



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 MONDAY 14th NOVEMBER 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 Monday 14th November from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

DATED THIS 7th NOVEMBER 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 27th September 2022
4. Adjournment for public questions and statements
5. Clerk's Report
6. Update on proposals for Events Programme for 2022 including ratification of decisions where required
7. Proposals for Events programme for 2023 including consideration of budgets for recommendation to the Policy and Resources Committee
8. Consideration of any further proposals and required budgets for 2023/2024 for recommendation to the Policy and Resources Committee
9. Consideration of producing an Events Guide/Leaflet for 2023 including design and format
10. To consider the proposal from Cllr. Brooks, to improve the Bognor Regis Town Council website events page – Min. 44 refers
11. To consider the proposal from Cllr. Brooks, to improve Bognor Regis Town Council events promotion – Min. 44 refers
12. To consider the amended proposal from Cllr. Brooks, to consider writing a letter to Arun District Council asking if they would purchase 50 portable chairs to be stored in proximity to the Promenade Bandstand for outdoor events – Min. 44 refers
13. To consider the proposal from Cllr. Mrs. Daniells, to hold a birthday celebration for Sir Richard Hotham – Min. 44 refers
14. To ratify the decision made at the Members Briefing held 10th November 2022 in relation to the chosen winning entries in the Seafront Poster Competition
15. Items for Future Agenda
16. 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 TUESDAY 27th SEPTEMBER 2022

PRESENT:

Cllrs: J. Brooks, Mrs. J. Warr, B. Waterhouse and
P. Woodall

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
1 member of the public in the gallery

The Meeting opened at 6.30pm

33. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

Due to the absence of the Chairman Cllr. Batley, the Vice-Chairman Cllr. Woodall was 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 due to childcare arrangements and Mrs. Daniells due to annual leave. The Events Officer was unable to attend due to the changed date of the meeting. No apologies were received from Cllrs. Erskine, Jones and Reynolds.

34. 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

35. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th JULY 2022

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 11th July 2022 as an accurate record of the proceedings and the Chairman signed them.

Cllr. Woodall abstained from voting as he was not in attendance at the meeting on 11th July 2022.

36. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

No public questions or statements had been received.

37. CLERK'S REPORT

37.1 Update on Promenade Bandstand wind shields – 11th July 2022 – Min. 24.1 refers

At the last meeting the Projects Officer advised that at the meeting held on the 21st 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 of the Committee's decision and is awaiting their response. As there has been no response from Arun District Council, the Projects Officer has re-sent the letter to a different Officer in an effort to progress this matter.

37.2 Update on Butlin's poster locations – 11th July 2022 – Min. 24.2 refers

At the Events, Promotion and Leisure Committee Meetings held on the 21st March, 16th May and the 11th July 2022 the Projects Officer advised that contact had been made with the PA of Butlin's Resort Director, however no progress was reported. It was stated that should there be no response from Butlin's then the item would go on the subsequent Agenda for Members to consider how to proceed with the proposal. On the 5th September 2022 communication was received from the PA to the new Butlin's Resort Director, Nicola Ratcliffe, who is currently on annual leave with the PA advising that they will be in contact with the Projects Officer with a response on the poster locations upon their return.

37.3 Update on new poster sites on the Promenade – 11th July 2022 – Min. 24.5 refers

The Projects Officer had previously reported that at the meeting held on the 16th 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. An Officer from Arun District Council has responded advising that any potential installations of display frames to hold posters would require licensing from Property & Estates with potential agreement needed from Foreshores. The Officer is making further enquires with their legal team but stated that considering Officer workloads, this would be a low priority matter. Further updates will be given as and when available.

37.4 Update on Terms of Reference – 11th July 2022 – Min. 25 refers

At the last meeting, 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 approval of the Terms of Reference for the Committee were once again deferred and are again on the agenda for consideration this evening.

Members were also asked to note 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.

The Town Clerk updated Members of the Policy and Resources Committee at their meeting on 1st August that once again the Terms of Reference for E, P & L had been deferred resulting in these not being available yet for the Committee to recommend to the Council for adoption.

The Policy and Resources Committee were also advised that in the interim the Clerk has spoken with Pete Cooper, an associate consultant with DCK Accounting Solutions, who previously produced these documents on behalf of the Town Council. He has confirmed that as it is some years since these documents were put together it would be prudent to do a review and he would be happy to work with the Clerk to update the documents and ensure that any proposed changes still comply with the powers and legislation within which the Council has to work.

Members of the Committee had also been advised that a review of all the Terms of Reference would therefore be undertaken by the Clerk working with Pete Cooper over the next few months following further liaison with individual Members on their proposals for changes to be made thus enabling these to be updated with draft amended documents considered by each Committee later in the year for approval before recommendation to the Policy and Resources Committee and Council.

Subsequently, to the Policy and Resources Committee Meeting, it had been suggested that a face-to-face meeting with Members and Pete Cooper would be the preferred way forward. The Town Clerk will be liaising with Pete Cooper to establish if this is possible and hopes to report back with some possible dates for this to take place in due course.

37.5 Christmas Illuminations Switch-On 26th November 2022 – 11th July 2022 – Min. 26.6 refers

At the last meeting held on 11th July 2022, an update had been given by the Events Officer within her written report to inform Members that quotations had been sought for the Christmas projection. One company were able to provide the projection within the budget that had been made available to the Town Council for this purpose from ADC as match-funding against the Council's significant investment in a new Christmas lighting contract.

Members had already agreed to do a projection and they had chosen the period of time this should run for. The Events Officer was only seeking the Committees agreement to proceed with booking the Digital Projection for the six-week Christmas period with Double Take Projections, which needed to be confirmed without delay to ensure this could proceed. Unfortunately, owing to some confusion amongst Councillors present at the meeting, and further clarification regarding the funding being sought, this agreement was not given.

Subsequently, the Events Officer and the Town Clerk corresponded with Members of the Committee by email reiterating the information that had previously been provided by way of reports. The Town Clerk also clarified the position with regards to the match-funding from ADC and the digital projection and requested Members reconsider the current position and confirm their agreement for the Events Officer to proceed with the booking. Committee Members including Councillors Batley, Erskine, Jones, Mrs. Warr, Waterhouse and Woodall all confirmed their agreement to the Town Clerk and therefore Double Take Projections have been booked to provide a digital projection that had previously been agreed over the six-week festive period.

37.6 Update on Christmas Lights – 11th July 2022 – Min. 28 refers

Ahead of the installation of the new Christmas Lights for 2022, the new contractor conducted a site visit on 14th August 2022 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. During the visit the contractor carried out catenary wire inspection and bracket testing as well as an electric survey resulting in maintenance being required to the value of £6,020.00 and £2,450.00 plus VAT respectively, which the Town Clerk has advised as necessary maintenance will be funded from Earmarked Reserves.

37.7 Items for Future Agenda – 11th July 2022 – Min. 31 refers

At the last Events, Promotion and Leisure Committee Meeting, a Member and the Chairman asked the Projects Officer for clarity on the process for adding items for a future Agenda and why Bognor Regis Town Council do not have 'Any Other Business' as part of standard Committees Agendas.

The Projects Officer can confirm that the process for adding 'Items for future Agenda' was agreed at the Meeting of 16th November 2020 (Min. 125 refers) and 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.

In relation to 'Any Other Business', the Projects Officer can confirm that it is unlawful for Members to make a decision which does not fall under a specific agenda item, which includes 'Any Other Business', 'Matters Arising and Correspondence.

37.8 Question from Councillors regarding Clerk's Report – 27th September 2022

Two Members asked if they would be able to get a copy of the Clerks Report ahead of the Meeting. The Projects Officer informed Members that the Clerks Report is an opportunity to provide updates on matters that require no decisions by Members. The Projects Officer stated he will liaise with the Town Clerk to see whether this is possible.

38. 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

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

The Projects Officers informed Members that as per the Clerks Report, Members are asked to note 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.

Furthermore, meetings with Members across all Committees shall be going ahead in liaison with Pete Cooper from DCK Accounting Solutions and the Town Clerk.

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Events, Promotion and Leisure Committee with no amendments.

39. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2022 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

39.1 Book Day – 13th April 2022 – Hotham Park

A Member asked what the Events Officer is planning regarding funding and sponsorship of the event (and for all events) for next year and sought clarification as to what the £2,386,25 was used for at the Drive Through Time event. The Projects Officer advised that he would ask the Events Officer to provide an update on this query.

39.2 Celebrations and Commemorations for Mark The Queen's Platinum Jubilee – 2nd – 5th June 2022

A Member commented on their dissatisfaction that Aerosparx were not used at the event despite the organisation being booked elsewhere. The Projects Officer stated that he would not be able to comment on why the organisation were used by other events holders.

39.3 Drive Through Time – 3rd July 2022

Members stated that they felt the Drive Through Time was a great success.

39.4 Proms in the Park - 3rd September 2022

Members stated that this was also a successful event but would have liked to have seen more involvement in terms of Councillors attending and old fashioned fundraising methods such as using buckets. Another Member asked if a wider range of sponsorships and a VIP tent could be explored at next year's event.

39.5 Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5th October 2022

After some discussion, Members **AGREED** for the Beacon to be lit at 6.30pm on Wednesday 5th October.

Members also **AGREED** that the Events Officer should 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, that the Events Officer should seek another band to perform at the event.

39.6 Christmas Illuminations Switch-On - 26th November 2022

The Events Officers report updated Members on the planning taking place for this year's Switch-On event, which was well underway. Reference had also been made by the Events Officer to the suggestion made by a Member at a previous meeting for a Working Party to be formed to consider supporting future Switch-On events. Whilst the Events Officer was pleased to receive input from Members with ideas for future events, it was not clear exactly what the purpose of this Working Party would be and why it was felt by the Member to be necessary, particularly when any proposals could/should be put forward in the scheduled meetings. Clarity from the Committee on their support for this, the purpose of the Working Party and what was hoped to be achieved was therefore being requested. Members were also asked to be mindful that any financial recommendations from a Working Party would still need to be reported back via this Committee to be formally considered and approved before any implementation could take place and would therefore not be an effective way forward.

A Member asked that it be noted that the name of the theatre is the Alexandra and not Alexander as detailed in the report.

Reference was made by a Member regarding the amount of responsibility he thought would be placed on one person to organise the new programmable Christmas lighting displays as well as the Switch-On event. The importance of having a voluntary group of people to input into the discussion was also stressed and that there would be plenty for a Working Party to discuss including meeting with the BID, discussion about the Christmas projection, rehearsals, staging, lighting, as well as the attendance of Billy Bulb etc. The Projects Officer confirmed that any Working

Party, should Members choose to support this option would only be for the Switch-On element.

Discussion took place regarding the makeup of any Working Party and whether this would be made up of just Councillors or involve others. Following some debate, it was **AGREED** that the formation of an official Working Party was not necessary and a one-off meeting with relevant officers to share ideas around the table regarding the Switch-On event this year should be held with further meetings arranged if required.

Conversation then switched to the new Christmas lighting displays for 2022 with a Member reporting that it was his understanding that the contractors had confirmed they would work with Members regarding sponsors messages and programming of the lighting displays, and he was looking forward to meeting with the contractor to discuss this further. He also referred to the speakers that are still there in the precinct and how some years ago Christmas music was played throughout the festive period. With the changing-coloured lights, he felt it would be lovely to incorporate some carol singers/festive music once again, which he believed the lighting contractor had agreed to look into.

The Projects Officer reported that the contractors have their own teams of technical and installation staff, and he would liaise with them to establish exactly what would be achievable and available to the Council as part of the agreed contract and report back to Members.

After some discussion Members **DISAGREED** 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. Members felt that funding for such organisations should be considered by the Community Engagement and Environment Committee.

Members **AGREED** to keep the £2,000 in Earmarked Reserves and use it for the 2022 Switch-On event if needed, with it potentially used for the promotion of the event.

40. **PRELIMINARY DISCUSSION REGARDING THE BUDGETS FOR THE 2023 EVENTS PROGRAMME**

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

Members **AGREED** that the Events Officer should undertake preparatory work on budgets to allow for any changes or additions to the usual programme of events.

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

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

The Projects Officer advised Members that Drewitts Events are not looking for any funding from the Town Council and 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 the Committee when available.

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

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

Members **AGREED** that, as this was the third time that Cllr. Mrs. Daniells had not been in attendance at the meeting, this item would be removed from the Agenda. Should Cllr. Mrs. Daniells wish to resubmit her proposal, then the Committee can reconsider this.

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

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

Members **AGREED** that, as this was the third time that Cllr. Mrs. Daniells had not been in attendance at the meeting, this item would be removed from the Agenda. Should Cllr. Mrs. Daniells wish to resubmit her proposal, then the Committee can reconsider this.

44. ITEMS FOR FUTURE AGENDA

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

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

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

Members **DISAGREED** 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.

Members **AGREED** to include an amended proposal from Cllr. Brooks, to consider writing a letter to Arun District Council asking if they would purchase 50 portable chairs to be stored in proximity to the Bandstand for outdoor events, on a future Agenda.

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

45. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

The Meeting closed at 7.56pm

BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
14TH NOVEMBER 2022

AGENDA ITEM 6 - 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*.

Book Day - 13th April 2022 - Hotham Park

To allow for a saving to be made across events, it was agreed by Members that Book Day could be incorporated into the Drive Through Time Kidszone, saving the budget of £4,000 (Min. 50.3 of the meeting held 15th November 2021 refers).

At the Committee Meeting held 27th September 2022, a Member requested clarification as to what the £2,386.25, vired from the remaining underspend from the 2021 Events programme, was used for at the 2022 Drive Through Time Event (Min 39.1 refers).

The Kidszone, at the Drive Through Time event, was extended to incorporate more rides and activities and the Book Swap and Storytelling elements of Book Day incorporated into the Kidszone.

Beacon Lighting to Commemorate Sir Richard Hotham's Birthday - 5th 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 - 13th September 2021 - Min. 26 refers.

Regrettably, due to a Met Office weather warning for strong winds, the lighting of the beacon did not take place on 5th October 2022. Members were subsequently contacted via email to ask whether they wished to look at an alternative date to light the beacon or cancel the event completely. Only two Members responded, one being of the opinion to cancel and the other to postpone.

Owing to an insufficient number of Members responding to the email, a decision remains to be made about whether an alternative date to light the beacon in marking the birthday of Sir Richard Hotham should be considered, or whether the event should be cancelled entirely.

Members are asked to note that non-refundable security costs, relating to the original arrangements for 5th October 2022, to the value of £64.60 will be deducted from the £600.00 budget.

Members should note that Agenda item 13 refers to a proposal from Cllr. Mrs. Daniells, to hold a birthday celebration for Sir Richard Hotham – Min. 44 refers.

DECISION

Members are invited to **AGREE** whether the remaining budget of £535.40 should be earmarked to allow for consideration of an alternative date to light the beacon to mark the birthday of Sir Richard Hotham, or that the planned event be cancelled and monies returned to General Reserves?

Christmas Illuminations Switch-On - 26th 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 26th November to the 6th 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.

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 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.

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.

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, at the meeting held 27th September 2022 it was 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.

Members disagreed with this recommendation and instead agreed to keep the £2,000 in Earmarked Reserves and use it for the 2022 Switch-On event if needed, with it potentially used for the promotion of the event (Min. 39 refers). This has been utilised for promotion of the event.

As Members were advised via email the digital projection was not able to go ahead, and this element of the Switch-On event will be replaced by live ice carvings and ice sculptures.

The current content for the Christmas Illuminations Switch-On event is as follows:

- *Full staging and production provided by Showmen Events. The stage boasts state of the art equipment, including full Meyer Line Array for up to 4000 people, a full lighting rig consisting of Robe, Martin and ChamSys, a 6x2m LED video wall for logos, backdrops or video, Special effects, sparkulars and bio-degradable confetti. 1 sound technician and 1 lighting technician.*
- *Lights switched on with the cast of Spillers Pantomime Beauty & The Beast, Mayor & Town Crier*
- *Live Music from Sam Griffiths who will be performing Christmas Classics (with a depth and richness of voice not often heard within the modern day music industry, Sam is a rare reflection of a bygone era where singers could really sing! Often compared to Frank Sinatra and Michael Bublé)*
- *Magician*
- *LED Fairy, Stilt Walkers, Contact Jugglers*
- *Santa's Grotto*
- *Fun Fair Rides*
- *Full Street Market*
- *Ice element (all will be illuminated)*
- *LIVE Ice Carving of Santa's Sleigh and Reindeer*
- *Ice Post Box and letter writing workshop with Santa's Elves*
- *Ice Selfie Frame saying "Light up Bognor Regis"*
- *Christmas Tree Decoration Competition, to create a decoration in the theme of Beauty and the Beast, the entries will be hung on*

the Christmas Tree that will be located in front of the Alexandra Theatre and the winner chosen on the day. Prize of a family ticket to the Pantomime.

Members are asked to note that the location of the Grotto has changed, and this will now be located in the High Street and not in the BID office as previously reported. It will be situated alongside the Ice Sleigh and Reindeer, as the Sleigh is a wonderful photo opportunity and whilst queueing for the Grotto the Live Carve can be seen.

The Ice Selfie Frame will be located outside of the Alexandra Theatre where a Christmas Tree will be located to be utilised as a lovely backdrop to any photos taken.

V2 Radio promotion package:

- Commercial production*
- 2 weeks of pre-promotion airtime 6 adverts per day*
- A minimum of 3 presenter led mentions per day*
- A bespoke web page and social media promotion (2 weeks in the build-up)*
- Event attendance including a street team to hand out merchandise*
- A music package to include bespoke recordings in between tracks*

Joint advertising with the BID there will of course be in house promotion on all social media channels, which have an exceptional reach. Seafront shelters will house posters from early November, and bannering and fliers of the town will commence two weeks prior to the event.

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

Agreed budget for 2022 £1,250

Due to the passing of her Majesty the Queen the final concert that was due to take place on the 11th September was cancelled as a mark of respect.

BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
14th NOVEMBER 2022

AGENDA ITEM 7 PROPOSALS FOR EVENTS PROGRAMME FOR 2023
INCLUDING CONSIDERATION OF BUDGETS FOR RECOMMENDATION TO
THE POLICY AND RESOURCES COMMITTEE

REPORT BY THE EVENTS OFFICER

FOR INFORMATION
DECISION

Celebrations and Commemorations to mark the Coronation of King
Charles III - 6th May 2023

Suggested budget £5,000 for 2023

It is the Officer recommendation that the Coronation of King Charles be broadcast live from a big screen from Hotham Park. This is a momentous occasion that should be widely enjoyed by the community. In previous years big screen broadcasting of the Royal Weddings and the Queen's Jubilee have been exceptionally well attended and appreciated by the community.

Therefore, it is the Officer recommendation that a budget of £5,000 be allocated to this one-day event. Should the Committee wish to extend the Town Council's programme for the Coronation celebrations, consideration of resources should be considered together with an agreement for a greater budget. Members are asked to **AGREE** to hold an event broadcasting the Coronation live on a big screen from Hotham Park.

As Members will know it is usual for recommendations for the following year's budgets to be made to the Policy and Resources Committee in the Autumn and then confirmed with the precept in the New Year. However, as demand will be very high for suppliers over this weekend, with the entire nation celebrating at the same time, it is the Officer suggestion that a recommendation be made to the Policy and Resources Committee at their next meeting, with an agreement to guarantee a fund for the event in the 2023/24 budget. This will therefore enable suppliers to be booked as soon as possible.

The Officer recommendation is that, based on budget requirements for similar events, £5,000 would be required.

DECISIONS

Do Members **AGREE** to broadcast the Coronation of His Majesty King Charles III live on a big screen from Hotham Park?

Do Members **AGREE** to **RECOMMEND** to the Policy and Resources Committee a budget of £5,000 for the 2023/24 year and furthermore, that this amount should be guaranteed to enable suppliers to be booked as soon as possible?

Proms in the Park – 11th June 2023

Budget for 2022 - £3,000

Although the weather was kind for the 2022 event on the 10th September, with possibly the highest attendance at this event historically, Members requested that the date for Proms in the Park be returned to June for 2023. Therefore, Members are asked to **AGREE** for the Proms in the Park for 2023 to be held in June.

The Officer recommendation is that, based on the 2022 event the same budget of £3,000 would be required.

DECISIONS

Do Members **AGREE** for the Proms in the Park event for 2023 to be held in June?

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee for the 2023 budget for the Proms in the Park event, considering the Officer recommendation of **£3,000**.

Drive Through Time – 9th July 2023

Budget for 2022 - £4,000

For 2021 it was agreed that the event be relocated from West Park to the Esplanade and Place St Maur. However, due to the regeneration work that was taking place on Place St Maur, it was the Officer recommendation that the 2022 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 10th Anniversary of the event. Members are therefore asked to **AGREE** that the 2023 event to be relocated to the Esplanade and Place St Maur.

The Officer recommendation is that, based on the 2022 event the same budget of £4,000 would be required.

DECISIONS

Do Members **AGREE** to move the 2023 Drive through Time to the new location of the Esplanade and Place St Maur?

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee the 2023 budget for the Drive Through Time event, considering the Officer recommendation of **£4,000**.

Funshine Days - 1st to 24th August (Tues, Weds & Thurs) 2023

Budget for 2022 - £4,000 plus additional £1,000 for World Ocean Day

For 2022 the Funshine Days programme was split across two locations, with the first two weeks being located on the Promenade Bandstand and the remaining two weeks on the Hotham Park Bandstand. This was very well received by all attendees and artists; it is the Officer recommendation that the same split occur for the 2023 programme. Members are therefore asked to **AGREE** that the 2023 Funshine Days programme be split between the Promenade Bandstand and the Hotham Park Bandstand.

World Oceans Day for 2023 falls on the 8th 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 2022.

The Officer recommendation is that, based on the 2022 event a budget of £5,000 would therefore be required.

DECISIONS

Members are invited to **AGREE** that the Funshine Days programme be split between two locations, 1st - 10th August Promenade Bandstand and the 15th - 24th 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 2023 budget for the Funshine Days, considering the Officer recommendation of **£5,000**.

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

Budget for 2022 - £1,250

BRTC worked very successfully with the Rotary Club on a series of events throughout the Summer of 2022, to revive the very popular Sunday Afternoon Concerts. These concerts were exceptionally well attended with great feedback and a positive response to their return. It is the Officer recommendation that the collaboration returns for 2023. Members are therefore asked to **AGREE** that BRTC work collaboratively with the Rotary Club on a series of concerts over the Summer.

It is the Officer recommendation that a budget of £1,500 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 events, considering the Officer recommendation of **£1,500**.

Christmas Illuminations Switch-On - 25th November 2023

Budget for 2022 - £7,500

The original agreed budget for 2022 was £3,500 which was enhanced by a further budget of £4,000, as a result of £2,000 in sponsorship from BID and £2,000 vired from Earmarked Reserves. This allowed for a more enhanced event and enabled the Events Officer to improve the content of the event significantly. Consequently, an increased budget has been requested for 2023 to enable this enhancement of the event to continue.

It is Officer recommendation that the budget for the 2023 event be increased to £5,000.

DECISION

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee the 2023 budget for the Christmas Illuminations Switch-On, considering the Officer recommendation of **£5,000**.

Easter and October Half Term Events

There is currently a large gap in the events programme at the start and end of the year during the Easter and October Half Terms which has the capacity to house two large events.

The very popular Book Day event, which historically has had a footfall of around 12,000, had to be removed from the 2022 programme due to budget restrictions, and elements of the Book Day event were incorporated into the Kidszone in the Drive Through Time event instead. It is the Officer recommendation that this event be brought back into the programme and to run in the Easter holidays.

The October half term incorporates Halloween and since there are currently no other organisations running Halloween style events, it is the Officer recommendation that a Halloween event is run in collaboration with other event organisers within the Town.

It would be the Officer recommendation that £4,000 would be required to reinstate the Book Day event and possibly £2,500 for the Halloween event with match funding from event partners.

There is currently no budget for either of these two events, and Members are asked if they would like to make a recommendation to Policy and Resources to locate a budget to enable these two events to run.

DECISIONS

Do Members **AGREE** to hold events in the Easter and October holidays?

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee a budget for the Book Day event and for a Halloween event, considering the Officer recommendation of **£4,000** and **£2,500** respectively.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th NOVEMBER 2022**

**AGENDA ITEM 8 - CONSIDERATION OF ANY FURTHER PROPOSALS AND
REQUIRED BUDGETS FOR 2023/2024 FOR RECOMMENDATION TO THE
POLICY AND RESOURCES COMMITTEE**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Publicity and Promotion Budget for 2022/23 - £1,200

Members may wish to consider their budget recommendation for the 2023/24 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 2023/24 Publicity and Promotion Budget.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE – 14th NOVEMBER 2022**

**AGENDA ITEM 9 - CONSIDERATION OF PRODUCING AN EVENTS
GUIDE/LEAFLET FOR 2023 INCLUDING DESIGN AND FORMAT**

REPORT BY THE EVENTS OFFICER

FOR DECISION

As Members are aware, historically a DL Events Leaflet has been produced and, in addition to being made available in the usual outlets, copies have been delivered to properties in the wider West Sussex area to promote events taking place in Bognor Regis. This has not taken place since 2019 due to Covid-19, with Members deciding against producing one for 2022.

Prior to 2018, the Town Council produced a Town Guide.

Examples of both formats will be provided at the meeting for Members information.

Members are therefore asked to consider the following:

- Production of a publication for 2023;
- the format they would like the 2023 publication to take;
- to issue some guidelines to enable the Events Officer to put together a draft proposal ready for the next Committee meeting;
- to agree whether delivery throughout wider West Sussex is required to enable quotations to be obtained.

DECISIONS

Do Members **AGREE** to produce a publication for 2023?

Do Members **AGREE** a DL Events Leaflet or Town Guide?

What guidelines do Members **AGREE** to enable a draft proposal to be prepared for the next meeting?

Do Members **AGREE** that the 2023 publication should once again be delivered to the wider West Sussex area?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th NOVEMBER 2022**

**AGENDA ITEM 10 – TO CONSIDER THE PROPOSAL FROM CLLR. BROOKS, TO
IMPROVE THE BOGNOR REGIS TOWN COUNCIL WEBSITE EVENTS PAGE –
MIN. 44 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Events, Promotion and Leisure Committee Meeting held on the 27th September 2022, Members considered a proposal from Cllr. Brooks, to improve the Bognor Regis Town Council website events page - Min. 44 refers (**Appendix 1**).

The proposal from Cllr. Brooks is that Members consider improving the Bognor Regis Town Council website with a specific focus on the events page, and in particular the following areas, to encourage and promote attendance at Town Council events: -

- To ensure event listings are regularly updated
- More use of photos/posters
- That the page is eye-catching and colourful
- The use of positive messaging

In addition to this Cllr. Brooks suggests some simple changes to the Visitor Information page on the Bognor Regis Town Council website

DECISION

How do Members wish to proceed?

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
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th NOVEMBER 2022**

**AGENDA ITEM 11 – TO CONSIDER THE PROPOSAL FROM CLLR. BROOKS TO
IMPROVE BOGNOR REGIS TOWN COUNCIL EVENTS PROMOTION – MIN. 44
REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Events, Promotion and Leisure Committee Meeting held on the 27th September 2022, Members considered a proposal from Cllr. Brooks, to improve Bognor Regis Town Council events promotion - Min. 44 refers (**Appendix 1**).

The proposal from Cllr. Brooks is that Members consider improving the Bognor Regis Town Council events promotion links within the website and the seafront posters along the promenade.

It is Cllr. Brooks' opinion that at present the Town Council continue to show posters on the seafront and other locations, which list events held throughout the year. This, Cllr. Brooks states, cannot reflect postponements or cancellations, which then must be 'taped over' or are left with outdated text. He suggests that £100 (approximately) be allocated for quality generic posters with artwork to be supplied.

In addition, Cllr. Brooks suggests making changes to the 'Visitor Information and Events' pages on the Bognor Regis Town Council website, so that external event sites be featured, such as [Bognor.Today](#) and [Love Bognor Regis](#), instead of the blue links currently in use and for those to also be implemented on the generic posters mentioned above.

A member of the public reached out via a Social Media platform to comment on the difficulties of finding out when Bognor Regis Town Councils events are held and that previously leaflets were circulated to the public. It was also mentioned that any Town Council events were not promoted in advance of more than 2 weeks, which makes planning visits to Bognor Regis difficult.

The Events Officer has stated that any Poster / Banner advertising can only go up 2 weeks prior to the event, and if on Arun District Council / West Sussex County Council Highways banner sites, subject to permission from them. Any other form of advertising such as Social Media platforms, can theoretically only be advertised once ADC has given land permissions for the event to take place, however as notification from ADC has been so late in the day, events have been advertised as and when content finalised with a disclaimer in place stating 'EVENT SUBJECT TO ADC LAND PERMISSIONS'.

DECISION

How do Members wish to proceed?

BOGNOR REGIS TOWN COUNCIL
ITEMS FOR A FUTURE AGENDA

E,P&L C'TTEE 14th SEPTEMBER 2022
AGENDA ITEM 11 - 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. EVENT INFO WILL ALWAYS BE UP TO DATE SITES APPROVED INCLUDING BOGNOR, TODAY, AND LOWEBOGNOR REGIS SHOULD ALSO FEATURE ON 'GENERIC' POSTERS</p>	<p>£100?</p> <p>FOR QUALITY GENERIC POSTERS WITH ARTWORK SUPPLIED PLUS SIMPLE CHANGES TO BRTC WEBSITE 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
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th NOVEMBER 2022**

AGENDA ITEM 12 – TO CONSIDER THE AMENDED PROPOSAL FROM CLLR. BROOKS, TO CONSIDER WRITING A LETTER TO ARUN DISTRICT COUNCIL ASKING IF THEY WOULD PURCHASE 50 PORTABLE CHAIRS TO BE STORED IN PROXIMITY TO THE PROMENADE BANDSTAND FOR OUTDOOR EVENTS – MIN. 44 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Events, Promotion and Leisure Committee Meeting held on the 27th September 2022, Members considered a proposal from Cllr. Brooks, to purchase 50 portable chairs for outdoor events for a future agenda - Min. 44 refers (**Appendix 1**).

At that meeting Members discussed the proposal and stated that as Arun District Council are the owner of the seafront Bandstand, that contact be made with them with regards to this proposal. Members **AGREED** to amend the proposal and consider writing a letter to Arun District Council asking if they would purchase 50 portable chairs to be stored in proximity to the Promenade Bandstand for outdoor events.

Cllr. Brooks has suggested that portable chairs are now commonplace at festivals and bandstand events, and that the option for portable chairs may encourage passers-by to stay and enjoy an event held at the bandstand.

DECISION

How do Members wish to proceed?

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&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

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th NOVEMBER 2022**

AGENDA ITEM 13 – TO CONSIDER THE PROPOSAL FROM CLLR. MRS. DANIELLS, TO HOLD A BIRTHDAY CELEBRATION FOR SIR RICHARD HOTHAM – MIN. 44 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Events, Promotion and Leisure Committee Meeting, held 27th September 2022, Members considered a proposal from Cllr. Mrs. Daniells, to hold a birthday celebration for Sir Richard Hotham (**Appendix 1**) – Min. 44 refers.

During the meeting, Members stated that as the date of Sir Richard Hotham's birthday would have passed by the time this Agenda item would be considered, it may be preferable to refer to celebrating "in the year of Sir Richard Hotham's 300th birthday".

Within Cllr. Mrs Daniells proposal, the following suggestions, and potential collaborations with, but not limited to included : -

- JD Wetherspoon Public House: The Hatter's Inn to host a small party in Hotham Park
- A treasure trail to Hotham related landmarks, such as Sir Richard's grave, house, the park, paintings in the Town Hall, end at Hatter's Inn with a cocktail named after him
- Work with the Bognor Regis Heritage and Arts Partnership Board to celebrate the occasion

DECISION

How do Members wish to proceed?

BOGNOR REGIS TOWN COUNCIL
ITEMS FOR A FUTURE AGENDA

E,P&L C'TTEE 14th NOVEMBER 2022
AGENDA ITEM 13 - 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 5th October 1722, making him 300 years old (had he lived!) 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>

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th NOVEMBER 2022**

AGENDA ITEM 15 – ITEMS FOR FUTURE AGENDA

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

The Clerk is not aware of any new items coming forward to be considered at this time.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
14th NOVEMBER 2022**

AGENDA ITEM 16 – CORRESPONDENCE

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

There has been no correspondence received to date.