022, a Working Party was meant to have been arranged to organise the Switch-On event. Comment was also made about the possibility of outsourcing the Christmas Switch-On event.

The Projects Officer confirmed that at the meeting held 16<sup>th</sup> May 2022 (Min. 11 refers), Members all **RESOLVED** that this should not be the approach for the Christmas Light Switch-On event. It had however been suggested that a Working Party to consider supporting future Switch-On events could be formed.

Members felt unable to reach a decision regarding the Officer recommendation regarding booking of Double Take Projections and requested further clarification regarding the funding. It was suggested that an Extraordinary Meeting could be called to discuss this further.

**NOTE:** *Following the Meeting, the Events Officer and the Town Clerk emailed Members to clarify the position with regards to the match-funding and the digital projection and a further report from the Town Clerk will be given at the next meeting.*

Members **AGREED** the Switch-On event is to be themed to the Spillers Pantomime of Beauty and the Beast.

## **26.7 Sunday Afternoon Concerts**

The first concert unfortunately was cancelled due to heavy rain.

## **27. PROPOSAL FROM DREWITTS EVENTS REGARDING A PUNCH AND JUDY MAN COMMEMORATIVE 2-DAY EVENT IN 2023 – MIN 27.1 OF THE MEETING HELD 13<sup>th</sup> SEPTEMBER 2021 REFERS**

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

Members **AGREED** to support the proposal from Drewitts Events regarding a Punch and Judy man commemorative 2-day event in 2023, in principle, and asked that the Projects Officer report back with any cost implications.

## **28. TO RECEIVE AN UPDATE ON CHRISTMAS ILLUMINATIONS AND AGREE ANY ACTION REQUIRED (IF AVAILABLE) – MIN. 10 REFERS**

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

Members **AGREED** with the Officer recommendation that the Christmas tree lights, intended for a tree outside of the railway station, be installed in The Arcade (2022 only) subject to ADC approval.

## **29. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO REVIEW THE 'FOLLOW THE DUCKS' CAMPAIGN – MIN. 12 REFERS**

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

Member **AGREED** that in the absence of Cllr. Mrs. Daniells, the item would be **DEFERRED** to the next Events, Promotion and Leisure Committee Meeting for further consideration.



**30. CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO CONSIDER AND EXPLORE DEVELOPING A SIMPLE BRTC SMARTPHONE APP – MIN. 13 REFERS**

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

Member discussed the item but felt that it was important to **DEFER** to the next Events, Promotion and Leisure Committee Meeting in order for Cllr. Mrs. Daniells to present her proposal to the Committee.

Members also asked that the Projects Officer make contact with Hook Parish Council to enquire about their existing Smartphone app and report back to the next meeting.

**31. ITEMS FOR FUTURE AGENDA**

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

A Member sought clarity on the process for adding items for a future Agenda, and that he felt that the process delays work from being carried out. The Member also stated his dissatisfaction that for an item to be discussed by this Committee can take up to 12 weeks and that this is not the process in other Committees. The Chairman also commented that it was a lengthy process and asked why Bognor Regis Town Council do not have 'Any Other Business' as part of standard Committees Agendas.

The Projects Officer stated that he would report back at the next meeting regarding the process for 'Items for Future Agenda' and 'Any Other Business'.

Members **NOTED** there were no new items to be considered at this time.

**32. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

***The Meeting closed at 7.50pm***

**AGENDA ITEM 6**

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
27<sup>th</sup> SEPTEMBER 2022**

**AGENDA ITEM 6 – TO CONSIDER THE TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE – DEFERRED FROM LAST MEETING MIN. 25 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the meeting held on 16<sup>th</sup> May 2022, a Member had stated that he felt certain Functions of the Committee were confusing with everything appearing to fall under the responsibility of the Policy and Resources Committee. At that meeting, Members agreed that the Events, Promotion and Leisure Committee should investigate ways to make the process simpler, and subsequently agreed to defer the Terms of Reference to be further considered at the meeting to be held 11<sup>th</sup> July 2022 (Min. 8 refers).

When considering the item again at the Committee Meeting held on 11<sup>th</sup> July 2022, a Member asked for clarification from the Projects Officer, as to why the delegation of certain Functions falls under the responsibility of the Policy and Resources Committee. It was suggested to the Member who had raised these concerns initially that if he could advise the Town Clerk of his concerns in relation to the Terms of Reference, these could then be reviewed to see if appropriate amendments could be made. As a result of the queries raised, Members agreed to once again defer the Terms of Reference for the Events, Promotion and Leisure Committee, to the next meeting.

In order for changes to be made to the Terms of Reference, consideration would need to be given to reviewing all of these documents across the various Committees as many items have a correlation. With all of the Terms of Reference for Committees, Sub-Committees and Working Groups etc. except the Events, Promotion and Leisure Committee having been reviewed and agreed by the relevant Committees for this current Municipal Year, it will not be possible to revisit these with regards to recommending any changes to the Policy and Resources Committee within six months of them being considered previously. Standing Order 4.d(i) states that Committee Terms of Reference shall be determined by Council upon recommendation from the Policy and Resources Committee.

A copy of the Terms of Reference for the Events, Promotion and Leisure Committee is attached for consideration as **Appendix 1**.

**DECISIONS**

Members are asked to review the Terms of Reference for the Events, Promotion and Leisure Committee and **RESOLVE** to **RECOMMEND** to the Policy and Resources Committee so that these be adopted, subject to any additions that the Committee may feel appropriate.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE  
27<sup>th</sup> SEPTEMBER 2022**

**AGENDA ITEM 7 - UPDATE ON PROPOSALS FOR EVENTS PROGRAMME  
FOR 2022 INCLUDING RATIFICATION OF DECISIONS WHERE  
REQUIRED**

**REPORT BY THE EVENTS OFFICER**

**FOR INFORMATION  
& DECISION**

The following report by the Events Officer includes updates on event planning since the previous meeting shown in *green*.

Members are asked to note that ADC administration fees are now being charged to BRTC at £50.00 per event, this was not taken into consideration when budget planning for the 2022 BRTC event programme. The Event Officer will try and absorb the cost back into the individual event budgets; however, this may not be possible for all events.

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

**FUNDING FOR THIS EVENT TO BE OBTAINED BY THE EVENTS OFFICER**

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.

At the previous meeting, the Town Clerk had advised Members that in view of the level of funding recommendations received from other Committees, having liaised further with the Events Officer regarding the level of budgets required, a revised set of recommendations had been prepared to allow for a saving to be made across events. This resulted in the proposal that Book Day could be incorporated into the Drive Through Time Kidszone, saving the budget of £4,000, Min. 50.3 refers.

However, the Events Officer will be looking into alternative forms of funding or sponsorship to enable this event to take place in its entirety, subject to her being able to secure sufficient alternative funding.

Due to time restraints for completion of EMPs within the ADC timeframe the date of the 13<sup>th</sup> April was no longer a feasible option for the possibility of sourcing funding. The only other viable option for the Book Day would have been in June, with this being the month of the Queen's Platinum Jubilee it is already heavy with events and would be lost.

Because of the unlikelihood of securing funding to allow this event to run as a standalone event, due to time constraints and the Events Officer's workload, it is the Officer recommendation that the original proposal of incorporating the popular elements of the Book Day in the Kidszone of Drive Through Time for 2022 only be considered.

To enable the Kidszone to be increased to that of a significant level it is the Officer recommendation that the remaining underspend from the 2021 Events programme (after the purchase of bunting for the Queen's Jubilee - Min. 63.2 refers) of £2,386.25 be vired over to the Drive Through Time event.

### **Celebrations and Commemorations to Mark The Queen's Platinum Jubilee - 2<sup>nd</sup> - 5<sup>th</sup> June 2022**

#### **Agreed budget for 2022 £5,000**

Members are asked to note the time change of the Beacon Lighting, taking place on the 2<sup>nd</sup> June, from 21:00 to 21:45, this is following the National Guidelines and the time change has been put in place by the Pageant Master.

The Piper has been booked to perform, and Aerosparx will be doing an aerial display over the sea after the beacon has been lit with planes, smoke and pyrotechnics, pending necessary paperwork and confirmation.

Historically events surrounding the Royal Family has resulted in red, white and blue bunting being placed within the High Street and London Road on the catenary wires used for the Christmas Illuminations. Members are asked if they would like bunting to be purchased and if so, to identify a budget to do so. This has incurred an approximate cost of £800.00 in the past.

If Members are minded to support this, then it is the Officer recommendation that liaison be undertaken with the Town Council's Accountant to establish if funding for this could come from any underspends in the current year's Events budget in the first instance. If this is not possible then consideration will need to be given at the next meeting to an alternative source of funding being identified.

It was verbally reported at the last meeting that discussions were taking place with a local choir group, in relation to them singing a song that has been especially written for the occasion. The Events Officer can confirm that she has had a meeting with the Bersted Arts Choir and they will be performing at the Beacon Lighting.

Members are asked to note that a Firework display from the end of Pier will now be replacing the Aerial pyrotechnic display that had previously been reported.

Bunting has been purchased at a cost of £818.40 as previously agreed (Min. 63.2 refers) and will be delivered mid-March in time for installation before Easter.

*BRTC have been approached by M&Co, please see below:*

*To whom it may concern,*

*M&Co has been at the heart of local high streets up and down the country for nearly 70 years, and to coincide with the Queen's Jubilee this year we want to work with you to bring the local community together to celebrate this historic event.*

*We're planning our own National Bunting Challenge, where we'll invite families, local community groups and schools to design bunting to be hung in the local M&Co Bognor store. We'll also be hosting a tea party in store over the Bank Holiday weekend itself. Using both our local store Facebook pages as well as our national social media channels, we're keen to spread the word about local events.*

*We'd be delighted to work with you and your local event plans, whether that's volunteering staff or providing goody bags, so please do get in touch with me and we'd be happy to get involved. I look forward to hearing from you.*

*Members are invited to consider whether they would like the Events Officer to liaise with M&Co to see how they could work with BRTC on the Beacon Lighting Event*

Members are asked to consider a proposal from Cllr. Goodheart that the bullnose, which houses the beacon brazier, be painted red, white, and blue for the Jubilee celebrations.

Cllr. Goodheart has already approached Mr. Paul Broggi, the Property, Estates and Facilities Manager at ADC as the responsible authority for the seafront area regarding his proposal. Mr. Broggi has indicated his support and thinks it's a great idea and a worthy project to move forward. He also feels this could be a fantastic opportunity for a community art project that would get others involved. Mr. Broggi has also confirmed that ADC are able to fund the work or paints etc, if community art is the way forward, so they just need to agree the specifics with Cllr. Goodheart.

However, before proceeding with the project, ADC are seeking confirmation from the Town Council that they would be in agreement for them to take this project forward.

BRTC have been approached to see if they would like to take part in the Platinum Jubilee Story-Trail. Please see the following press release:

# Over 100 Communities Celebrate the Platinum Jubilee with a Free Family Story-trail

**This Spring, families in over 100 communities across the UK will be able to celebrate the Platinum Jubilee and have a great day out with this augmented reality story-trail.**

UK, 03/03/2022

As part of national plans to celebrate the Queen's Platinum Jubilee, High Street Safari, a geogaming experience company, are partnering with at least 100 communities to run a free story-trail running from April 30th until June 12th. This innovative experience let's family choose what happens on the story-trail and is completely contactless, with anyone with a smartphone being able to take part. Players will not only discover cute characters along the route, but they also get to see them burst to life in augmented reality and take selfies and record videos with them.

The idea behind the story-trail is to give families a free day out with a safe, socially distanced and ambitious event. It has been designed in conjunction with the Platinum Jubilee Pageantmaster, Bruno Peek, to be as accessible to as many communities as possible with over 100 having already signed up. On the trail, shopping parents will love being able to get the kids on board with an amazing experience and families looking for a relaxing day out can encourage kids to have a screen-time break, do some walking and get rewarded at the end.

The Queen's Platinum Jubilee Beacon Trail is located at seven story-points around each location, positioned so that families can discover hidden parts of the town, city, park or shopping centre. Families will be guided on their trip by Sir Barnaby Beacon as he visits seven memorable and magical friends, like Charlie Crown or Theadora Throne, who have come to life from Buckingham Palace and gone on a day trip.

The trail takes about forty-five minutes to complete but can be completed in more than one visit. It's completely free for families and groups to take part in and they win a free, digital fun pack at the end. Schools are also being sent colouring sheets to enter a competition to have their works displayed on the trail, with gift vouchers being awarded to ten lucky national winners, as well as their winning entry printed as a specially designed commemorative poster.

The trail works without the need for families to download or sign up to anything. With safety in mind, it has been designed so that there is no need to go inside the venues, but some participating businesses are offering discounts and vouchers to come in while players visit.

Not only is the trail an innovative and fun day out for players, but they can also choose to donate to Help for Heroes to support our veterans and their families. Melanie Waters, chief executive of the charity said:

"We're thrilled to be the charity partner for the Queen's Platinum Jubilee Beacons Trail and really looking forward to taking part in this innovative, community-based activity, as part of our plans to celebrate the Queen's Jubilee this year."

The trail runs from the April bank holiday weekend on the 30<sup>th</sup>, right through to the June Spring half term on the 12<sup>th</sup>. To see the full list of locations and find out more about the trail, visit the website: [www.jubileebeacontrail.com](http://www.jubileebeacontrail.com)

ENDS

**Media Pack available at:** <https://1drv.ms/u/s!AnU-HkJvn4Yng9ghP1ym9QdgogcO5w?e=Nt5dVV>

### **About High Street Safari:**

High Street Safari is a project being coordinated by Martin Blackwell, former CEO of Assoc. of Town & City Management (ATCM) and the Charity Retail Association. It was set up to create a unique high street family experience that aimed to raise significant sums for local good causes.

The trails work by utilising QR codes, without the need for players to download or sign up to anything. The trail consists of 7 vinyl window characters with QR codes that local businesses, as well as cultural and public venues, will host.

Families will be able to start the trail by scanning any of the characters. For families on the trail they will be able to engage with the experience by scanning each character's QR code and learning their names and stories and seeing them in AR. Younger children will delight in spotting the cute and colourful characters in window corners and older (and grown-up children) will engage by learning more about them. Everyone will have fun taking silly selfies in augmented reality. They can do this in their own time and pace, if it takes a week it doesn't matter.

After spotting all 7 characters, families will be rewarded with a free, e-book that concludes the story.

### **About Help for Heroes:**

Help for Heroes believes those who serve our country deserve support when they're wounded. Every day, men and women have to leave their career in the Armed Forces as a result of physical or psychological wounds. The Charity helps them, and their families, to recover and get on with their lives. It has already supported more than 26,500 people and won't stop until every wounded veteran gets the support they deserve.

*At the last E,P&L meeting in March, Members agreed for the Events Officer to go ahead and sign up BRTC to take part in the Platinum Jubilee Story QR based Trail though Bognor Regis (Min. 77.3 refers).*

*However, when the Events Officer started the process of doing so, it became apparent that there was a cost involved, of £499.00, to take part. Unfortunately, there was not enough budget remaining in the Beacon Lighting event to continue with signing up to the trail, and the deadline has now passed to do so (21<sup>st</sup> April).*

*Members also agreed for the Events Officer to liaise with M&Co regarding their email and invitation to take part in the Beacon Lighting event (Min. 77.3 refers). The Events Officer contacted M&Co and advised them of the decision but is still awaiting a response.*

*Members are asked to note that BRTC were advised on the 3<sup>rd</sup> May that there had been an apparent 'overbooking' of ADC land, and the same road closure had been approved for two separate events on the same day and time. This has resulted in the Events Officer spending a great deal of time trying to work out a way in which the Beacon Lighting can go ahead with a Funfair in situ on the Esplanade. As the Esplanade was due to house the audience of the Beacon Lighting within a road closure, this has meant that there has been significant alterations to the original plans that were put in place.*

*The stage will now be situated to the left-hand side of the beacon on the decking, as opposed to in front of the beacon and bullnose, as to close the*

prom for any significant time with the Esplanade not passable would not allow for emergency services access.

Coles Funfair have been exceptional in working with the Events Officer to reach a compromise to overcome the difficult situation and have kindly agreed to close the Funfair down fully at 21:00 hours, so there will be no visual or audio impact on the Beacon Lighting.

Members are asked to note that ADC are currently sandblasting the bullnose surrounding the Beacon Brazier ready for painting. Two large planters will also be moved to either side of the plinths at the end of the month to house two large cordyline plants.

The event schedule for the Beacon Lighting event and budget breakdown are as follows:

21:35 'Diu Regnare' by a lone piper  
21:40 'Majesty' will be played by a lone bugler  
21:45 WW1 Beacons of Light – The beacon will be lit accompanied by Bersted Arts Choir  
21:50 Fireworks from the end of the pier  
22:00 Event Close

BUDGET BEACON LIGHTING	
BUDGET	£5,000.00
EXPENDITURE	
PIPER	£500.00
TRUMPET / BUGLER	£225.00
FIREWORKS	£2,750
SOUND TECH	£250.00
FIRST AID / SECURITY	£444.00
MARSHALLS FOR FIREWORKS	£432.00
ADC ADMIN FEE	£50.00
GAS FOR BEACON	£66.67
	£4,717.67

The Beacon Lighting was very well attended with over 2000 people coming out to mark the Queens Platinum Jubilee, the weather was perfect, and the performances and fireworks well received. The event space was not ideal due to the overbooking of the Esplanade, which meant that the sound did not carry well to those who had congregated behind the Beacon itself, as the audience was due to be situated on the Esplanade.



The recent refurbishment and decoration of the bullnose was very well received, and the Events Officer recommendation is that a letter of thanks be sent to Arun District Council and Falcon for the exceptional collaboration on making it come to fruition.

## **Drive Through Time - 3<sup>rd</sup> July 2022**

### **Agreed budget for 2022 £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 Place St Maur. However, given the current regeneration work taking place at 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.

Members are asked to note the date change from the 2<sup>nd</sup> July to the 3<sup>rd</sup> July.

The Big Screen that will broadcast the Formula 1 has been booked, all other elements of the event are still in planning, a full further update will be given at the next meeting.

Members had requested in a previous meeting that the final decision for the location of the Drive Through Time be deferred until an update on the Place St Maur works could be obtained (Min. 50.4 refers).

Due to the timescales in place, and the need to book ADC land and commence advertising of the event (which begins at the end of January) West Park has been booked for the 2022 event.

It is impossible to ensure that the work on Place St Maur will be completed in time. It is also impossible to ascertain at this time how much of it, if any will be useable as an event space until completion.

There are currently over 100 vehicles booked in to attend the Drive Through Time.

The event was very well attended, and the weather was perfect, and lots of lovely feedback has been received from those exhibiting and visiting, that it was nice to see the Drive Through Time back after a 2-year break due to Covid.

The big screen that was originally booked unfortunately had a break down, and the spare part required could not be sourced in time for the event, so the screen providers sent another smaller screen in place of the original. To compensate for this, they have offered a much larger screen for the event in 2023 at a much lower price.

*The Events Officer noted in the Minutes from the July meeting that a Member had expressed their disappointed that they were not approached to offer their own screen to assist following the breakdown of the one being supplied by the contracted company. The Chairman of the meeting had asked that the Events Officer be made aware of this.*

*The Events Officer is already aware that the Member is able to provide a screen through his business as this has been used in the past for the Drive Through Time event. However, this was not comparable both in size and resolution with the big screen that had been booked, which would have been provided should the break down not have occurred. As the big screen had already been paid for, the contractor was therefore obliged to provide an alternative screen for the event. It was therefore not necessary to seek an alternative provider of this equipment.*

*Members are also asked to note that due to the presence of traveller's in the area the afternoon before the Drive Through Time event, emergency overnight security had to be brought in to secure the park and ensure that no unauthorised access occurred overnight, which would have resulted in the event having to be cancelled.*

## **Proms in the Park – 3rd September 2022**

### **Agreed budget for 2022 £3,000**

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

Due to the additional event of the Queen's Platinum 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 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 larger in size and content than previous years, boosted by this budget increase.

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

As agreed at the previous meeting, Min. 50.5 refers, the Proms event will now take place on the 10<sup>th</sup> September.

Members are asked to note the date for the Proms in the Park is 17<sup>th</sup> September and not the 10<sup>th</sup> September, as this date was previously reported incorrectly.

Members are asked to note that the date for the Proms in the Park event has changed to the 3<sup>rd</sup> September, this is primarily to hopefully obtain better weather at the start of the month as opposed to the end.

The Bognor Regis Town Concert Band and local vocalist Sylvia Rota have been booked to perform to close the event.

Members are asked if they have a specific genre they would like the Events Officer to book for the other band / bands set to perform.

As no suggestions for Genre for remaining bands were received from Members, the Events Officer has finalised the programme, as follows:

Vintage Trio – three female vocalists (1950's / 1960's / Rock & Roll / Soul & Motown)

ZHL Strings – String Quartet (Classical)

Bognor Regis Concert Band with Vocalist – Brass Band (Proms Classics)

The Rock Choir will also be performing during the half an hour interval.

***The Proms in the Park event was exceptionally well attended, with perfect weather and lots of very positive feedback from those who attended:***

This was a great event, the council really pulled it out of the bag, the bandstand looked great, fabulous atmosphere, well organised. Thank you to all those who worked so hard for this.

***The Events Officer would like to make Members aware of the logistics of the event in relation to the non-amplification of the Rock Choir through the Town Council PA system.***

***The Rock Choir approached the Events Officer and requested to perform when the programme for the event was already in place, and all musicians were performing back-to-back with only a 30-minute Interval. The only way they could be accommodated to perform was during this interval, with their own amplification as the Town Council PA and Sound Tech would be sound checking the last band during this time. The Rock Choir were aware of this and very happy to perform under these circumstances.***

***The Events Officer is aware that some further lighting for the audience would be beneficial for the last 30 minutes of the event and would suggest fairy lights in the trees could be looked at for future events to***

*add slight ambience and visibility but not detract from the Bandstand. However, an increase in the 2023 Proms Budget would be required to make this possible, unless an alternative budget could be identified to fund this expenditure.*

*Programmes, Flags and Glow sticks were available at the Control Point, which is very visible, and it was widely publicised that this was where they could be obtained from, as has been the case at Proms in previous years.*

*The Events Officer would also like to remind Members that it is just herself running the events without the luxury of an events team to assist her. However, should Members wish to volunteer to assist at any of the Town Council organised events then they would be most welcome to do so.*

### **Funshine Days**

**2<sup>nd</sup> - 4<sup>th</sup>, 9 - 11<sup>th</sup> AUGUST - PROM BANDSTAND**

**16<sup>th</sup> - 18<sup>th</sup>, 23<sup>rd</sup> - 25<sup>th</sup> AUGUST - HOTHAM PARK BANDSTAND**

### **Agreed budget for 2022 £5,000**

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.

As agreed at the previous meeting, Min. 50.6 refers, the Funshine Days will now run for three days a week for four weeks, as opposed to five days a week for four weeks. World Oceans Day will also be incorporated into the first two weeks of Funshine Days.

The Funshine Days programme has been finalised, the weeks will run Tue - Thurs, as historically Mondays and Fridays have a lower footfall due to Butlin's changeover days. The first two weeks of the programme will take place on the Prom bandstand. The programme is currently with ADC awaiting confirmation of land use.

TUESDAY 2 <sup>nd</sup> AUGUST	STREET DANCE WORKSHOP
WEDNESDAY 3 <sup>rd</sup> AUGUST	FUN FIT WORKSHOP
THURSDAY 4 <sup>th</sup> AUGUST	DONKEY RIDES
(WORLD OCEANS DAY)	
TUESDAY 9 <sup>th</sup> AUGUST	SANDCASTLE COMPETITION
	PUNCH AND JUDY
	PADDLEBOARDS
WEDNESDAY 10 <sup>th</sup> AUGUST	SAMURAI SWORD WORKSHOP
THURSDAY 11 <sup>th</sup> AUGUST	TAI CHI & YOGA WORKSHOP
TUESDAY 16 <sup>th</sup> AUGUST	CIRCUS SKILLS AND SLACKLINE
WEDNESDAY 17 <sup>th</sup> AUGUST	HULA HOOP WORKSHOP
THURSDAY 18 <sup>th</sup> AUGUST	CLOWN SHOW
TUESDAY 23 <sup>rd</sup> AUGUST	BALLOON MODELLING
WEDNESDAY 24 <sup>th</sup> AUGUST	STORYTELLING
THURSDAY 25 <sup>th</sup> AUGUST	MAGICIAN SHOW

Members are asked to note that ADC have declined to give permissions for the donkey rides, which had been booked in for the 4<sup>th</sup> August, the Events Officer is currently sourcing something else to go in its place, and an update will be available at the next meeting. A drumming workshop has booked to replace the donkeys.

***The Funshine Days programme was very well attended and the reduction in the days from five to three per week did not result in any negative feedback at all, in fact it seemed very well received, as was the split in location between Hotham Park and the Seafront.***

***It would be the Events Officer recommendation that the Funshine Days programme for 2023 be run in the exact same format as 2022.***

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

#### **Agreed budget for 2022 £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 sort 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

**Total = £187.50**

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.

Members are asked what genre of music they would like at the event, and any other suggestions.

Following the cancellation of the Mayor's Civic Service in December 2021, at which a children's choir from a local school were due to perform, it was proposed, and seconded, that they be invited to sing at the Beacon Lighting event to commemorate Sir Richard Hotham's birthday. Suggestions of what genre of music Members would like at the event included the Bognor Regis Town Concert Band, a Folk Band, and Soft-Reggae Band.

It was also suggested that when the Events Officer is in the planning stages for this event that the Town Crier be considered as MC.

***Members are asked to confirm that they would like the Beacon to be lit on the 5<sup>th</sup> of October, which is a Wednesday. Sunset would be at 18:30, so naturally the Beacon would need to be lit after this time to have any visual effect. As Members had previously requested the event only run for an hour, the proposed event running time would be 19:00 – 20:00.***

***At a previous meeting Members also requested that the Events Officer make contact with the children's choir that were due to perform at the Mayor's Civic Service in December 2021. The Events Officer would like further clarification as to whether this is still required, given that it will be on a school night and an evening event in October.***

***The Events Officer has approached the Bognor Regis Concert Band to check their availability and unfortunately, they are not available to attend.***

***Members are also asked to be mindful regarding the agreed budget of £600.00 for the event when considering any remaining content, they may wish the Events Officer to look into. First Aid and Marshalling for the event would come to £164.00.***

*Town Force costs of £187.50 including gas for the Beacon burner also need to be factored into the costs leaving a remaining balance of £248.50 for any entertainment to be provided.*

*Should Members wish for the Town Crier to attend the event that would also come at a cost of £20+VAT per hour, this would also need to be taken into consideration.*

**FOR DECISION:**

**1: Do Members wish for the Beacon to be lit at 19:00 on Wednesday 5<sup>th</sup> October 2022?**

**2: Do Members want the Events Officer to approach South Bersted Primary School to see if they would like to perform at the event and if they decline owing to it being a weekday, to seek another band to perform at the event?**

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

**Agreed budget for 2022 £3,500 (with members requesting the Events Officer to obtain Sponsorship to take it to the Silver Package of £7,500)**

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.

It was agreed at the previous meeting Min. 50.8 refers, to proceed with the Bronze Package, at a cost of £3,500 and for the Events Officer to seek sponsorship for match-funding to enable a Silver Package level of event to take place.

At the previous E, P&L meeting it was noted in the Clerks Reports that £12,500 of match-funding had been secured from ADC for a digital projection as part of

the Christmas Light Switch-On (Min. 77.8 Refers). This funding will only fund the projection element of the Switch-On and the original budget of £3,500 still remains for the other elements of the Switch-On itself.

The Events Officer advised in the last E,P&L Meeting that she would propose two options for the Switch-On event (Min. 77.8 refers).

Option 1:

Run a large, bespoke, digitally mapped projection on an entire building or buildings within the Town Centre, ideally within the area of the Switch-On. Content to incorporate all BRTC partners and the current agreed branding. This projection will only run for the day of the Switch-On event.

The day of the Switch-On, BRTC to work in partnership with Rox Music & Arts and Bognorphenia to create a day of live music, acts, arts and a full celebration of Christmas, culminating in the switching on of the brand new display of Town illuminations.

Option 2:

Run a smaller, bespoke, digitally mapped projection on an area of a building within the Town Centre, as was done over the Covid period when outside gatherings were still not permissible. This projection will run for the full time the illuminations are in situ, from the 26<sup>th</sup> November to the 6<sup>th</sup> January.

The day of the Switch-On, BRTC to work in partnership with Rox Music & Arts and Bognorphenia to create a day of live music, acts, arts and a full celebration of Christmas, culminating in the switching on of the brand-new display of Town illuminations.

Members are asked if they would prefer option 1 or 2, and full breakdown of options and costs will be provided at the next meeting.

As Members agreed on Option 2 in the previous meeting, Min 9.6 refers, the Events Officer has approached Double Take Projections, the company who produced the projection on the Santander building during Covid, for 12.5k they can offer:

- 30 day show with 2 minutes of looping content with customisable options included the inclusion of Bognor Regis branding, town references - using x1 20,000 lumen projector (same projector utilised in 2020)

The Events Officer has approached two other projection mapping companies for like-by-like quotes, to date only one has been received and the 'estimate' came back in at £20,146.25. Members are asked to note that this is an estimate and not a quote, a full quote cannot be obtained without a site visit at a cost of £500.00.

It is the Events Officers recommendation that Double Take Projections very competitive rate be booked in, and work can commence on building the content immediately.



The Events Officer will be arranging a meeting in the coming weeks with Bognorphenia, Rox Music & Arts, Alexander Theatre and V2 Radio, all of whom will be working together on the event.

Members are asked to note that the Spillers Pantomime this year is Beauty & The Beast, and they are asked if they would like the Switch- On to be themed to match this.

*The Events Officer will be having a site meeting with the team from Double Take Projections on the 26<sup>th</sup> September regarding the projection, and will update accordingly.*

*With thanks to the BID and Showmen Events, who have sponsored elements of the Switch-On for this year, a stage has been secured which would normally have exceeded the full budget for the event. The Events Officer will update regarding the performers booked in for the stage once all artists have been confirmed and the running order has been finalised.*

*BID have also kindly donated the use of the BID Hub, to house Father Christmas and his Grotto which will run for the afternoon of the Switch-On. The Grotto will be ticketed in advance, in thirty-minute time slots to lessen queuing times and will be sold at £1 per ticket.*

*The Events Officer has noted in the Minutes of the meeting held on 11<sup>th</sup> July that a Member had suggested a Working Party to consider supporting future Switch-On events could be formed. The Events Officer is not clear exactly what the purpose of this Working Party would be and why it is felt by the Member to be necessary. The Committee are therefore asked to clarify the position and identify what it is hoped to achieve. Any input from Members with ideas for future Switch-On events is of course welcome by the Events Officer and can always be discussed by the Committee during the scheduled meetings without the need for a Working Party to be formed. Members are asked to be mindful that any recommendations from a Working Party would still need to be reported back via this Committee to be formally considered and therefore it is suggested that formation of a Working Party would not be the most effective way forward.*

*In 2021, £2,000 was placed into Earmarked Reserves from the Drive Through Time budget towards the Switch-On event for that year as the Drive Through Time event did not take place owing to Covid. However, due to unforeseen circumstances the 2021 Switch-On event was run by another organisation and the original Switch-On budget, and some Ward Allocation budget was given by way of a grant to assist them with the running of the event.*

*The £2,000 currently still held in Earmarked Reserves for the Christmas Switch-On could greatly enhance the 2022 event, however, given the current economic crisis, it is the Officer recommendation that only £1,000 of this be used towards the event for 2022, and that*

*consideration be given by Members to the remaining £1,000 being donated to the Food Bank.*

**FOR DECISION:**

**1: Members are asked to consider whether they wish to form a separate Working Party for future Switch-On Events and if so, to clarify the purpose for doing so and what it is hoped to achieve?**

**2: Do Members AGREE that the £2,000 currently held in Earmarked Reserves should be split with £1,000 being used for the 2022 Switch-On event with the remaining £1,000 being returned to General Reserves to be reallocated to The Bognor Regis Food Bank?**

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

**Agreed budget for 2022 £1,250**

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.

At the previous meeting, Members AGREED to work collaboratively with the Rotary Club on a series of events throughout the Summer and supported the Officer recommendation that the Rotary Club match-fund the amended budget of £1,250 (Min. 50.9 refers).

Working in collaboration with the Rotary Club there will be five Sunday afternoon concerts held in the Hotham Park / Prom Bandstand between 1400 – 1630, pending confirmation of land use and availability from ADC. These concerts will be once a month and will be a different genre each performance, with up to two acts performing on each day. A full detailed programme will be available at the next meeting.

The programme for the Summer Sunday Afternoon Concerts is now detailed below: -

Sunday May 15<sup>th</sup> Performance times 14.00 - 16.30 Music genre Jazz

Sunday July 17<sup>th</sup> Performance times 14.00 - 16.30 Music genre Country

Sunday August 14<sup>th</sup> Performance times 14.00 - 16.30 Music Genre 60's Rock & Roll

Sunday September 11<sup>th</sup> Performance times 14.00 - 16.30 Music genre Covers or Tribute

Unfortunately, the first concert in the park was cancelled due to heavy rain.

***The concerts in July and August were very well attended with over 400 people enjoying the music on each day, proving that there is a public demand for the return of the Sunday Afternoon Concerts.***

***The final concert in the programme will take place on the Prom Bandstand on the 11<sup>th</sup> September 2022.***

**AGENDA ITEM 8**

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
27<sup>th</sup> SEPTEMBER 2022**

**AGENDA ITEM 8 - PRELIMINARY DISCUSSION REGARDING THE BUDGETS  
FOR THE 2023 EVENTS PROGRAMME**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

At the next Meeting, Members will be asked to consider the budgetary requirements for this Committee for the 2023/24 municipal year. However, ahead of that meeting Members are asked to give some guidance on their intentions regarding the programme of events and advise if they wish to make any changes or additions to the usual schedule. This will enable the Events Officer to carry out some preparatory research and provide a ballpark figure of the budgetary requirements in readiness for that meeting.

Please note this is purely for the Events Programme Budget. Other budgetary requirements will be discussed at the next meeting.

The programme of events for this year included:

- Drive Through Time
- Proms in the Park
- Funshine Days
- Christmas Switch-on

Historically, the events programme has included a Book Day, held in the May Half Term week, but this was taken from the programme for 2022 due to budget cuts (See Minutes of the Meeting held 15<sup>th</sup> November 2021 - Min. 50.3 refers).

Members should also note that the coronation of King Charles III will possibly take place in Spring or Summer 2023. There has been no suggestion as yet in relation to how the occasion may be celebrated but street parties and the lighting of beacons are a possibility. Therefore, consideration should be given to an additional event for 2023.

Members are therefore invited to consider if they wish to make any changes or additions to the normal programme of events, including whether to reintroduce Book Day as a stand-alone event, and if so, please advise accordingly.

The Events Officer will report her recommendations for a suitable budget at the next meeting for Members to consider and make their recommendations to the Policy and Resources Committee Budget Meeting.

**DECISION**

Do Members **AGREE** that the Events Officer should undertake preparatory work on budgets to allow for any changes or additions to the usual programme of events as **AGREED** by this Committee?

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
27<sup>th</sup> SEPTEMBER 2022**

**AGENDA ITEM 9 – UPDATE ON THE PROPOSAL FROM DREWITTS EVENTS  
REGARDING A PUNCH AND JUDY MAN COMMEMORATIVE 2-DAY EVENT IN  
2023 – MIN. 27 REFERS (IF AVAILABLE)**

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION**

At the Events, Promotion and Leisure Committee Meeting, held 11<sup>th</sup> July 2022, Members agreed to support the proposal from Drewitts Events regarding a Punch and Judy man commemorative 2-day event in 2023, in principle, and asked that the Projects Officer report back with any cost implications. The event will be held in Bognor Regis to celebrate 60 years since the release of the Tony Hanock film "Punch and Judy Man", released in 1963.

The Events Officer contacted Drewitts Events who confirmed that they were not looking for any funding from the Town Council. They also confirmed that they are waiting on confirmation from Arun District Council, regarding their application to hold the event in September/October 2023.

Further information will be presented back to this Committee when available.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
27<sup>th</sup> SEPTEMBER 2022**

**AGENDA ITEM 10 - CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO REVIEW THE 'FOLLOW THE DUCKS' CAMPAIGN - MIN. 29 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

The 'Follow the Ducks' Campaign was well received by the public and created marketing opportunities by releasing hundreds of plastic ducks in various locations around Bognor Regis, alongside other duck related activities. Cllr. Mrs. Daniells is of the opinion that while the campaign was a fun initiative, it may have become irrelevant in terms of audience participation through social media channels and that the use of plastic has significant negative environmental implications.

The proposal from Cllr. Mrs. Daniells is that Members consider a new approach which would capture and engage people and create a positive public image for Bognor Regis Town Council.

Suggestions from Cllr. Mrs. Daniells (but limited to) included to use a/the 'Seagull', for which there is already a costume, to use 'Billy Bulb' as a main attraction piece, creating a 'character' to coincide with the June Jubilee celebrations, all having the potential benefit of using existing materials/resources to implement the campaign.

Should Members wish to proceed with any of Cllr. Mrs. Daniells' proposals, she also wanted to highlight the importance of boosting the Town Council social media presence on a national scale and that any campaign should be in line with existing marketing and branding strategies such the BID's.

**DECISION**

How do Members wish to proceed?

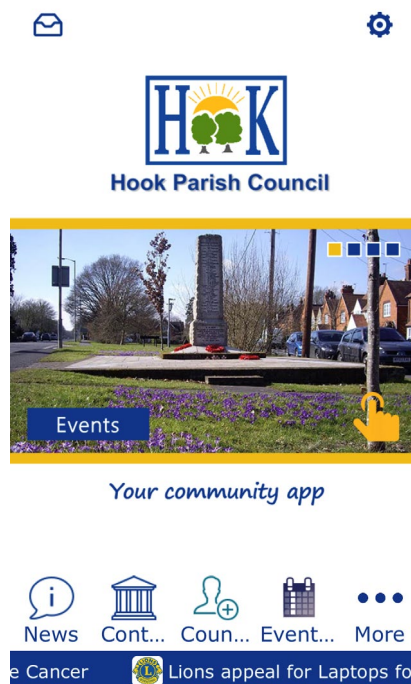
**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
27<sup>th</sup> SEPTEMBER 2022**

**AGENDA ITEM 11 - CONSIDERATION OF A PROPOSAL BY CLLR. MRS. DANIELLS TO CONSIDER AND EXPLORE DEVELOPING A SIMPLE BRTC SMARTPHONE APP - MIN. 30 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

It has been suggested by Cllr. Mrs. Daniells that, in order for the Town Council to communicate more efficiently with the residents of Bognor Regis, the development of a mobile app, such as the case from [Hook Parish Council](#), would be advantageous.



*Screenshot example of Mobile App developed by Hook Parish Council*

It is suggested by Cllr. Mrs. Daniells that, due to the rise in smartphone owners in the UK and relatively simple nature of navigating apps, this would represent an interactive way for residents to locate information and report incidents to the Town Council. This could prove useful for promoting events and therefore reduce the need to produce paper copies of leaflets and maps which would align with the Town Council's Climate Emergency status.

By producing a dedicated Town Council mobile app as a resident focus communication tool, it offers the opportunity to provide residents with fresh and current content straight to their smartphones. It should be noted that this would require a significant investment to develop, however may benefit the Town Council with long term benefits, such as the cost of printing and distributing event guides, the opportunity for local businesses to pay for advertising, and tourists wanting on-the-go information about Bognor Regis.

Statistics provided by Cllr. Mrs. Daniells to support this consideration: –

87% of adults in the UK owned smartphones in 2020.

The mobile internet penetration rate in the UK was 72% in 2020.

An average person in the UK spends 148 minutes each day on a smartphone.

Smartphones make up to 47.3% of online traffic in the UK.

## **PROJECT OFFICER UPDATE – 6<sup>th</sup> SEPTEMBER 2022**

At the Events, Promotion and Leisure Committee Meeting held on 11<sup>th</sup> July 2022, Members ask that the Projects Officer contact Hook Parish Council. Despite several efforts, there has not yet been a response and as such the Projects Officer has sourced the following information in relation to Cllr. Mrs. Daniells proposal.

Hook Parish Council Smartphone App was developed by [The App Office](#) who develop relatively simple mobile applications starting at £15 per month, rising to £49 for a premium model. The basic app is compatible with all mobile device, tablets and iPads, can integrate with existing websites, GDPR compliant, custom domain and SEO, app analytics and push notifications.

Other Parish and Town Councils currently using the app include; Whitney, Wadhurst, Wembury, East Devon, Brixton and East Gosport

For full specifications of each model please follow the pricing [LINK](#).

### **DECISION**

How do Members wish to proceed?



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**AGENDA ITEM 12 - ITEMS FOR FUTURE AGENDA**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

Members are invited to consider the items on the previously circulated list (**Appendix 1**) for inclusion on a future Agenda for further consideration.

Members are asked to note that only suggestions submitted two weeks prior to the meeting, via the template form, and circulated with the report can be considered. This is to ensure the process remains streamlined and efficient.

**DECISIONS**

Do Members **AGREE** to include the proposal from Cllr. Brooks, to improve the Bognor Regis Town Council website events page, on a future Agenda?

Do Members **AGREE** to include the proposal from Cllr. Brooks, to improve the Bognor Regis Town Council events promotion, on a future Agenda?

Do Members **AGREE** to include the proposal from Cllr. Brooks, to use 3 stainless steel interpretation signs currently held in the Bognor Regis Town Council store, on a future Agenda?

Do Members **AGREE** to include the proposal from Cllr. Brooks, to purchasing 50 portable chairs for outdoor events, on a future Agenda?

Do Members **AGREE** to include the proposal from Cllr. Mrs. Daniells, to hold a birthday celebration for Sir Richard Hotham, on a future Agenda?

①

Proposal Name	Details	Estimated Budget	Corporate Strategy Priority Number(s)	Proposed By	Who is it aimed at?	Possible Partners	Remarks
IMPROVEMENT TO BRTC WEBSITE EVENTS PAGE	BRTC EVENT LISTINGS ARE OFTEN OUT OF DATE, LACKING IN PHOTOGRAPHS/ POSTERS/ COLOUR/ POSITIVE DESCRIPTIONS TO ENCOURAGE AND PROMOTE ATTENDANCE	£0? SIMPLE CHANGES TO VISITOR INFORMATION PAGE ON BRTC WEBSITE. HOPEFULLY COST SMALL AS CAN BE MADE BY STAFF	1, 3, 4.	JIM BROOKS	RESIDENTS & VISITORS & PROMOTION OF BOGNOR REGIS	POSSIBLE SPONSORS	I WILL EXPLAIN IN DETAIL WHEN DISCUSSED.  LINKED WITH MY PROPOSAL ②

BOGNOR REGIS TOWN COUNCIL  
ITEMS FOR A FUTURE AGENDA

E,P&L C'TTEE 27<sup>th</sup> SEPTEMBER 2022  
AGENDA ITEM 12 - APPENDIX 1

2

Proposal Name	Details	Estimated Budget	Corporate Strategy Priority Number(s)	Proposed By	Who is it aimed at?	Possible Partners	Remarks
IMPROVEMENT TO BRTC EVENTS PROMOTION	<p>WE STILL CONTINUE TO SHOW POSTERS ON THE SEAFRONT AND ELSEWHERE WHICH LIST OUR EVENTS THROUGHOUT THE YEAR, MEANING POSTPONEMENTS AND CANCELLATIONS HAVE TO BE 'TAPED OVER' OR LEFT WITH OUTDATED TEXT.</p> <p>I PROPOSE WE MAKE CHANGES TO THE VISITOR INFORMATION AND EVENTS WEBSITE PAGES SO THAT OUR RELIABLE EVENT SITES 'DOMINATE' INSTEAD OF JUST BLUE LINKS</p> <p>EVENT INFO WILL ALWAYS BE UP TO DATE SITES APPROVED INCLUDING Bognor, TODAY, AND LOWEBOGNOR REGIS SHOULD ALSO FEATURE</p> <p>ON 'GENERIC' POSTERS</p>	<p>£100?</p> <p>FOR QUALITY GENERIC POSTERS WITH ARTWORK SUPPLIED PLUS SIMPLE CHANGES TO BRTC WEBSITE</p> <p>OF EVENTS AND VISITOR INFORMATION PAGES</p>	1, 3, 4	JIM BROOKS	VISITORS RESIDENTS GENERAL PUBLIC AND IMPROVING PROMOTION OF OUR EVENTS	POSSIBLE SPONSORS	<p>THIS PROPOSAL LINKS TO MY ① PROPOSAL.</p> <p>I WILL EXPLAIN IN MORE DETAIL WHEN DISCUSSED</p>

BOGNOR REGIS TOWN COUNCIL  
ITEMS FOR A FUTURE AGENDA

E,P&L C'TTEE 27<sup>th</sup> SEPTEMBER 2022  
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Proposal Name	Details	Estimated Budget	Corporate Strategy Priority Number(s)	Proposed By	Who is it aimed at?	Possible Partners	Remarks
USE OF 'EXPENSIVE' 3 OFF STAINLESS STEEL INTERPRETATION SIGNS NOW IN BRIC STORE.	2 OF THESE PRESENTLY 'WASTED' SIGNS ARE INSTALLED ON THE PROMENADE PROMOTING THE BEST PLACE TO STAND TO 'WAVE TO THE WORLD' BY FIXING THE LIVE WEBCAMS ON THE PIER. THIS IS A 'FREE' VISITOR ATTRACTION WHICH WE SHOULD SUPPORT.  1 STAINLESS STEEL SIGN TO BE PLACED ON THE IMPROVED 'PLACE ST MADE' GIVING DETAILS OF OUR TOWN, ETC.	TOWN FORCE \$100? TIME TO INSTALL? (WEBCAM ONES SHOULDN'T NEED PERMISSION AS ALREADY GRANTED BY ARUN - SUBJECT TO LOCATION) ARTWORK FOR WEBCAMS WILL BE SUPPLIED.  BUDGET REQUIRED FOR DESIGN OF PLACE SIGN: £100?	1, 3, 4.	JIM BROOKS	VISITORS RESIDENTS AND PROMOTIONS OF BOGNOR REGIS	WEBCAM PROVIDERS	I WILL EXPLAIN IN DETAIL WHEN THIS IS DISCUSSED.

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AGENDA ITEM 12 - APPENDIX 1

④

Proposal Name	Details	Estimated Budget	Corporate Strategy Priority Number(s)	Proposed By	Who is it aimed at?	Possible Partners	Remarks
PORTABLE CHAIRS FOR OUTDOOR EVENTS	<p>BRTC PURCHASES 50 PORTABLE CHAIRS OF THE TYPE NOW COMMON AT FESTIVALS, BANDSTAND EVENTS ETC. (INTESCO AT L&amp;A)</p> <p>50 COULD BE CARRIED EASILY IN A CAR AND MADE AVAILABLE FOR EVENTS, SUCH AS ON THE BANDSTAND, TO ENCOURAGE AN AUDIENCE FOR 'PASSERS BY' WHO WOULD NOT HAVE KNOWN ABOUT THE EVENT SO NOT HAVE BROUGHT THEIR OWN CHAIRS -</p>	£500	1, 3, 4	JIM BROOKS	GENERAL PUBLIC	POSSIBLE SPONSORS ON CHAIRS POSSIBLE	I WILL EXPLAIN IN DETAIL WHEN DISCUSSED

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AGENDA ITEM 12 - APPENDIX 1

Proposal Name	Details	Estimated Budget	Corporate Strategy Priority Number(s)	Proposed By	Who is it aimed at?	Possible Partners	Remarks
<i>BIRTHDAY CELEBRATION FOR SIR RICHARD HOTHAM</i>	<p>Sir Richard Hotham, founder of the town was born on 5<sup>th</sup> October 1722, making him 300 years old (had he lived!)</p> <p>Can we put on a small event in conjunction with the heritage board, to mark the occasion?</p> <p>Potentially get Hatters involved with a promotion of some kind? Perhaps a small party in Hotham Park?</p> <p>Raise awareness of the occasion by promoting his birthday, and promoting the history of the town, and the buildings he was responsible for etc?</p> <p>Perhaps a treasure trail of Hotham related stuff, his grave, the house, the park, the painting in the town hall ending at Hatters Pub for example where maybe they could offer a cheap cocktail named for him or something!</p>	£2000	3 4	Sandra Daniells	Families	Heritage Board Ken Blamires is Chairman and they are interested so perhaps we could work with them or outsource with some funding and support if needed and if we cannot manage it in house?	<p>Already raised with heritage board who are interested to do something but may need support with an event both practically and in terms of funding.</p> <p>We are already lighting the beacon, I believe but it would be nice to do more for this, as he was of importance to the town.</p>

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**AGENDA ITEM 13 – CORRESPONDENCE**

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION**

There has been no correspondence received to date.