



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
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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 6<sup>th</sup> NOVEMBER 2023.**

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 6<sup>th</sup> November 2023 from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

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

**DATED this 30<sup>th</sup> DAY of OCTOBER 2023**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. 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
4. To approve the Minutes of the Meeting held on 11<sup>th</sup> September 2023
  5. Adjournment for public question time and statements
  6. Clerk's Report
  7. Update on the Events programme for 2023 including ratification of decisions where required
  8. Proposals for Events programme for 2024 including consideration of budgets for recommendation to the Policy and Resources Committee
  9. To receive a report on the Seafront Shelter Poster Sites and agree a way forward including any associated costs
  10. Consideration of any further proposals and required budgets for 2024/2025 for recommendation to the Policy and Resources Committee
  11. To receive quotes for wind shields to be utilised on the Promenade Bandstand and agree any next steps – Min. 37 refers
  12. To receive an update on the proposals and expenditure of the Publicity and Promotion Budget – Min. 38 refers, including: –
    - To note that of the £500 identified for a combined Bognor Regis in Bloom and Allotments Presentation Event, an underspend of £291.46 has been returned to the Publicity and Promotion Budget – Min. 26.3 refers
    - To further consider the £1,500 identified for 3 x additional bandstand music events and agree any next steps – Min. 38.1 refers
    - To approve the design of the music bandstand banners for the Bognor Regis Concert Band – Min. 38.3 refers
  13. To receive a report on Correx Board Lamp Post sleeves, and relating costs, and to agree any next steps – Min. 42 refer
  14. To ratify the overspend to implement a new electricity supply for the Christmas Illuminations located at The Queensway
  15. Correspondence

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



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## **MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON MONDAY 11<sup>th</sup> SEPTEMBER 2023**

### **PRESENT:**

Cllr: K. Batley (Chair), Cllrs: J. Brooks,  
R. Nash, Miss. C. Needs, P. Ralph, Mrs. J. Warr and  
P. Wells

### **IN ATTENDANCE:**

Mr. M. Hall (Projects Officer)  
Ms. K. Fitzpatrick (Events Officer)  
Mrs. S. Miah (Committee Administrator)  
1 Member seated in the public gallery  
1 member of the public in the gallery

*The Meeting opened at 6.31pm*

### **29. CHAIR'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

The Chair 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 received from Cllrs. Stanley and Woodall with the Clerk recommending that the reasons given were acceptable. The absences were **APPROVED** by Members.

### **30. DECLARATIONS OF INTEREST**

The Chair 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 Chair 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***

**31. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17<sup>th</sup> JULY 2023**

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 17<sup>th</sup> July 2023.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 17<sup>th</sup> July 2023, as an accurate record of the proceedings and the Chair duly signed them.

**32. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no questions or statements from those seated in the gallery and the meeting was not, therefore adjourned.

**33. CLERK'S REPORT**

There were no updates to report.

**34. ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTION, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE EXTRAORDINARY MEETING HELD ON THE 16<sup>th</sup> AUGUST 2023**

The Projects Officer's report, including the Minutes of the Allotments Sub-Committee Meeting held on 16<sup>th</sup> August 2023 as previously circulated, was **NOTED**.

35. It was **RESOLVED** to vary the order of business and move the Additional Agenda item 1 to follow Agenda item 6 - S.O. 10(a)(vi).

36. **TO REVIEW THE 'SUNNIEST BOGNOR REGIS' LOGO – MIN. 92 REFERS**

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

Several Members agreed it would be sensible to follow the Officers recommendation to simply adopt the alternative 'Sunniest Bognor Regis' logo but without the strapline or to tweak the strapline so that it says 'One of Britain's Sunniest Mainland Resorts'.

Members subsequently, **AGREED** on option B for the Town Council's 'Sunniest' logo.

A Member suggested using an automated weather reading system, which the Events Officer advised the Town Council is in discussions with the Met Office in relation to the site becoming automated and are pending a decision from the Met Office regarding it. If a decision is granted, the Met Office complete surveys and then install the reader. The Met Office will only recognise official Met Office data from Met Office equipment, which they fund and install, such as is the case now, with the manual equipment.

37. **TO RECEIVE FEEDBACK FROM THE ARUN DISTRICT AND BOGNOR REGIS TOWN COUNCIL SITE MEETING HELD ON 4<sup>th</sup> SEPTEMBER 2023 REGARDING THE UTILISATION OF WIND SHIELDS ON THE PROMENADE BANDSTAND – MIN. 20 REFERS**

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

The Projects Officer gave a verbal update provided by an Officer from Arun District Council who had advised that their structural engineer had responded regarding the wind loading of the windbreaks on the Bandstand.

*"In general, he has no significant issue putting up temporary windbreaks however, he has advised not to use impermeable sheeting like the windbreaks suggested at the site meeting last week. He advised a netted type of sheeting of which there are various products available, but these may need to be manufactured and tailored to suit the site."*

Should Members wish to proceed with this item, the Projects Officer stated he could obtain 3 quotes to present to Members at a future meeting, for Members consideration and a budget will need to be identified. Members were invited to consider the costs involved and weigh this up against projected demand confirmed by Arun District Council as less than 5 requests

each year, for the last 2 years from bands wishing to use the bandstand. The Projects Officer also advised that if Members are minded to proceed with this item, the selected vendor would need to work with Town Force to produce a Risk Assessment, which Arun District Council would review before the wind shields could be used.

Members discussed the feasibility to purchase wind breaks when the demand to use the bandstand is low.

Members **AGREED** for the Projects Officer to obtain 3 quotes to present to Members at a future meeting, for further discussion.

**38. TO RECEIVE AN UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET – MIN. 26 REFERS, INCLUDING: -**

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

**38.1 To further consider the £1,500 identified for 3 x additional bandstand music events and agree any next steps – Min. 26.2 refers**  
Members **AGREED** to **DEFER** this item until Members agree on a decision on the utilisation of wind shields on the bandstand at a future meeting.

**38.2 To further consider the £600 identified for monthly social media Geocaching, competitions etc and agree any next steps – Min. 26.4 refers**

A Member commented that the Geocaching event proposal does not appear user friendly to all, and the Chair stated that if vouchers were gifted to competition winners, they may not be used for an event in Bognor Regis.

***The Chair suspended Standing Orders and adjourned the Meeting***

At the invitation of the Chair, Cllr. Goodheart suggested an alternative event using augmented reality from a local based company involving all age groups.

***The Chair reinstated Standing Orders and reconvened the Meeting***

A Member suggested that Cllr. Goodheart or the local organisation put forward a proposal in the future for Members to consider.

After discussion, Members **RESOLVED** not to proceed with the geocaching proposal.

Members further **RESOLVED** that the £600 identified for monthly social media geocaching, competitions etc be returned to the Publicity and Promotion Budget, to be ringfenced for a similar virtual event to be proposed to Members at a future meeting. Any future proposal would need

to be recommended to the Policy and Resources Committee for final approval.

**38.3 To approve the design of the music bandstand banners for the Bognor Regis Concert Band (if available) – Min. 26.5 refers**

Subsequent to the report being produced, a design of the music bandstand banners had been received and was presented to Members at the meeting. The Projects Officer highlighted that the Bognor Regis Concert Band opted to use the wording "Partnership" as opposed to the suggested "Sponsorship" as well as the Corporate Logo instead of the Town Crest.

Members asked the Projects Officer to request the Bognor Regis Concert Band to revisit the design and ask they use the suggested wording "Bognor Regis Concert Band sponsored by Bognor Regis Town Council" as previously approved along with both the Concert Band logo and the Town Council Crest included on the banner. This would be represented to Members, when available, for approval.

**39. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2023 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED**

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

**39.1 Live Broadcast of the Women's World Cup Final – 20<sup>th</sup> August 2023**

A Member commented on the success of the event held last minute with particular attention to the inclusivity of the event and the great atmosphere on the day.

Members **RESOLVED** to **RATIFY** expenditure of £610.00 for the live broadcast of the FIFA Women's World Cup Final and further **RESOLVED** to **AGREE** that £400 be funded from the monies remaining in the Publicity and Promotions Budget, with the remaining expenditure of £210 funded from an appropriate budget.

**39.2 Sir Richard Hotham's Birthday – 5<sup>th</sup> October 2023**

Members **RESOLVED** to have a Gobo light produced to mark Sir Richard Hotham's Birthday, as part of the Christmas Light Switch-On event at an approximate cost in the region of £100. This would be funded from the balance of the Earmarked Reserve originally set aside for this event.

**40. PRELIMINARY DISCUSSION REGARDING THE BUDGETS FOR THE 2024 EVENTS PROGRAMME**

The Events 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 as **AGREED** by this Committee.

Members thanked the Events Officer and the events team for holding successful events this year.

***The Events Officer left the Meeting at 7.15pm***

**41. TO AGREE TO SUPPORT THE BID'S REQUEST TO STRESS TEST EXISTING BRTC CATENARY WIRES ACROSS THE TOWN CENTRE AND TO FURTHER AGREE AND RESOLVE THE NECESSARY EXPENDITURE – MIN. 23 REFERS**

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

The Projects Officer advised that the Bognor Regis Business Improvement District have confirmed their contractor has calculated the Wayfaring flags would fall under 3kN and that the Town Council's current Christmas Lighting Contractor provides an annual Load Test Certificate of 5kN.

He also highlighted to Members that the Town Council Insurers stated that both parties would require their own respective Public Liability Insurance and recommended that a legal advisor/specialist review any agreements drawn up. Should Members wish to proceed then the Projects Officer advised he would draw up costings of a Legal Agreement in liaison with the BID, to present at the Events, Promotion and Leisure Committee Meeting to be held on 6<sup>th</sup> November 2023 for Members consideration. Any costing of the Legal Agreement, Members will need to consider as part of the 2024/25 budget, and therefore be required to be a recommendation to the Policy and Resources Budget Committee Meeting to be held 26<sup>th</sup> November 2023.

A Member discussed their unsurety of supporting the BID's request, partly due to the lack of knowledge on Wayfaring, and the uncertainty regarding insurance responsibilities for an external organisation hanging flags on the catenary wires. The Member suggested waiting for the Members Wayfaring Workshop next month before making any decisions.

***Cllr. Wells declared an Ordinary Interest, as he is a Bognor Regis Business Improvement District levy payer***

Members **AGREED** to **DEFER** their decision until Members have attended the Members Wayfaring briefing on 9<sup>th</sup> October 2023, in order to make an informed decision.

**42. TO RECEIVE A REPORT ON CORREX BOARD LAMP POST SLEEVES AND TO AGREE ANY NEXT STEPS – MIN. 25 REFERS**

Members **RESOLVED** to **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the 2022/23 unused Earmarked Reserves for Lamp Post Banner Maintenance of £3,000 be returned to General

Reserves and reallocated for the utilisation of correx boards by way of promotion.

A Member asked whether the Projects Officer could source quotations from local organisations in an effort to support the Town Council's vision to support the community.

Members **AGREED** to **DEFER** any further decision until the next meeting, to allow time for local quotes to be sought, after which a decision about quantities, location and design could be made.

**43. ITEMS FOR FUTURE AGENDA**

The Projects Officer's report, confirming that no new items for consideration had been received, was **NOTED**.

**44. CORRESPONDENCE**

The Committee noted receipt of correspondence previously circulated.

***The Meeting closed at 7.35pm***

**AGENDA ITEM 7**

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 7 - UPDATE ON THE EVENTS PROGRAMME FOR 2023  
INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED**

**REPORT BY THE EVENTS OFFICER**

**FOR INFORMATION**

***REPORT UPDATES IN GREEN ITALIC***

**Christmas Illuminations Switch-On - 25<sup>th</sup> November 2023**

Budget - £5,000 + £12,500 match-funding

At the meeting held 20<sup>th</sup> March 2023, the Events Officer provided Members with the recommendation to utilise the match-funding to enhance the Christmas Light Switch-On event for 2023 by having the pavement and buildings of High Street and London Road lit up with Gobo Projected moving lights. These will run in sync and for the duration of the Christmas Lights (6 weeks) and fill the pavement with a wash of festive colour. Gobo lights can be fully customised for any desired imagery, wording, business logos etc, making them an ideal opportunity for potential business sponsorship/advertising as well as just festive fun.

Members agreed to proceed with the proposal from the Events Officer in relation to utilisation of £12,500 match-funding to enhance Town Council events for 2023 (Min. 88 refers).

*Due to the closure of the Alexandra Theatre, this year will be the first time in the history of the Town's Christmas Light Switch-On Event run by BRTC, that the cast of the Spillers Pantomime have not been a part of it. This loss is greatly noticed, and it has made it very apparent what a huge part the Pantomime stars play in this event, and they will be greatly missed.*

*It has also highlighted the incredible support that Arun Arts have provided to BRTC over the decades in relation to indoor event space, dressing room and green room facilities for artists involved in the Switch-On. Arun District Council have kindly agreed to provide an area at the Town Hall that can be used for artists and green room space.*

*The event has been condensed this year to allow for optimum footfall when the lights are switched on. Based on experience of previous Switch-Ons, it is unlikely the general public will attend an event that starts at 2pm and stay for the duration, until 6pm, in the Winter months.*

*Therefore, the event will commence at 4pm, with the Switch-On taking place at 6pm, and continuing to 7pm to allow the digital projections to be enjoyed alongside festive music.*

*Tickets for the Grotto did not sell out last year, and due to issues with wind the Grotto had to be relocated at the last minute. For these reasons, a Grotto has not been brought in for 2023. However, the Events Officer was mindful that it would still be nice for the children attending the Switch-On to receive a gift of some sort. Therefore, there will be Roller Skating Elves whizzing around the Town with Christmas Goody Bags for up to 400 children. There will also be approx. 200 wrapped gifts that will be given out.*

*Courtesy of the Bognor Regis BID, who contributed £2,000 to increase the budget, it has been possible for 'The Voice UK' Finalists, 'Into The Ark', to perform live at the Switch-On.*

*The event will also include the mesmerising 'Mirror Men', who will be performing around the Town as walkabout entertainment, allowing for photo opportunities. They will also be performing on stage and assisting in the switching on of the Christmas Lights.*



BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
6<sup>th</sup> NOVEMBER 2023

AGENDA ITEM 8 – PROPOSALS FOR EVENTS PROGRAMME FOR 2024  
INCLUDING CONSIDERATION OF BUDGETS FOR RECOMMENDATION TO  
THE POLICY AND RESOURCES COMMITTEE

REPORT BY THE EVENTS OFFICER

FOR INFORMATION  
& DECISION

**Book Day – 10<sup>th</sup> April / 29<sup>th</sup> May 2024**

Budget for 2023 - £4,000

Suggested budget for 2024 - £5,000

Book Day returned to the park after a year break in 2022 due to budget cuts, and it was very well attended, as in previous years. For 2023, Book Day ran in the Easter Holidays to fill a gap in the event programme, however, Easter falls early in 2024. Members are therefore asked to consider if they would like Book Day for 2024 to be moved to the May Half term (29<sup>th</sup> May), or to remain in the Easter Holidays (10<sup>th</sup> April)?

Due to rising costs across the board, it would be the Officer recommendation that the budget for Book Day 2024 be increased to £5,000 to allow the event to continue to attract the historically high footfall.

The suggested theme for 2024 Book Day, if it runs in the May Half Term, would be 'Jurassic Park' in Hotham Park. However, if Members prefer for the event to remain in the Easter Holidays, then it would be the Officer recommendation that an Easter theme be applied to the event.

**DECISIONS**

Do Members **AGREE** for Book Day to remain in the Easter Holidays (10<sup>th</sup> April 2024) or move to the May Half Term (29<sup>th</sup> May 2024)?

Do Members **AGREE** to the Book Day theme being 'Jurassic Park' or, if remaining as an event in the Easter Holidays, an Easter theme?

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee a budget for the 2024 Book Day event, considering the Officer recommendation of **£5,000**.

## **Lighting of the Beacon Brazier to mark the 80<sup>th</sup> Anniversary of D-Day – 6<sup>th</sup> June 2024**

Suggested budget for 2024 - £5,000

As part of the 80<sup>th</sup> Anniversary of D-Day a national beacon lighting event will take place, for which BRTC have been invited to light the seafront beacon.

National Fish & Chip Day has been moved to June 6<sup>th</sup>, to be part of the commemoration, because of the strong links fish and chips had with WW2. Fish and chips are often considered the British national dish and this humble meal was a vital ingredient of the war effort in both the First and Second World War. The British Government safeguarded the fish and potatoes during both World Wars to ensure the dish remained a boost to morale and these foods were among the few not to be subject to rationing during war.

National Fish & Chip Day recognises and thanks everyone involved in bringing fish & chips to the centre of every community and the initiative hopes to sell 150,000 portions of fish and chips on Thursday 6<sup>th</sup> June to mark the number of allied troops that landed in Normandy by sea and air on D-Day. Joining the celebration on the 80<sup>th</sup> Anniversary of D-Day, is a mark of appreciation for the incredible sacrifice made by so many to secure the freedom that we all continue to enjoy today.

It is the Officer recommendation that a suggested budget of £5,000 be matched, or increased by alternative funding pots sourced by the Events Officer, to allow this to be a large scale late afternoon / evening event incorporating all of the elements of the national guidelines and more. This could possibly involve a road closure along the Esplanade, to be filled with concessions providing free fish & chip suppers for the Bognor Regis community, with live music from military bands and similar organisations. The evening would culminate in the lighting of the Beacon Brazier and numerous searchlights that would be placed along the seafront.

### **DECISIONS**

Do Members **AGREE** to take part in the national beacon lighting to mark the 80<sup>th</sup> Anniversary of D-Day on 6<sup>th</sup> June 2024?

Having considered the Officer recommendation, Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee a budget of **£5,000** for the 80<sup>th</sup> anniversary D-Day Beacon Lighting event on 6<sup>th</sup> June 2024.

## **Proms in the Park – 15<sup>th</sup> June 2024**

Budget for 2023 - £3,000

Suggested budget for 2024 - £3,000

The Officer recommendation is that, based on the 2023 event the same budget of £3,000 would be required.

## **DECISION**

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee a budget of **£3,000** for the 2024 Proms in the Park event, based on the Officer recommendation.

### **Drive Through Time – 7<sup>th</sup> July 2024**

Budget for 2023 - £4,000

Suggested budget for 2024 - £5,000

Due to rising costs across the board, to enable the event to continue with the hugely popular Kidszone element with which all attractions brought in are FREE, it is the Officer recommendation that the budget for 2024 be increased to £5,000.

## **DECISION**

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee that the 2024 budget for the Drive Through Time event is **£5,000** based on the Officer recommendation.

### **Funshine Days - 1<sup>st</sup> to 24<sup>th</sup> August (Tues, Weds & Thurs) 2024**

Budget for 2023 - £5,000

Suggested budget for 2024 - £5,000

The Officer recommendation is that, based on the 2023 programme of events, a budget of £5,000 is adequate to provide three days per week for four weeks. A higher budget of £7,500 would be required should Members wish to return to the full five days programme.

## **DECISION**

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee the 2024 budget for the Funshine Days, considering the Officer recommendation of **£5,000** for 4 weeks x three day programmes, or an increased budget to allow for 4 weeks x five day programmes at £7,500.

### **Sunday Afternoon Concerts – in partnership with the Rotary Club**

Budget for 2023 - £1,500

Suggested budget for 2024 - £1,500

BRTC worked very successfully with the Rotary Club on a series of events throughout the Summer of 2022 & 2023, to revive the very popular Sunday

Afternoon Concerts. The 3 concerts held in 2023 were exceptionally well attended with great feedback and a positive response to their return.

Members are therefore asked to **AGREE** for BRTC to continue to work collaboratively with the Rotary Club on a series of concerts over the Summer. In doing so, it is the Officer recommendation that a budget of £1,500 be sought for these series of events in collaboration with the Rotary Club.

Additionally, the Events, Promotion and Leisure Committee has identified £1,500 from the 2023/24 Publicity and Promotion Budget for 3 x additional Bandstand Music Events (Min. 38.1 refers). Under Agenda item 12 of the Committee Meeting to be held on 6<sup>th</sup> November 2023, Members will be invited to consider the Officer recommendation that this £1,500 be Earmarked and passed to the Rotary Club to enable them to put on an additional 3 concerts in 2024. This would, however, be subject to liaison with the Rotary Club to establish whether they would be agreeable to the proposal. If all parties are agreeable, then this will increase the Rotary Club programme to 6 x Bandstand Music Events supported by BRTC with £3,000 of funding.

## **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** (with the possibility of an additional budget of £1,500 from the 2023/24 Publicity and Promotion Budget).

## **Christmas Illuminations Switch-On – 23<sup>rd</sup> November 2024**

Bognor Regis Town Council Budget for 2023 - £5,000

BR BID Sponsorship - £2,000

Suggested budget for 2024 - £6,000

The original agreed budget for 2023 was £5,000 which was enhanced by a further budget of £2,000 in sponsorship from the BID. 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 2024 to enable this enhancement of the event to continue.

It is the Officer recommendation that the budget for the 2024 event be increased to £6,000.

## **DECISION**

Members are invited to **AGREE** to **RECOMMEND** to the Policy and Resources Committee the 2024 budget for the Christmas Illuminations Switch-On, considering the Officer recommendation of **£6,000**.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 9 – TO RECEIVE A REPORT ON THE SEAFRONT SHELTER  
POSTER SITES AND AGREE A WAY FORWARD INCLUDING ANY  
ASSOCIATED COSTS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

There are four poster sites on three of the Seafront Shelters which are managed by the Town Council and throughout the year, posters promoting Town Council and external events are displayed. On the 12<sup>th</sup> October 2023, an email was received from Cllr. Brooks, circulated to all Committee Members, requesting that the Events, Promotion and Leisure Committee discuss the Seafront Shelters Poster Sites. Comment was made that presently all the sites were empty or were displaying posters for events that were out of date. Cllr. Brooks also enquired as to whether there would be a new Seafront Shelter Poster Competition.

In previous years, the Town Council has run a competition to encourage community-based artists and photographers to submit their work to be displayed in the Seafront Shelters. Most recently, the remit of the competition required that entrants work signposted members of the public to attractions not visible from the Promenade. However, as part of the budget setting for 2023/24, Members of the Events, Promotion and Leisure Committee did not recommend a budget for Seafront Shelter Posters nor was funding for such a venture included amongst the proposals recommended to the Policy and Resources Committee in terms of expenditure from the 2023/24 Publicity and Promotion Budget.

From the end of October 2023 until the 27<sup>th</sup> November 2023, posters will be displayed advertising the Town Council's Switch-On event. At the time of this report being produced, no other requests have been received from external event organisers wishing to display posters in the Seafront Shelters.

**ONGOING ISSUES**

Currently the poster sites do not have a protective cover that allows for posters to be placed inside, instead they are installed using an adhesive solution. Unfortunately, this then often causes damage to the posters when they are removed, making it impossible to re-use them, and damage to anything beneath it, such as a previous poster. Based on the cost to produce the winning posters for the Seafront Shelter Poster Competition held in 2022, the cost to replace per A0 poster produced is approximately £63.24 plus VAT. The other option is to consider replacing the poster frames with ones that would allow posters to be placed inside. The Projects Officer will provide quotes for replacement frames at the meeting.

Whilst it is not necessary to approve the final design of any generic posters at this stage, Members will need to consider budget requirements for the continued use of the Seafront Shelter Poster Sites. Without replacing the frames with ones that would hold a poster in place without the need to glue it, then allowance would need to be made to replace damaged generic posters throughout the year. Alternatively, whilst there would be an initial outlay to replace the frames in their entirety, this would negate the need to replace damaged posters although the risk of damage to the frames, and their covers, should be borne in mind.

Expenditure for the Seafront Shelter Poster Sites is taken from the Publicity and Promotions Budget. Therefore, having agreed the way forward in terms of the poster sites and any associated costs, the level of expenditure required would need to form part of the 2024/25 Publicity and Promotion Budget proposal (to be considered under the next Agenda item). Subject to the outcome of the recommendation made to the Policy and Resources Committee, then designs of any generic posters, or the running of a Poster Competition for example, would be discussed at the January meeting of the Events, Promotion and Leisure Committee.

#### **DECISION**

Members are asked to **RESOLVE** to **AGREE** the level of expenditure that should be included in the 2024/25 Publicity and Promotion Budget, to be recommended to the Policy and Resources Committee, to cover the costs associated with the Seafront Shelter Poster Sites.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 10 - CONSIDERATION OF ANY FURTHER PROPOSALS  
AND REQUIRED BUDGETS FOR 2024/2025 FOR RECOMMENDATION TO  
THE POLICY AND RESOURCES COMMITTEE**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

**Publicity and Promotion Budget for 2023/24 – £10,000**

In recent years the Publicity and Promotion Budget has been £1,200, however, when considering budgets for 2023/24 at the Events, Promotion and Leisure Committee Meeting held on 14<sup>th</sup> November 2022, a Member was of the opinion that a budget of £1,200 was not enough to successfully promote the Town via posters, bunting, campaigns and the website and social media channels. Members of the Committee subsequently agreed to recommend a budget of £10,000 to the Policy and Resources Committee for the 2023/24 Publicity and Promotion Budget (Min. 53 refers).

When the recommendation was considered at the Policy and Resources Committee Meeting held on 15<sup>th</sup> December 2022, discussion took place about exactly what the £10,000 Publicity and Promotion Budget was intended to be spent on, with some concern expressed by Members about the monies being unallocated for a specific purpose. It was suggested that part of the money could be used to help fund further events in the Town, and that having this budget available would enable the Town Council to react to opportunities as and when they arose. With there being no specific plans for how an increased Publicity and Promotion Budget of £10,000 would be spent, the Chair of Policy and Resources suggested that the expenditure from this budget would ultimately be subject to ratification by the Policy and Resources Committee before it could be spent. Members resolved to agree this proposal and confirmed that if a satisfactory justification can be given for any expenditure by the Events, Promotion and Leisure Committee, then the additional money from the increased Publicity and Promotion Budget would be released (Min. 113 refers).

At the Events, Promotion and Leisure Committee Meeting held on 20<sup>th</sup> March 2023 the Chair, Cllr. Brooks, introduced a list of potential events and projects on which the Publicity and Promotion Budget of £10,000 might be spent. Following consideration of these proposals, Members resolved to agree to recommend to the Policy and Resources Committee the following events/projects be funded from the £10,000 Publicity and Promotion Budget (Min. 90 refers): -

- £1,500 - Bognor Regis Carnival Association to organise a Twilight Carnival (*request for funding subsequently withdrawn by Association*)
- £1,500 - Bognor Regis Seafront Lights to organise a walking night-time procession, during the Illuminations Gala weekend

- £2,000 - Halloween 'Scare' Train Event to enhance the Town Council's planned activities in Hotham Park during Half Term (*Earmarked as event deferred until 2024*)
- £1,500 - 3 x Bandstand Music Events similar to those organised by the Town Council in partnership with the Rotary Club (*discussions ongoing*)
- £500 - A combined Bognor Regis In Bloom and Allotments Presentation Event
- £600 - Monthly Social Media Geocaching Competition with prizes (*discussions ongoing*)
- £1,000 - Town decoration support for the Coronation with Union flags/bunting and any stress testing of catenary wires required
- £2,500 - Support for Bognor Regis Concert Band, by appointing them as the Town Council's preferred band, with provision made for uniform incorporating Town Crest (*discussions ongoing*)

In considering their budget recommendation for the 2024/25 Publicity and Promotion Budget, Members are invited to measure the value of the increased budget for 2023/24 and consider whether an increased budget is required for Publicity and Promotion in 2024/25.

Members are reminded, as detailed in the previous Agenda item, that expenditure for the Seafront Shelter Sites also comes from the Publicity and Promotion Budget. Therefore, any costs agreed that attribute to these poster sites would need to be included within the proposal for the 2024/25 Publicity and Promotion Budget.

## **DECISION**

Members are invited to **AGREE** their **RECOMMENDATION** to the Policy and Resources Committee for the 2024/25 Publicity and Promotion Budget with a clear rationale for any increase.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 11 – TO RECEIVE QUOTES FOR WIND SHIELDS TO BE UTILISED ON THE PROMENADE BANDSTAND AND AGREE ANY NEXT STEPS – MIN. 37 REFERS**

**REPORT BY THE PROJECTS OFFICER**


**FOR DECISION**

**BACKGROUND**

At the Events, Promotion and Leisure Committee Meeting held on 11<sup>th</sup> September 2023, Members were informed by the Projects Officers that he could obtain three quotes for wind shields that would meet the requirements of Arun District Council, and that a budget would need to be identified. He also invited Members to consider the costs involved and weigh this up against projected demand confirmed by Arun District Council as less than five requests each year, for the last two years from bands wishing to use the Bandstand. The Projects Officer also advised that if Members are minded to proceed with this item, the selected supplier would need to work with Town Force to produce a Risk Assessment, which Arun District Council would review before the wind shields could be used. Members agreed for the Projects Officer to obtain three quotes to present to Members at a future meeting, for further discussion (Min. 37 refers).

**UPDATE**

The Projects Officer has contacted local companies who can offer different materials which would adhere to the guidance provided by Arun District Council to act as wind shields on the Promenade Bandstand. Members should note that the previous blue wind shields, which do not meet the requirements set out by Arun District Council, were attached to the bandstand using ratchet straps and formed part of the wind shield.

| SUPPLIER  | DIMENSIONS & COSTS  |   |   |
|---|---|---|---|
| <b>Supplier 1</b><br>Canvas or PVC Border ( <b>Sample 1</b> ), with N108 Mesh ( <b>Sample 2</b> ) in the middle, Cam Buckles and Aluminium Bar ( <i>similar to picture below</i> ). | <b>2000mm</b><br><b>x</b><br><b>2940mm</b><br><br>£287.94 | <b>1800mm</b><br><b>x</b><br><b>2940mm</b><br><br>£285.20 | <b>1600mm</b><br><b>x</b><br><b>2940mm</b><br><br>£283.46 |
|    |   |   |   |
| <u>Fixing method</u> : Aluminium Bar sewn in top and bottom pocket of panel.  |   |   |   |

|  |                        |                        |                        |
|--|------------------------|------------------------|------------------------|
| Straps with Cam Buckles to the vertical edges for attaching to vertical posts. We would sew part of the strapping on to the canvas wall itself, then the strap would wrap around the vertical posts, then back onto the buckle, then tightened.  |                        |                        |                        |
| <b>Supplier 2</b><br>Offer 2 options:<br>a) Printed PVC Double Side PVC Mesh 270GSM ( <b>Sample 3</b> ), with Hem & Eyelets<br><br>b) Printed PVC Double Side PVC Mesh 270GSM, with Hem & Eyelets (with Plain Block Colour on reverse)<br><br><u>Fixing method:</u> due to the eyelets being 14mm, a separate ratchet strap/method of attaching this material would be required. | £141.05<br><br>£271.51 | £126.95<br><br>£244.37 | £115.66<br><br>£222.85 |

\* Prices are inclusive of VAT

Despite every effort to obtain a quote from a third supplier, that would meet the requirements of the material to be used as specified by Arun District Council, this has not been forthcoming.

Members are reminded that there have been less than five requests to use the Promenade Bandstand in each of the last two years and that there is an alternative bandstand available for use in Hotham Park, which benefits from a more sheltered location. Furthermore, there is no budget available to the Committee for new wind shields to be purchased. Therefore, should Members be minded to progress this item any further then, having agreed which supplier to work with, a recommendation would need to be made to the Policy and Resources Committee for a budget to be identified.

#### **NEXT STEPS**

- If Members are minded to proceed then they will need to identify a budget, including costs to instruct the supplier to draw up a Risk Assessment, and make recommendation to the Policy and Resources Committee
- Choose a supplier and specify dimensions of wind shields
- Agree that the Project Officer, in liaison with the Town Force Manager, works with the chosen supplier to draw up a Risk Assessment to be submitted to ADC for approval

#### **DECISION**

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE  
6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 12 - TO RECEIVE AN UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET – MIN. 38 REFERS, INCLUDING: –**

- **TO NOTE THAT OF THE £500 IDENTIFIED FOR A COMBINED BOGNOR REGIS IN BLOOM AND ALLOTMENTS PRESENTATION EVENT, AN UNDERSPEND OF £291.46 HAS BEEN RETURNED TO THE PUBLICITY AND PROMOTION BUDGET – MIN. 26.3 REFERS**
- **TO FURTHER CONSIDER THE £1,500 IDENTIFIED FOR 3 X ADDITIONAL BANDSTAND MUSIC EVENTS AND AGREE ANY NEXT STEPS – MIN. 38.1 REFERS**
- **TO APPROVE THE DESIGN OF THE MUSIC BANDSTAND BANNERS FOR THE BOGNOR REGIS CONCERT BAND – MIN. 38.3 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

**TO NOTE THAT OF THE £500 IDENTIFIED FOR A COMBINED BOGNOR REGIS IN BLOOM AND ALLOTMENTS PRESENTATION EVENT, AN UNDERSPEND OF £291.46 HAS BEEN RETURNED TO THE PUBLICITY AND PROMOTION BUDGET – MIN. 26.3 REFERS**

The combined Bognor Regis in Bloom and Allotments Presentation Evening took place on 12<sup>th</sup> October 2023. Of those in attendance, 15 were involved with allotments, 46 were In Bloom related with a further 14 civic guests present. Proportionally, 30% of the expenditure associated with the evening was deducted from the £500 of allotments funding, allocated from the Publicity and Promotion Budget towards the combined event. This equated to £208.54, therefore the remaining balance of £291.46 has been returned to the 2023/24 Publicity and Promotion Budget.

**DECISION**

Members are asked to **NOTE** that an underspend of £291.46, from the £500 identified for a combined Bognor Regis in Bloom and Allotments Presentation Event, has been returned to the 2023/24 Publicity and Promotion Budget.

**TO FURTHER CONSIDER THE £1,500 IDENTIFIED FOR 3 X ADDITIONAL BANDSTAND MUSIC EVENTS AND AGREE ANY NEXT STEPS – MIN. 38.1 REFERS**

**BACKGROUND**

At the Events, Promotion and Leisure Committee Meeting held on 20<sup>th</sup> March 2023, Members **AGREED** to spend £1,500 from the Publicity and Promotion

Budget for 3 x Bandstand Music Events similar to those organised by the Town Council in partnership with the Rotary Club (Min. 90 refers).

At the meeting held on 11<sup>th</sup> September 2023, Members **AGREED** to **DEFER** this item until Members agree on a decision on the utilisation of wind shields on the Bandstand at a future meeting (Min. 38.1 refers).

### **UPDATE**

As reported under Agenda item 11, to receive quotes for wind shields to be utilised on the Promenade Bandstand and agree any next steps – Min. 37 refers, the Projects Officer has provided three quotations for wind shields for Members consideration.

As an alternative to the expenditure of the £1,500 identified for 3 x additional Bandstand Music Events being dependant on the outcome of any decision taken relating to wind shields on the Promenade Bandstand, it is the Officer recommendation that the funding be Earmarked and reallocated for the Rotary Club to put on 3 x additional events in Summer 2024. This would be subject to liaison with the Rotary Club to establish whether they would be agreeable to this proposal. The Rotary Club events are primarily based at Hotham Park Bandstand and are, therefore, better shielded from the high winds.

### **DECISION**

Do Members **RESOLVE** to **AGREE** that the £1,500 identified in the 2023/24 Publicity and Promotion Budget, for 3 x additional Bandstand Music Events, be Earmarked and reallocated to the Rotary Club to enable their 2024 programme to include another 3 events, subject to their agreement?

### **TO APPROVE THE DESIGN OF THE MUSIC BANDSTAND BANNERS FOR THE BOGNOR REGIS CONCERT BAND – MIN. 38.3 REFERS**

### **BACKGROUND**

At the last Events, Promotion and Leisure Committee Meeting held on 11<sup>th</sup> September 2023, Members asked the Projects Officer to request the Bognor Regis Concert Band to revisit the design and ask that they use the suggested wording “Bognor Regis Concert Band sponsored by Bognor Regis Town Council” as previously approved along with both the Concert Band logo and the Town Council Crest included on the banner (Min. 38.3 refers).

### **UPDATE**

The Bognor Regis Concert Band have provided 3 new design proposals for the music bandstand banners (attached as **Appendix 1**).

The Projects Officer has requested a quotation for the production of the music bandstand banners from Bognor Regis Concert Band, to be funded from the £2,500 identified for the Concert Band from the Publicity and Promotions Budget, which will be circulated to the Committee when available.

## **DECISIONS**

Members are asked to consider the 3 designs proposed for the music bandstand banners and **AGREE** whether to proceed with option A, B, C or D.

Subject to the cost of the quotations provided for the 3 proposed designs, resolve to proceed with the production of the preferred option **NOTING** that should there be any surplus funds that are not required then these will be returned to the Promotion and Publicity Budget as an underspend.

## OPTION A



## OPTION B



### OPTION C



### OPTION D



**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 13 – TO RECEIVE A REPORT ON CORREX BOARD LAMP POST SLEEVES, AND RELATING COSTS, AND TO AGREE ANY NEXT STEPS – MIN. 42 REFERS**

**REPORT BY THE PROJECTS OFFICER**

**FOR DECISION**

**BACKGROUND**

At the Events, Promotion and Leisure Committee Meeting held on 17<sup>th</sup> July 2023, Members **AGREED** that the Projects Officer should proceed with gathering costings, drafting design proposals, and seeking permission for the use of Correx boards by way of promotion, as an alternative to lamp post banner advertising, with a report brought back to the Committee (Min. 25 refers).

The Projects Officer had researched three separate companies who can produce 3-sided lamp post Correx sleeves. The quotes are based on four sizes.

| Supplier | Dimensions and costs                                   |  |  |  |           |
|----------|--|--|--|--|-----------|
|          | 1m x 15-20cm   | 1m x 20-25cm   | 1.2m x 15-20cm                                       | 1.2m x 20-25cm                                       | Thickness |
| <b>A</b> | £27.95 each<br>5+ £31.95<br>10+ £27.50<br>25+ £22.75   | £28.95 each<br>5+ £27.95<br>10+ £23.75<br>25+ £20.75 | £34.25 each<br>5+ £31.95<br>10+ £27.50<br>25+ £22.75 | £36.25 each<br>5+ £34.25<br>10+ £28.95<br>25+ £24.75 | 4mm       |
| <b>B</b> | £24.00 each  | £27.00 each  |  |  | 4mm       |
| <b>C</b> | 1-4 £28.00<br>5-9 £27.00<br>10-24 £22.00<br>25+ £20.00 |  |  |  | 4mm       |

*\*All prices are exclusive of VAT*

At the last meeting held on the 11<sup>th</sup> September 2023, a Member asked whether the Projects Officer could source quotations from local organisations in an effort to support the Town Council's vision to support the community. Members **AGREED** to **DEFER** any further decision until the next meeting, to allow time for local quotes to be sought, after which a decision about quantities, location and design could be made (Min. 42 refers).

**UPDATE**

At the Policy and Resources Committee Meeting held on 25<sup>th</sup> September 2023, Members **AGREED** the Lamp Post Banner Maintenance Earmarked Reserves of £3,000 for 2022/23 could be returned to General Reserves and reallocated for

the Events, Promotion and Leisure Committee to use towards funding for Correx Boards (Min. 61 refers).

In terms of permissions to place Correx boards around the base of columns, a third-party attachment application is not required as they will not be adding any additional strain to the column.

The Projects Officer has reached out to three local companies to obtain quotes for 3-sided lamp post Correx sleeves.

| Supplier  | Dimensions and Costs                                      |  |   |  |           |
|---|---|--|---|--|-----------|
|   | 1m x 15-20cm  | 1m x 20-25cm   | 1.2m x 15-20cm  | 1.2 x 20-25cm  | Thickness |
| <b>D</b>  | 5+ £39.20<br>10+ £32.80<br>25+ £30                        |  | 5+ £46.40<br>10+ £50<br>25+ £32.80                              |  | 4mm       |
| <b>E</b>  | £44 each<br>5+ £28<br>10+ £24<br>25+ £21.60<br>50+ £19.20 | £47.20 each<br>5+ £31.20<br>10+ £35<br>25+ £28<br>50+ £23.20 | £45.60 each<br>5+ £29.60<br>10+ £26.40<br>25+ £24<br>50+ £21.60 | £48 each<br>5+ £33.60<br>10+ £30.40<br>25+ £28<br>50+ £25.60 | 4mm       |
| Despite every effort, a third local supplier option was not possible as many do not produce 3-sided lamp post Correx sleeves. |   |  |   |  |           |

*\*All prices are exclusive of VAT*

### **OFFICER RECOMMENDATION**

It is the Officer recommendation that, for the time being, two styles of generic Correx boards are purchased to advertise forthcoming events in the Town, as follows: -



**FREE**  
**family event**  
**coming soon!**

**for further**  
**details visit -**  
**[www.bognorregis.gov.uk](http://www.bognorregis.gov.uk)**

**or scan the**  
**QR code below**





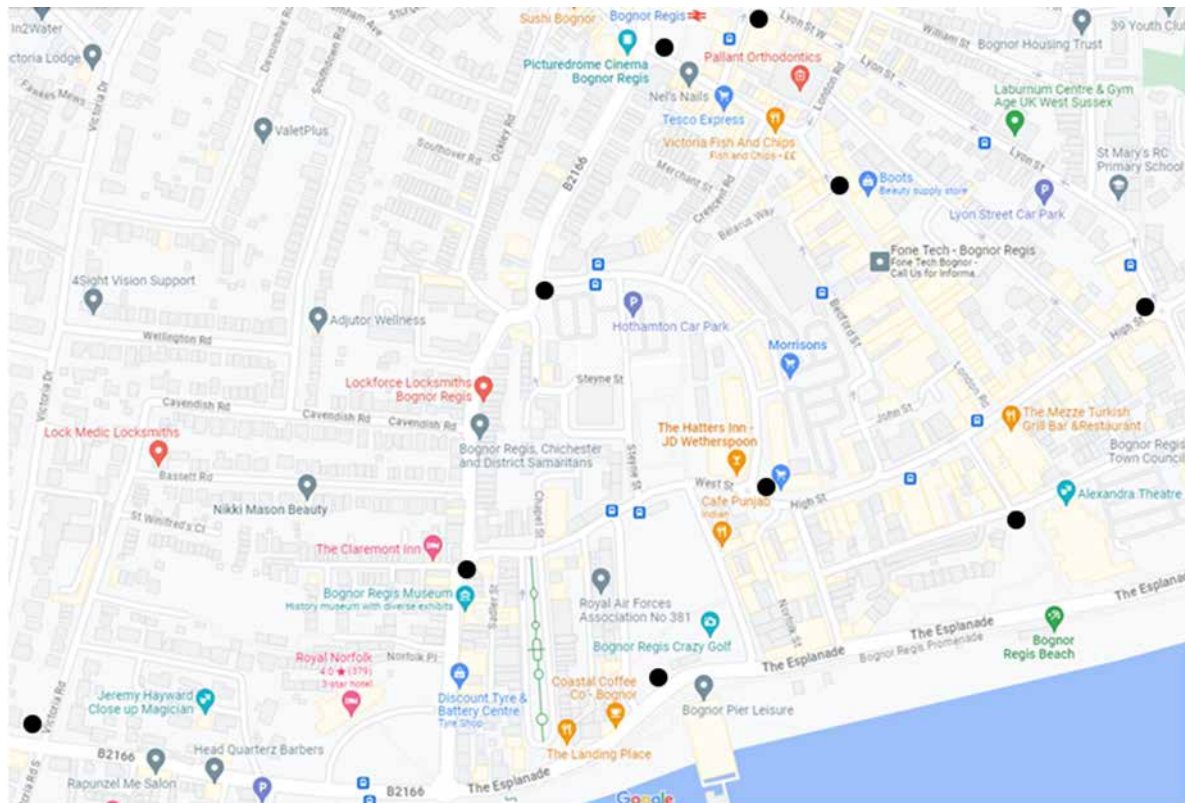
**Councillor**  
**Surgery**  
**coming soon!**

**for further**  
**details visit -**  
**[www.bognorregis.gov.uk](http://www.bognorregis.gov.uk)**

**or scan the**  
**QR code**



It is suggested that these boards be placed around columns, two weeks prior to the event and removed the day after, at key entry points into the Town Centre, such as those indicated by black dots on the map below:



With a budget of £3,000 available, if 10 of each of the two generic boards were purchased then, subject to the chosen size, this would result in expenditure of between £480 - £1,000 excluding VAT, thereby leaving a sufficient balance to purchase more at a later date.

## DECISIONS

Do Members **AGREE** with the Officer recommendation for two styles of generic Correx boards to be utilised to advertise forthcoming events in the Town Centre?

If so, Members are invited to select their preferred size, and the quantities required, before **RESOLVING** to **AGREE** from which supplier the boards be purchased.

**BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING  
6<sup>th</sup> NOVEMBER 2023**

**AGENDA ITEM 14 – TO RATIFY THE OVERSPEND TO IMPLEMENT A  
NEW ELECTRICITY SUPPLY FOR THE CHRISTMAS ILLUMINATIONS  
LOCATED AT THE QUEENSWAY**

**REPORT BY THE PROJECTS OFFICER**

**FOR RATIFICATION**

**BACKGROUND**

As 2022 was the first year of the current three-year contract, a wash-up meeting was held on 8<sup>th</sup> March 2023 for Members to raise any concerns with the contractor (Min. 84.4 refers). One of the main issues that was highlighted in the meeting, was the interruption to Christmas Illuminations to the four buildings located in the Queensway.

**UPDATE**

The Projects Officer contacted Members of the Committee via email on the 9<sup>th</sup> October 2023 with a possible solution provided by the contractor, as follows: -

*As part of the new contract, multi-coloured icicles were installed at 4 buildings along the Queensway: Gordon, Kinrara, Richmond and Queensway House. Due to the power supply being sourced from one of the buildings situated in the Queensway, there were multiple occasions when the contractor was called out, the Christmas Displays were off and power to the tenants' homes was disrupted. The contractor has advised that they are not able to fix the issue, as the power supply comes from within the property. The contractor has advised a solution would be to install new electrics to two lamp post columns at a one-off charge of £700.00 to power lights on these properties in the Queensway.*

Members are asked to note, as no additional funding is available in the budget this expenditure would result in an overspend.

Members of the Events, Promotion and Leisure Committee were canvassed for their opinion via email and the majority **AGREED** to proceed with the one-off charge of £700.00 to install new electrics to two lamp post columns to power the multi-coloured icicles installed on buildings along the Queensway.

**FOR RATIFICATION**

Members are asked to **RATIFY** the expenditure of £700.00 excluding VAT to implement a new electricity supply for the Christmas Illuminations and to **NOTE** that this will result in an overspend.

## **AGENDA ITEM 15**

### **BOGNOR REGIS TOWN COUNCIL EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING 6<sup>th</sup> NOVEMBER 2023**

#### **AGENDA ITEM 15 – CORRESPONDENCE**

1. TrailTale - Bring more visitors to Bognor Regis Town Centre with a mobile phone-based 'Town Trail' – circulated to all Events, Promotion and Leisure Committee Members 16.10.2023.