



BOGNOR REGIS TOWN COUNCIL

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

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 John Parry Room 1, University of Chichester Bognor Regis Campus, Upper Bognor Road, Bognor Regis at **6.30pm on MONDAY 19th JULY 2021**.

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.)

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

DATED THIS 13th JULY 2021

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. To note the appointment of Chairman and Vice-Chairman as agreed at the Annual Town Council Meeting on the 4th May 2021
2. Chairman's Announcement and Apologies for Absence
3. Declarations of Interest:
Members and Officers are invited to make any declarations of Disclosable Pecuniary 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 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, 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

4. To approve the Minutes of the Online Meeting held on 29th April 2021
5. Adjournment for public questions and statements
6. Clerk's Report
7. Appointment of the Allotments Sub-Committee
8. To consider the Terms of Reference for the Events, Promotion and Leisure Committee and the Allotments Sub-Committee and to make any necessary recommendations on proposed changes to the Policy and Resources Committee
9. Update on proposals for events programme for 2021 including: ratification of decisions where required, changes/cancellations to Events Timetable
10. Update on Christmas Light Projection including costs and possible sponsorship opportunities - Min. 148.5 refers
11. Consideration of branding the Beacon and to identify a budget for any associated costs - Min. 155.1 refers
12. Update on proposal to have a larger scale photo opportunity on the Seafront Mounds area near Place St Maur - Min 155.1 refers
13. Consideration to hold an annual Civic event to light the Beacon in remembrance of the passing of Bognor Regis Residents who have made a contribution to the Town - Min. 155.2 refers
14. Consideration of proposal for the Town Council to enter a float in the 2022 Carnival - Min. 159 refers
15. Update on event to commemorate The Queen's Platinum Jubilee in June 2022 including liaison with other event organisers - Min. 159 refers
16. Update on the Christmas Illuminations for 2022-24 contract including arrangements for a standalone meeting of the Committee to receive presentations - Min. 161 refers
17. Further consideration of a proposal from Cllr. Goodheart regarding Hotham Park Bandstand site improvements and additions to create a COVID-19 safe area for small events and further consideration of any identified budget if required - Min. 167 refers
18. Items for a future Agenda
19. Update on Weather Reading function
20. Correspondence including items deferred from the previous meeting



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON THURSDAY 29th APRIL 2021

PRESENT ONLINE:

Cllr. K. Batley (Chairman); Cllrs; J. Brooks, Mrs. S. Daniells, J. Erskine (from Min. 155 until Min. 162), S. Goodheart (from Min. 156), M. Stanley and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
Mrs. J. Davis (Hosting the Meeting)
Mrs. S. Norman (Deputy Clerk)
1 member of the public attended via Zoom (at start of meeting)
6 members of the public viewing via Facebook (at start of meeting)

The Meeting opened at 6.32pm

151. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, live streamed via Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies had been received from Cllr. Mrs. Staniforth who was unwell and Cllr. Smith due to personal commitments.

152. DECLARATIONS OF INTEREST

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

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

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

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question 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 Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Brooks declared an Ordinary Interest in Agenda items 6, 8 and 14 as a provider of event services

153. TO APPROVE THE MINUTES OF THE MEETING HELD ON 23rd MARCH 2021

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 23rd March 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 23rd March 2021 as an accurate record of the proceedings and the Chairman duly signed them.

154. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

No public questions or statements had been received.

155. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllr. Erskine joined the Meeting during this Agenda item

155.1 Consideration to investigate having a larger scale photo opportunity on the Seafront Mounds area near the Place St Maur - 23rd March 2021 - Min. 146 refers

Following Members' decision not to proceed with the "selfie" opportunity on the Beacon, but to further investigate having a larger scale photo opportunity on the seafront mounds area near the Place St Maur, an initial approach has been made to Arun District Council to establish if they would give their support to such a project and to determine what permissions would be required.

Members had further agreed to consider branding the Beacon, and this will be on a future Agenda as agreed at the last meeting.

155.2 Consideration to hold an annual Civic Event to light the Beacon in remembrance of the passing of Bognor Residents who have made a contribution to the Town - 23rd March 2021 - Min. 147 Refers

This item will be on a future Agenda as agreed at the last meeting.

156. ADJOURNMENT FOR PRESENTATION FROM SARAH BOOTE-COOK REGARDING POTENTIAL COLLABORATIVE WORKING ON AN EVENT FOR THE QUEEN'S PLATINUM JUBILEE

Cllr. Goodheart joined the Meeting at this point

It was noted that unfortunately Sarah Boote-Cook had not yet joined the meeting. The Chairman advised that they would move to the next item until her arrival.

157. CONSIDERATION OF AN EVENT TO COMMEMORATE THE QUEEN'S PLATINUM JUBILEE EVENT IN JUNE 2022 - MIN. 147 REFERS INCLUDING: CONTENT OF EVENT, POSSIBLE COLLABORATION WITH OTHER ORGANISATIONS, LENGTH OF EVENT, REQUIRED BUDGET FOR DELIVERY

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

Cllr. Mrs. Daniells declared an Ordinary Interest in this agenda item as she had initially put forward the idea of an event

In answer to a query about the suggested budget for this event and which Committee would be taking the lead on the organisation, the Chairman confirmed that the finer details would be considered by this Committee once Members had agreed to proceed with an event and the Policy and Resources Committee had confirmed the budget available following a recommendation from this Committee.

The Committee Clerk clarified that as detailed in the report the £4,000 budget proposed was for a single one-day event. Should the Committee wish to extend the Town Council's programme for the Jubilee celebrations to include collaboration with other organisations then additional resources and a greater budget would need to be considered.

It was confirmed that Sarah Boote-Cook was now in attendance and it was suggested that it may be prudent to adjourn the meeting to allow her to make her presentation and then revert back to these discussions afterwards.

158. ADJOURNMENT FOR PRESENTATION FROM SARAH BOOTE-COOK REGARDING POTENTIAL COLLABORATIVE WORKING ON AN EVENT FOR THE QUEEN'S PLATINUM JUBILEE

The Chairman adjourned the meeting at 6.47pm

Sarah Boote-Cook spoke about plans to hold a world record beating 2-hour street party on the promenade for Sunday 5th June from Aldwick to Elmer during the Jubilee weekend and hoped the Town Council would be supportive of participating including financially for the section that was held within Bognor Regis.

She also advised that the Carnival for 2022 would have a Royal theme.

Members spoke in support of the street party in principle and looked forward to receiving further information in due course.

The Chairman thanked Sarah for her presentation.

The Chairman reconvened the meeting at 7.01pm

159. CONSIDERATION OF AN EVENT TO COMMEMORATE THE QUEEN'S PLATINUM JUBILEE EVENT IN JUNE 2022 - MIN. 147 REFERS INCLUDING: CONTENT OF EVENT, POSSIBLE COLLABORATION WITH OTHER ORGANISATIONS, LENGTH OF EVENT, REQUIRED BUDGET FOR DELIVERY

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

During the discussion, Members expressed their support for the initiative presented by Sarah Boote-Cook and also wished to support the Carnival by entering a Town Council float.

A Member felt that the Council should make a commitment to supporting other organisations and felt a bigger budget should be considered for funds to be made available to ensure the weekend was packed with events. Members were reminded that funding for other organisations events would need to be applied for via the Town Council's Grant Aid Scheme. Any funds made available to this Committee would be to support the Town Council Event only.

After further discussion Members unanimously **AGREED** to hold a one-day event on the 2nd June 2022 to celebrate Her Majesty The Queen's Platinum Jubilee, lighting the Beacon if required and further unanimously **AGREED** to support Sarah Boote-Cook's proposal for a street party and enter a Town Council float in the Carnival.

Members also felt that the proposed budget for £4,000 should be raised to £5,000 to allow for contingencies.

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £5,000 for 2022/23 for the Queen's Jubilee event and furthermore, that this amount be guaranteed to enable suppliers to be booked as soon as possible.

Members were asked to consider if they would like the Events Officer to liaise with other event organisers to see how BRTC can support and collaborate on any other events taking place over the four-day weekend and report back to the Committee.

Members unanimously **AGREED** that the Events Officer should liaise with other event organisers as detailed above and to report back at the next meeting.

160. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED, CHANGES/CANCELLATIONS TO EVENTS TIMETABLE

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

160.1 Book Day:

Members **NOTED** the change of date for Book Day to 7th August 2021.

160.2 World Ocean Day (now part of Funshine Days):

There was no update on this event.

160.3 May Half Term Virtual Programme:

The Events Officers update was **NOTED**.

160.4 Funshine Days:

The Events Officers update was **NOTED**.

160.5 Drive Through Time:

Members **NOTED** the cancellation of the Drive Through Time event.

160.6 Proms in the Park:

There was no update on this event. However, a Member stated he was disappointed that the date for this event was so late in the year. Members were reminded that the change of date to the 11th September 2021 was agreed by this Committee at the Meeting held on the 23rd March 2021 (Min. 148.4 refers).

160.7 Christmas Projection:

There was no update on the event. However, a Member asked if there had been any correspondence with regards to the costs. The Events Officer confirmed there was nothing further to report at this stage.

161. CONSIDERATION OF THE SPECIFICATION REQUIREMENTS AND ACCOMPANYING BRIEF FOR THE CHRISTMAS ILLUMINATIONS FOR 2022-24 CONTRACT - DEFERRED FROM THE LAST MEETING

The Projects Officer's report, and accompanying Appendices, was **NOTED**.

A Member had a number of suggestions and queries including why replacement sockets had been requested, and also referred to timers and wi-fi. However, he felt it would take up too much time and hoped there would be an opportunity to get together to discuss. The Clerk advised that the specification covered everything at this stage to allow her to start the process. With regard to the replacement sockets in Aldwick Road, the lights had been subject to regular fusing due to water ingress which is why they needed replacing. The Member was invited to email any additional suggestions to be included but there would be an opportunity to raise any additional suggestions when receiving presentations from contractors.

Members unanimously **AGREED** to the brief and specification guide and to hold a standalone meeting of the Committee to receive presentations from participating companies.

162. FURTHER CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2021 INCLUDING DESIGN AND FORMAT - DEFERRED FROM THE LAST MEETING

The Projects Officer's report, and accompanying Appendices, was **NOTED**.

Following discussion, Members unanimously **AGREED** not to produce an Events Guide or Leaflet for 2021 and to use the budget allocated to produce additional updated posters to advertise Town Council Events in the event of any change to the programme.

163. UPDATE OF THE UTILISATION OF THE 12 SEAFRONT POSTER SITES ON THE PROMENADE - DEFERRED FROM THE LAST MEETING INCLUDING: RATIFICATION OF THE SELECTED POSTERS, CONSIDERATION OF PRODUCING A DRAFT MOCK-UP FOR A MONTAGE OF SOME OF THE ARTWORK AND TO IDENTIFY A BUDGET TO MEET ANY ADDITIONAL COSTS

The Projects Officer's report, and accompanying Appendix, was **NOTED**.

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

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

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

The Events Officer highlighted that the second part of the report, as deferred from the last meeting, was not now necessary. The original idea was to produce a mock-up montage of landscape images for one of the 12 sites. However, as all 12 sites were now filled Members were asked to consider if they still wished to consider this.

Members **AGREED** not to proceed with producing a mock-up montage.

164. FURTHER CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO PRODUCE A FREESTANDING POSTER/DISPLAY IN BUTLIN'S - DEFERRED FROM THE LAST MEETING INCLUDING: TO AGREE THE CONTENTS OF A DETAILED BRIEF AS REQUESTED BY THE RESORT DIRECTOR, TO IDENTIFY ANY ASSOCIATED COSTS, TO CONSIDER WHICH COUNCILLORS WILL BE REPRESENTATIVE AT THE MEETING

The Committee Clerk reported that in light of any possible changes to the Committee structure regarding Membership, to be agreed at the forthcoming Full Council Meeting on the 4th May 2021, Members may wish to withhold appointing representatives to attend any meeting with the Butlin's Resort Director at this stage.

Members therefore unanimously **AGREED** that two representatives from this Committee plus one Officer, would attend the meeting and Councillor selection would be via email, post the Council Meeting on the 4th May.

Members discussed a number of possible suggestions for inclusion within the brief which included:

- Promoting events within the Resort
- Utilising the Resorts digital screens
- Possible installation of a freestanding digital poster display/rotunda
- Town Crier to perform inside the Resort
- Work together to promote the Town
- Develop better links between BRTC and Butlin's

Members unanimously **AGREED** that the brief should include all of the above.

The Clerk confirmed that as there were no actual identified costs to be considered Members were not required to identify a budget at this stage.

Cllr. Erskine left the meeting at 8.28pm before the next Agenda item

165. Members **RESOLVED** to **APPROVE** an extension to the meeting of 15 minutes, as per S.O. 3aa.

166. UPDATE ON LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) - DEFERRED FROM THE LAST MEETING INCLUDING: FEEDBACK FROM OTHER EVENT ORGANISERS AS TO WHETHER THEY WOULD UTILISE THESE SITES, HISTORICAL DATA FROM ADC IF AVAILABLE, UPDATE AND FURTHER INFORMATION ON THE PREVIOUS ADVICE FROM SUPPLIERS REGARDING PHASING OUT OF STANDARD BANNERS

The Committee Clerk read out a response from the SSE Third Party Attachments Design Team regarding brackets, banners and fixing as follows:

"Flexible brackets do not take away the restrictions of loading limits. Columns can only take a certain loading and different columns different loadings. The loading of the banner need to be proved and then the column manufacturer, or chartered structural engineer, with the appropriate professional liability cover, need to give approval that the loading is within the design parameters. We have been in consultation with column manufacturers for years and the last time we spoke the only banner system they were confident in actually presenting the data needed was the Baymedia type."

Following a lively discussion, including utilisation by other event organisers and potential other sites, Members **AGREED** to defer any further progression on the lamp post banners until lockdown restrictions were fully lifted.

Members were also asked to consider if they wished for Officers to begin the process of obtaining the relevant permissions in the meantime, and this was unanimously **AGREED**.

167. UPDATE OF A PROPOSAL FROM CLLR. GOODHEART REGARDING HOTHAM PARK BANDSTAND SITE IMPROVEMENTS AND ADDITIONS TO CREATE A COVID-19 SAFE AREA FOR SMALL EVENTS AND FURTHER CONSIDERATION OF ANY IDENTIFIED BUDGET IF REQUIRED - DEFERRED FROM THE LAST MEETING

The Projects Officer had circulated her report with the Agenda but as there was insufficient time remaining to discuss this item in full and in view of the fact that it had been deferred, Members **AGREED** to email the Clerk with their suggestions and proposals to provide specific details of what actual improvements are being sought along with a rationale to justify the proposal.

The matter will then be referred back to the Committee as no final decision on any Town Council involvement has been agreed and no budget identified.

168. At this point the Chairman **NOTED** that the meeting had exceeded the two-hour time limit and the extension (S.O. 3aa).

169. Members therefore **RESOLVED** to defer the remaining Agenda items 15 and 16 to the next Committee Meeting.

The Meeting closed at 8.44pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

AGENDA ITEM 7 - APPOINTMENT OF THE ALLOTMENTS SUB-COMMITTEE

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Members are invited to agree to the appointment of the Allotments Sub-Committee for the 2021/22 Municipal Year together with its membership.

As was noted at the Annual Meeting of the Town Council on 4th May, the membership of the Sub-Committee is all Members of the Events, Promotion and Leisure Committee.

Members are asked to note that at this time it would also be usual practice to include consideration of recommendations to Council of Co-options for ratification. However, due to the COVID-19 restrictions, the Allotment Sub-Committee has not met and therefore these appointments will be considered at their next meeting, with the appropriate recommendation to this Committee in due course. Members are asked to note that the appointment of the Chairman and Vice-Chairman of this Sub-Committee will be also undertaken at the first meeting.

DECISION

Do Members **AGREE** to appoint the Allotment Sub-Committee for the 2021/22 Municipal Year **NOTING** that the membership consists of all Members of the Events, Promotion and Leisure Committee and that the Chairman and Vice-Chairman will be appointed at the first meeting?

BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021

AGENDA ITEM 8 - TO CONSIDER THE TERMS OF REFERENCE FOR THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND THE ALLOTMENTS SUB-COMMITTEE AND TO MAKE ANY NECESSARY RECOMMENDATIONS ON PROPOSED CHANGES TO THE POLICY AND RESOURCES COMMITTEE

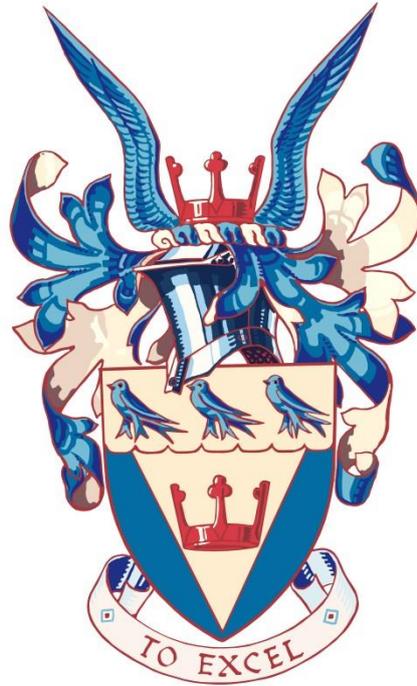
REPORT BY THE PROJECTS OFFICER

FOR DECISION

As is usual at this time of year, following the re-appointment of the Events, Promotion and Leisure Committee and the Allotments Sub-Committee, Members are invited to review the Terms of Reference (attached as **Appendices 1 & 2**), make any further amendments as necessary and recommend the final documents to the Policy and Resources Committee. The Policy and Resources Committee then consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council.

DECISION

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

EVENTS, PROMOTION AND LEISURE COMMITTEE

Adopted by the Council at its Meeting held on 2nd September 2019

BOGNOR REGIS TOWN COUNCIL

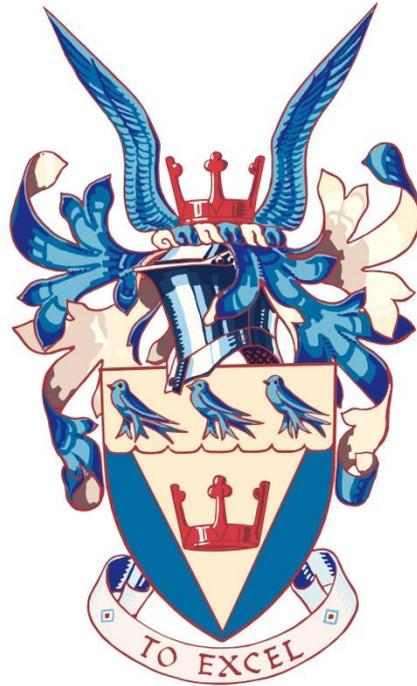
TERMS OF REFERENCE: EVENTS, PROMOTIONS AND LEISURE COMMITTEE

9 Members of the Authority

Quorum = 3

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Events, Promotions, Publicity & Marketing</p> <p>1.1 To consider and make recommendations on the publicity and promotion of the town, its environs and attractions, and to determine the Town Council's Events Strategy for the coming year, or other time frame as agreed by Council including:</p> <p>Promotion and protection of the Brand Image including advertising campaigns</p> <p>Issuing of press releases, press features, promotional copy and reports</p> <p>Producing and managing Newsletters / websites / webcams /Facebook / twitter and other social media</p> <p>Reviewing literature available for visitors including Visitor Guide</p> <p>Devising marketing logos and strap-lines</p> <p>Managing Town boundary signs, poster sites and Town map boards</p> <p>To work in partnership with others to promote the Bognor Regis brand</p> <p>1.2 To advise Policy and Resources Committee on relevant aspects of Communications & Marketing Policy, particularly Town Council events.</p> <p>1.3 To agree an Events Programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors</p> <p>1.4 To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view</p> <p>1.5 Recognise the value of volunteers and external organisations and establish the level of support to be given to them by the Town Council. This will include Events Sponsorship and support for cultural activities and events from Council officers or Town Force.</p> <p>1.6 To agree budget expenditure for each event under delegated powers within the overall budget allocation approved by the Events Committee and ensure adherence at all times to the Town Council's Standing Orders relating to contracts.</p> <p>1.7 To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.</p>	<ul style="list-style-type: none"> • Committee strategic overview within policy • Town Clerk for management and promotion of events, marketing & public relations within policy and approved programme, subject to reporting on progress. • Grants to Policy and Resources Committee • Town Clerk

<p>1.8 To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the overriding consideration when determining whether an event proceeds</p> <p>1.9. Develop and deliver a marketing strategy for all Town Council events, ensuring that an appropriate marketing budget is allocated</p> <p>1.10 To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Events, Promotion and Leisure Committee</p>	<ul style="list-style-type: none"> • Town Clerk
<p>2 Entertainment & the Arts outdoors</p> <p>2.1 Power to provide entertainment and support of the arts, Local Government Act 1972, S145</p> <p>2.2 Power to promote lotteries, Gambling Act 2005</p>	<ul style="list-style-type: none"> • Committee within policy • Grants to Policy and Resources Committee • Committee within policy • Operational management to Town Clerk
<p>3. Markets</p> <p>3.1 Any matters concerning markets including power to operate markets. Food Act 1984 s50-61 or any charters</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within policy & budget • Operational management to Town Clerk
<p>4. Leisure & Recreation</p> <p>4.1 Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10</p> <p>4.2 Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54</p> <p>4.3 Management & enhancement of Play areas</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management • Acquisition to Council • Strategic Management & development to Committee within budget & policy • Town Clerk for operational management • Strategic Management & development to Committee within budget & policy • Town Clerk for Operational management •
<p>5. Allotments</p> <p>5.1 To provide and manage allotments, improve land and let rights under S 23, 26, & 42 of the Small Holding & Allotments Act 1908.</p>	<ul style="list-style-type: none"> • Operational Management to Town Clerk • Strategic overview & development to Committee
<p>6. Christmas Lights</p> <p>6.1 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144, including sponsorship and maintenance of the High Street Pea Lights</p>	<ul style="list-style-type: none"> • Committee within budget for overview • Town Clerk for operational management • Grants to Policy & Resources Committee
<p>7. Meteorological Office</p> <p>7.1 Maintenance of the Town Meteorological Office</p>	<ul style="list-style-type: none"> • Committee within budget • Operational management to Town Clerk
<p>8. Power to market the Town</p>	<ul style="list-style-type: none"> • Committee within Policy and Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on 2nd September 2019

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

This is a Sub-Committee of the Events, Promotion and Leisure Committee

9 Members of the Authority and co-opted Members

Quorum = 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To maintain good liaison between the Council and Allotment Tenants2. To promote the sensible use and advancement of the Allotments within the 5 Wards of Bognor Regis3. To promote the use of Allotments by young people who live within the 5 Wards of Bognor Regis	<ul style="list-style-type: none">• Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for Operational management

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

AGENDA ITEM 9 - UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED, CHANGES/CANCELLATIONS TO EVENTS TIMETABLE

REPORT BY THE EVENTS OFFICER

FOR DECISION

Updates to the previous report are shown in *green italics*.

As agreed at the last meeting, a flexible approach is being adopted for the 2021 events season and as a result, the following suggestions are proposed:

Book Day

Following recent government guidelines in response to COVID-19, and as notified to Members via email on 17th February, Book Day that was originally planned for the 14th April has been rescheduled to the 28th July.

Since this email notification it has been advised by ADC that the land will not be available for that date and upon checking availability of land, and also the availability of the pre-booked entertainments, the date for the Book Day is now the 7th August.

****Pending ADC Permissions****

The theme for the 2021 Book Day of "Superheroes" has been carried over from 2020. With the usual storytelling on the bandstand, book swap and superhero themed activities throughout the day.

World Ocean Day (now part of Funshine Days)

It is the Officer recommendation that World Oceans Day, originally planned for the 31st May be rescheduled to be incorporated within the umbrella of the Funshine Days. (2nd – 27th August). As the World Oceans Day was planned to take place during the May Half Term period, it is suggested that the budget for World Oceans Day be split, to enable a programme of virtual events to take place during this period. It is the Officer recommendation that from the original £2,000.00 budget, £1,000.00 be spent on the World Oceans Day and the remaining £1,000.00 be utilised on the following virtual events programme which will run daily throughout the May Half Term week:

May Half Term Virtual Programme

- Monday Mad Hatter's Interactive Tea Party
- Tuesday Poi Making and play flow workshop
- Wednesday Juggling ball making and play workshop
- Thursday Contact ball workshop and play
- Friday Fire show

Given the excessive amount of screen time that children have been subjected to, due to home schooling and also the vast number of virtual events that have saturated

social media since lockdown, these events have been designed to be as interactive and as diverse as possible.

The week will commence with a Mad Hatter's Tea Party, where the audience will be encouraged to take part and send images in of their own party at home, a winner will then be announced on the Friday via the Fire Show, where the top 3 most original parties will be awarded a prize. During the initial Monday, the audience will also be advised of what is coming up within the daily workshops and what they might need to take part. Everything that will be used will be things that will be readily available in most households and not items that will need to be purchased specifically. All the workshops have been designed to enable the children to make their own equipment and then they will be taught how to use them, with the exception of the fire show, which will be for viewing purposes only, closing the week and announcing the competition winners.

Content for these days is currently being finalised with publicity in the E-bulletin and social media already underway.

With the easing of the COVID restrictions and the fantastic weather for the half term week, these virtual events were not as well attended as the previous.

Funshine Days

Planning for this is in the very early stages, as much is dependent on lockdown easing effective in June. However, they will take place on the Bandstand in Hotham Park, to allow for more space for social distancing if required (with the exception of World Oceans Day, which will remain as a seafront location).

****Pending ADC Permissions****

The full programme for the Funshine Days has been finalised.

MONDAY 2 nd AUGUST	STREET DANCE WORKSHOP
TUESDAY 3 rd AUGUST	FUN FIT WORKSHOP
WEDNESDAY 4 th AUGUST	STORYTELLING
THURSDAY 5 th AUGUST	CLOWN SHOW – ZAZ THE CLOWN
FRIDAY 6 th AUGUST	DRUMMING WORKSHOP
MONDAY 9 th AUGUST	MALCOLM THE MAGICIAN
TUESDAY 10 th AUGUST	HULA HOOP WORKSHOP
WEDNESDAY 11 th AUGUST	TAI CHI WORKSHOP
THURSDAY 12 th AUGUST	SAMURAI SWORD WORKSHOP
FRIDAY 13 th AUGUST	PUNCH AND JUDY
MONDAY 16 th AUGUST	BUBBLES MUJISHAN
TUESDAY 17 th AUGUST	POI WORKSHOP
WEDNESDAY 18 th AUGUST	BEAT BOXING WORKSHOP
THURSDAY 19 th AUGUST	MALCOLM THE MAGICIAN
FRIDAY 20 th AUGUST	YOGA WORKSHOP
MONDAY 23 rd AUGUST	NICK CLARK, BALLOON MODELLING & SHOW
TUESDAY 24 th AUGUST	CIRCUS AND SLACKLINE
WEDNESDAY 25 th AUGUST	SALSA DANCE WORKSHOP
THURSDAY 26 th AUGUST	CAPOEIRA DANCE WORKSHOP

Drive Through Time

The location of the Drive through Time for 2021 was due to be changed from West Park to the Esplanade, Prom and Place St Maur. With the possibility of restrictions still being in place in regard to social distancing, crowd control and numbers of attendees, it is the officer recommendation that the event be returned to its historical location of West Park for 2021 to allow for better COVID-19 mitigation.

Following recent Government Guidelines in response to COVID-19, and as notified to Members via email on 17th February, The Drive Through Time has been cancelled for 2021.

It is officer recommendation that the unused budget set aside for the Drive Through Time be split across two upcoming events to enhance them. £2000 be vired to the Proms in the Park Event and £2000 to the Switch-On Event.

DECISION

Do Members agree to split the unused Drive Through Time Budget of £4000 and vire £2000 to Proms in the Park and £2000 to the Christmas Switch-On event?

Proms in the Park

The original date planned for Proms in the Park for 2021 was the 5th June, but again, due to the COVID-19 restrictions in place until the 21st June, it is the Officer recommendation that this event is rescheduled to September 11th. With the current event rescheduling to allow for the COVID-19 restrictions July and August are now very full, with September being the earliest month available, and it will also enable a tie in with Last Night at the Proms, should it go ahead.

****Pending ADC Permissions****

Proms in the Park will take place on Saturday 11th September running from 16:00 – 21:30 with a wonderful line up of musical entertainment.

The Spinettes with their vintage themed singalong performances, followed by the Sorrento String Quartet and finishing with the Bognor Regis Concert Band and vocalist to perform all the Proms classics.

Christmas Projection

Due to the huge success of last year's projection, it is the officer recommendation that a digital projection of a larger scale be looked into for 2021, working with Double Take Projections and on numerous buildings, creating a pathway of light through the Town. Extending the projection of just one building and to make a trail around the Town Centre, the content to be community-led and showcase work from local artists and school children.

The costings for multiple sites are outlined below, and Members will receive mock-up designs / concepts prior to the Meeting as an idea of the possibilities available.

1 site - £10,000

2 sites - £18,000

3 sites - £26,000
4 sites - £34,000

Members are therefore invited to consider whether they agree for the Events Officer to continue to explore the options in relation to possibly gaining sponsorship to increase the BRTC budget of £3,500.00 to enable the extension of the 2020 singular projection?

Given the current year of lockdown and with now the easing of restrictions to allow events to take place. It is officer recommendation that the Switch-On event return to its usual format of a traditional countdown event with music, Santa's grotto, and performances from the Christmas Pantomime, working with the theatre as we have done historically - obviously all subject to any COVID restrictions that are in place at the end of the year. The arts and event industry has taken a huge blow in the past 12 months and the easing of the lockdown restrictions can allow us to celebrate the return to normality by utilising and promoting the arts at our events.

There can also be a projection of a smaller kind within the event, so this element will not be lost.

The decision regarding the Christmas Light Projection event will be under Agenda item 10.

DECISION

Do Members agree to return to the traditional format of the Switch-On event, possibly incorporating a smaller projection within it?

Current Event programme for 2021 (subject to change)

Following the aforementioned changes, the BRTC event programme for 2021 will be as follows:

May 31st to June 4th (May Half Term) - Virtual programme of events
August 7th - Book Day in Hotham Park
August 2nd to 27th - Funshine Days (incorporating World Ocean Day)
September 11th - Proms in the Park in Hotham Park
November 27th - Christmas Light Switch-On

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

AGENDA ITEM 10 - UPDATE ON CHRISTMAS LIGHT PROJECTION INCLUDING COSTS AND POSSIBLE SPONSORSHIP OPPORTUNITIES - MIN. 148.5 REFERS

REPORT BY THE EVENTS OFFICER

FOR DECISION

As noted under the previous item, it is the Officer recommendation to revert to a traditional Christmas Switch-On event in 2021.

However, on the assumption that Members agree to vire unused Drive Through Time budget to the Christmas Switch-On budget, the increased budget could fund a projection to be incorporated into the Switch-On event but on a smaller scale.

This would still enable the projection element, that was very popular, but without the need to obtain sponsorship which is proving challenging in the post COVID climate.

DECISION

On the assumption that Members agree to increase the budget for the Christmas Switch-On, through the virement of unrequired Drive Through Time budget, do Members **AGREE** to incorporate a Projection into the Switch-On event but on a reduced scale to 2020?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

AGENDA ITEM 11 - CONSIDERATION OF BRANDING THE BEACON AND TO IDENTIFY A BUDGET FOR ANY ASSOCIATED COSTS - MIN. 155.1 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the meeting held on the 23rd March 2021 (Min. 146 refers), and as detailed in the Clerk's Report of the last meeting (Min. 155.1 refers), Members agreed not to proceed with a selfie opportunity on the Beacon but to consider branding it. At that meeting, Cllr. Brooks showed some designs that he had in mind, and these are appended to this report (**Appendix 1**).

The images below show the Beacon with and without the wind shields.



It should be noted that any branding would have to be removable to avoid any damage when the Beacon is lit.

Members are therefore asked to agree:

- If they wish to brand the Beacon?
- If so, do they wish to use one of the designs put forward by Cllr. Brooks?
- Advise if they wish Officers to proceed with obtaining costings and quotes for fabrication.
- Identify a budget for associated costs?

DECISIONS

Do Members **AGREE** to brand the Beacon?

If so, do Members **AGREE** to use one of the designs put forward by Cllr. Brooks? If Cllr. Brooks' designs are not chosen, how do Members **AGREE** to proceed with regard to an alternative design?

Do Members **AGREE** for Officers to proceed with obtaining quotes for costings and fabrication?

Members are asked to **AGREE** and identify a budget for associated costs?



Copy
J.D.BROOKS
31/01/21







BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021

AGENDA ITEM 12 - UPDATE ON PROPOSAL TO HAVE A LARGER SCALE PHOTO OPPORTUNITY ON THE SEAFRONT MOUNDS AREA NEAR PLACE ST MAUR - MIN 155.1 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

As detailed in the Clerk's Report on the 29th April 2021 (Min. 155.1 refers), an initial approach has been made to ADC following Member's decision not to proceed with a "selfie opportunity" on the Beacon, but to investigate having a larger scale photo opportunity on the seafront mounds area near the Place St Maur.

Approaches were made to the ADC Lead Officer on the Place St Maur and Esplanade Project and the ADC Property, Estates & Facilities Manager to try and obtain an agreement in principle, dependant on design, exact location and procurement of the necessary permissions/licences.

The Principal Landscape and Project Officer who is leading on the Place St Maur site advised:

"This idea was raised during the stakeholder engagement process for Place St Maur but the design team felt it would be better located on the promenade and therefore it does not form part of the preferred plan approved by Cabinet. Having read your email again I now believe you are referring to the adjacent site which falls outside of the project scope. The reason the consultants thought the selfie feature would be more effective on the promenade is that there are clear views of the beach/sea. Elsewhere the backdrop for photos is likely to be much less scenic due to the adjacent traffic and buildings".

At the time of writing this report no response had been received from the Property, Estates & Facilities Manager.

DECISION

How do Members **AGREE** to proceed?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

AGENDA ITEM 13 - CONSIDERATION TO HOLD AN ANNUAL CIVIC EVENT TO LIGHT THE BEACON IN REMEMBRANCE OF THE PASSING OF BOGNOR REGIS RESIDENTS WHO HAVE MADE A CONTRIBUTION TO THE TOWN - MIN. 155.2 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

A proposal was made to the Committee by Cllr. Smith, under 'Items for a Future Agenda', for an annual civic event to light the Beacon in remembrance of the passing of Bognor Regis residents who have made a contribution to the Town (**Appendix 1**).

It was agreed by Members at the meeting of the 23rd March 2021, Min. 147 refers, to consider this proposal and Members are now invited to advise how they wish to proceed.

DECISION

Members are asked to **AGREE** how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL
 ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE ITEMS FOR A FUTURE AGENDA**

Proposal Name	Details	Estimated Budget	Corporate Strategy Priority Number(s)	Proposed By	Who is it aimed at?	Possible Partners	Remarks
Beacon Lighting	To hold an annual Civic Event to light the Beacon in remembrance of the passing of Bognor Residents who have made a contribution to the Town	Town Force and Officer Time Other costings to be investigated	3. Civic pride	Wayne Smith	The residents of Bognor Regis		

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

**AGENDA ITEM 14 - CONSIDERATION OF PROPOSAL FOR THE TOWN COUNCIL
TO ENTER A FLOAT IN THE 2022 CARNIVAL - MIN. 159 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

During discussions regarding The Queen's Platinum Jubilee celebrations for 2022, Members agreed to support the Town Carnival by entering a float.

Members are respectfully reminded that this will not form part of the Town Council's Events programme and therefore Members themselves will need to make all the necessary arrangements and manage the delivery. Members will also need to consider who will take part, what the theme will be and how it is to be funded. They are further reminded that Town Force will not be available as they will already be assisting the Carnival event organisers. The Events Officer will also be unavailable as she will be managing the Town Council's own Jubilee event during the extended Bank Holiday weekend.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

**AGENDA ITEM 15 - UPDATE ON EVENT TO COMMEMORATE THE QUEEN'S
PLATINUM JUBILEE IN JUNE 2022 INCLUDING LIAISON WITH OTHER EVENT
ORGANISERS - MIN. 159 REFERS**

REPORT BY THE EVENTS OFFICER

FOR INFORMATION

The Events Officer has not made contact with other event organisers in relation to the Jubilee event in 2022 at this present time, due to a heavy workload re-organising and putting in place the 2021 event programme with full COVID mitigation as requested by ADC.

In the coming weeks, the Events Officer will make contact with Sarah Boote-Cook to arrange for a meeting now that the COVID restrictions have been lifted, to offer support and assistance required with Town Force time and equipment, with a report back to this Committee in due course.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

AGENDA ITEM 16 - UPDATE ON THE CHRISTMAS ILLUMINATIONS FOR 2022-24 CONTRACT INCLUDING ARRANGEMENTS FOR A STANDALONE MEETING OF THE COMMITTEE TO RECEIVE PRESENTATIONS - MIN. 161 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Four contractors were invited to tender for the Christmas Illuminations for 2022-24.

Three of the contractors have carried out site visits to inspect the infrastructure and layout and are now ready to present their designs to this Committee. There has been no further response from the fourth contractor.

Members are therefore requested to **AGREE** a date for a stand-alone meeting to receive the presentations and to appoint their preferred choice.

DECISION

Members are invited to **AGREE** a date to receive presentations from three contractors and instruct Officers to make the necessary arrangements for either an in-person or Zoom briefing session.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

AGENDA ITEM 17 - FURTHER CONSIDERATION OF A PROPOSAL FROM CLLR. GOODHEART REGARDING HOTHAM PARK BANDSTAND SITE IMPROVEMENTS AND ADDITIONS TO CREATE A COVID-19 SAFE AREA FOR SMALL EVENTS AND FURTHER CONSIDERATION OF ANY IDENTIFIED BUDGET IF REQUIRED - MIN. 167 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the last meeting it was agreed that Members would email the Committee Clerk with their suggestions and proposals to provide specific details to ADC of what improvements are being sought along with a rationale to justify the proposal (**Appendix 1**). The matter would then be referred back as no final decision had been made on the Town Council's involvement or any budget identified.

However, as a result of the emails there appeared to be a difference of opinion on how to progress this item and some confusion over what had been previously agreed. To help clarify the position the Projects Officer emailed Members some background information detailing the discussions as reported in the Minutes of previous meetings and the decisions. This information led to some Members feeling that they no longer felt they wished to support this project.

The Committee is therefore required to make a decision on how to proceed.

DECISION

Do Members **AGREE** or **DISAGREE** to continue to support a proposal for site improvements for the Hotham Park Bandstand and additions to create a COVID-19 safe area for small events?

Should Members agree to continue this proposal, they are invited to provide specific details of the improvements and a rationale to justify the proposal. These will then be relayed to ADC Parks and Greenspace for further discussion. Members will also be required to identify a budget for any associated costs.

**BOGNOR REGIS TOWN COUNCIL
ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
23rd MARCH 2021**

AGENDA ITEM 11 - UPDATE OF A PROPOSAL FROM CLLR. GOODHEART REGARDING HOTHAM PARK BANDSTAND SITE IMPROVEMENTS AND ADDITIONS TO CREATE A COVID-19 SAFE AREA FOR SMALL EVENTS AND FURTHER CONSIDERATION OF ANY IDENTIFIED BUDGET IF REQUIRED - MIN 131.4 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Following discussion with the ADC Parks and Greenspace team regarding the letter sent to them relating to the Hotham Park Bandstand, Members are now asked to consider the following responses and the subsequent questions raised by them.

Whilst ADC are not opposed in principle to any improvements, there has to be a level of justification and rationale. The bandstand is rarely used other than by BRTC and ROX Halloween and it is understood that the primary problem is the location of the trees rather than the bandstand itself. There is also the extensive refurbishment being undertaken to the Bandstand on the seafront promenade which will allow for greater accessibility to consider.

Members are therefore asked to provide specific details of what actual improvements are being sought to the Hotham Park Bandstand along with a rationale to justify the proposal and to further advise if BRTC are willing to provide any financial contribution towards any agreed project.

DECISION

Members are invited to **AGREE** how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

AGENDA ITEM 18 - ITEMS FOR A FUTURE AGENDA

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

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 via the template form and circulated with the report ahead of this meeting can be considered. This is to ensure the process remains streamlined and efficient.

Having considered the proposed items can Members please advise if they:

AGREE to include the proposal from Drewits Events regarding the Punch and Judy Man Commemorative Gala on a future Agenda for consideration?

AGREE to include the proposal from Team Rubi-Con regarding their Talent Pathway Programme on a future Agenda for consideration?

AGREE to include the proposal from Cllr. Goodheart regarding City Roap Maps on a future Agenda for consideration?

DECISIONS

Do Members **AGREE** to include the proposal from Drewits Events on a future Agenda for consideration?

Do Members **AGREE** to include the proposal from Team Rubi-Con on a future Agenda for consideration?

Do Members **AGREE** to include the proposal from Cllr. Goodheart regarding City Road Maps on a future Agenda Item?

**BOGNOR REGIS TOWN COUNCIL
 ONLINE EVENTS, PROMOTION AND LEISURE COMMITTEE ITEMS FOR A FUTURE AGENDA**

Proposal Name	Details	Estimated Budget	Corporate Strategy Priority Number(s)	Proposed By	Who is it aimed at?	Possible Partners	Remarks
The Punch and Judy Man Commemorative Event	A 2-day event to be held in Bognor Regis in 2023 to celebrate 60 years since the release of the Tony Hancock film "The Punch and Judy Man". Released in 1963.			Tony Drewitt - Drewitts Events	Residents and visitors to Bognor Regis		If Members agree to place this item on a future agenda a full report will be provided by the Events Officer
Team Rubi-con	Community Fun Day Team Rubi-con are looking for 100 skateparks to join in a nationwide Talent Pathway programme as we approach the Olympics, both Tokyo 2021 and Paris 2024.			Team Rubi-con	Young People to increase participation in sport and raise awareness and ability to safely access local sports facilities.		If Members agree to place this item on a future agenda a full report will be provided by the Events Officer

Steve Goodheart	1200x1000mm board with a funTown map display with paper maps dispatcher machine on post Single sided with other advertising Location Butlins / car parks/ railway station Use for tourist info points	Estimated Budget Per sign £1600 Plus erecting labour	Corporate Strategy Priority Number(s) No.1	Proposed By Harry Dixon	Who is it aimed at? Tourist	Possible Partners Local Business Butlins	Remarks It's a no brainer How much are the maps ? £1.00 each
-----------------	--	--	---	--------------------------------	------------------------------------	--	---

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

AGENDA ITEM 19 - UPDATE ON WEATHER READING FUNCTION

REPORT BY THE EVENTS OFFICER

FOR INFORMATION

The Volunteer Observer position for weekend cover has been filled and the weather station will shortly be going back to taking readings seven days a week.

A new location for the Sun Reader has been established, pending checks for suitability and agreement from the Met Office.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING
19th JULY 2021**

Including items deferred from the last meeting:

1. Email from a member of the public regarding overnight parking facilities for campervans and motorhomes
2. Email from Flying Colours Entertainment - promotional
3. Email from a member of the Magic Circle and a professor of Punch and Judy re. a proposed event
4. Email from Upside Down House re. inverted photo attraction
5. 4 x correspondence from Seafront Poster Winners thanking BRTC