



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road
Bognor Regis, West Sussex PO21 1LD
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Dear Sir/Madam,

MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE

I hereby give you Notice that a Meeting of the Environmental 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 15th JANUARY 2024.

All Members of the Environmental 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 15th January 2024 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 8th DAY of JANUARY 2024

TOWN CLERK

AGENDA AND BUSINESS

1. To note the change of the Committee's name from Events, Promotion and Leisure to the Environmental and Leisure Committee as agreed at the Council Meeting held on 2nd January 2024 – Min. 151 refers
2. Welcome by Chair
3. Apologies for Absence and their approval, subject to meeting the agreed criteria
4. 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
5. To approve the Minutes of the Events, Promotion and Leisure Committee Meeting held on 6th November 2023
 6. Adjournment for public question time and statements
 7. Clerk's Report
 8. Allotments Sub-Committee – Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on the 6th November 2023
 9. Bognor Regis In Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on the 22nd November 2023
 10. To consider Youth & Young Persons Budget 2023/24 Applications including: -
 - To further consider the funding request from The Bognor Fun Bus CIC, deferred from the now dissolved Community Engagement and Environment Committee Meeting held on 2nd October 2023 – Min. 50.1 refers
 - To consider funding requests from Bognorphenia CIC and Bognor Regis Youth and Community Centre, deferred from the now dissolved Community Engagement and Environment Committee Meeting held on 2nd October 2023 – Min. 50.3 refers
 - To consider new funding requests from 39 Youth Club, The Regis School and The Shore Community Church
 11. To receive any update on the proposals and expenditure of the Publicity and Promotion Budget 2023/24 – Min. 56 of the Events, Promotion and Leisure Committee Meeting held on 6th November 2023 refers
 12. Correspondence
 13. To resolve to move to Confidential Business (S.O. 3d)
 14. Report on Christmas Illuminations (2nd Year of 3-Year contract)

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

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
15th JANUARY 2024

AGENDA ITEM 1 – TO NOTE THE CHANGE OF THE COMMITTEE'S NAME FROM EVENTS, PROMOTION AND LEISURE TO THE ENVIRONMENTAL AND LEISURE COMMITTEE AS AGREED AT THE COUNCIL MEETING HELD ON 2nd JANUARY 2024 – MIN. 151 REFERS

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

Following decisions made at the Extraordinary Council Meeting held on 13th November 2023, the Functions relating to 'events' elements were removed from the Terms of Reference for the Events, Promotion and Leisure Committee, and reallocated to the Policy and Resources Committee. The updates to the Terms of Reference for these two Committees, and others, were noted and adopted, without any further amendments, by Members at the Council Meeting held on 2nd January 2024 (Min. 150 refers).

As a result of the 'events' elements having been removed, Members were then invited to consider a new name for the Committee formerly known as 'Events, Promotion and Leisure' that was appropriate to the Functions of the Committee as set out in the newly adopted Terms of Reference. It was proposed and subsequently agreed that henceforth it would be called the 'Environmental and Leisure' Committee (Min. 151 refers).



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MINUTES OF THE MEETING OF THE
EVENTS, PROMOTION AND LEISURE COMMITTEE
HELD ON MONDAY 6th NOVEMBER 2023

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

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

The Meeting opened at 6.34pm

45. WELCOME BY CHAIR

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.

46. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. Nash, Stanley, Wells and Woodall, with the Clerk recommending that the reasons given were acceptable. The absences were APPROVED by Members.

47. 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.

Cllr. Brooks declared an Ordinary Interest in Agenda Items 9 and 12, as his company has previously supplied equipment to event organisers

48. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th SEPTEMBER 2023

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 11th September 2023.

There being no objections, the Committee APPROVED the Minutes of the meeting held on 11th September 2023, as an accurate record of the proceedings and the Chair duly signed them.

49. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.36pm

The Chair invited members of the public to raise any questions or statements they wished to make.

A Member seated in the public gallery asked whether Members would note his concern as to whether the Correx lamp post sleeves (Agenda item 13) would be the only method for promoting events using lamppost columns.

The Chair reconvened the Meeting at 6.37pm

50. CLERK'S REPORT

There were no updates to report.

51. UPDATE ON THE EVENTS PROGRAMME FOR 2023 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

The Events Officer's report was NOTED.

51.1 Christmas Illuminations Switch-On – 25th November 2023

A Member asked for the Events Officer to clarify if there was any possibility for extra funding in 2024, to which the Events Officer advised she will explore the possibility of additional funding.

52. PROPOSALS FOR EVENTS PROGRAMME FOR 2024 INCLUDING CONSIDERATION OF BUDGETS FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

The Events Officer's report was NOTED.

52.1 Book Day – 10th April / 29th May 2024

With the hope that the weather in May (as opposed to April) would be more clement, and the potential of higher footfall, Members AGREED for Book Day to move to the May Half Term, 29th May 2024.

Members AGREED to the Book Day theme being 'Jurassic Park'.

A Member felt it was important to think about making some savings and look further into sponsorship to increase funding. The Events Officer advised the rise in costs is due to inflation, which was noticed when organising the event last year. To have an event of the same calibre as previous years, the rise in budget had been suggested.

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

52.2 Lighting of the Beacon Brazier to mark the 80th Anniversary of D-Day – 6th June 2024

Members raised concerns about the costs involved in providing free portions of fish and chips. The Events Officer advised, should Members agree, the free meals could be provided to vulnerable and low-income families like the Town Council did for the Coronation 'Big Lunch', which will avoid any loss by ordering to match the demand. The Events Officer added fish and chips will only be provided if funding is secured from the 'National Lottery Awards For All'.

A Member suggested the Events Officer use musicians who may volunteer their services, such as local buskers, to make savings. The Events Officer advised the elements are based on the national guidelines for the 80th Anniversary of D-Day.

Members AGREED to take part in the national beacon lighting to mark the 80th Anniversary of D-Day on 6th June 2024 and further RESOLVED to RECOMMEND to the Policy and Resources Committee a budget of £5,000 for the event.

52.3 Proms in the Park – 15th June 2024

A Member suggested a VIP Tent as a way of thanking our sponsors, to which the Events Officer stated she would investigate getting further sponsorship for, as this would not be possible within the proposed budget.

Members RESOLVED 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.

52.4 Drive Through Time – 7th July 2024

Cllr. Brooks declared a Disclosable Pecuniary Interest, as previously a supplier of big screens at previous events

Members RESOLVED 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.

52.5 Funshine Days - 1st to 24th August (Tues, Weds & Thurs) 2024

The Events Officer highlighted the success of this event and the need for free events during the summer holidays and stated that no members of the public had commented on why the event had reduced by two days per week.

Members RESOLVED 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.

52.6 Sunday Afternoon Concerts – in partnership with the Rotary Club

Cllr. Brooks redeclared a Disclosable Pecuniary Interest, as he supplied PA equipment for all 3 events last year

Members AGREED to work collaboratively with the Rotary Club on a series of events throughout the Summer.

A Member who had previously worked with the Rotary Club suggested that they may be faced with challenges such as inflation, as well as securing volunteers. He suggested that instead of 6 concerts, which included the 3

originally identified to be funded from the 2023/24 Publicity and Promotion Budget, he felt the original 3 concerts, could be increased to 4, and that they could all be enhanced by utilising the additional £1,500 from the 2023/24 Publicity and Promotion Budget.

Members RESOLVED to RECOMMEND to the Policy and Resources Committee a budget for the events, considering the Officer recommendation of £1,500, including an additional budget of £1,500 from the 2023/24 Publicity and Promotion Budget, to add one additional event and enhance all four concerts to cover any increases such as inflation.

52.7 Christmas Illuminations Switch-On – 23rd November 2024

A Member queried whether the Bognor Regis BID would be looking to contribute to the Christmas Illuminations Switch-On again. It is not yet known if Bognor Regis BID will be contributing to the Christmas Illuminations Switch-On for 2024.

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

On behalf of the Committee, the Chair thanked the Events Officer for holding successful events this year and was looking forward to the current line-up for the Christmas Illuminations Switch-On.

The Events Officer left the Meeting at 7.14pm

53. TO RECEIVE A REPORT ON THE SEAFRONT SHELTER POSTER SITES AND AGREE A WAY FORWARD INCLUDING ANY ASSOCIATED COSTS

The Projects Officer's report was NOTED.

The Projects Officer advised the Committee that he had gathered quotes for the Seafront Shelter Poster Sites. To replace all 12 existing frames with a similar style clip frame would cost up to £600, robust lockable frames up to £1,900 or alternatively Perspex/PVC covers would cost up to £180.

A Member commented that the use of Perspex or a glass covering can result in damage from condensation or be easily vandalised. He felt the posters are better seen without a cover. The Member enquired if the lockable frames were water resistant, to which the Projects Officer responded that the manufacturers state the frames are waterproof and have acrylic front panels to add extra protection, however vandalism is not covered under the manufacturer warranty.

The Member mentioned the possibility of adding an additional poster site to each shelter. The Projects Officer advised this is not possible due to the lattice framework of the shelter structure.

Members subsequently RESOLVED to RECOMMEND £2,000 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.

54. CONSIDERATION OF ANY FURTHER PROPOSALS AND REQUIRED BUDGETS FOR 2024/2025 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE

The Projects Officer's report was NOTED.

A Member stated that the previous need for £10,000 was a one-off. The Chair reminded Members of the £2,000 to cover the costs associated with the Seafront Shelter Poster Sites previously discussed. He also suggested Members consider £5,000 to cover any future publicity and promotional needs that may be needed over the course of 2024/25.

Members RESOLVED to RECOMMEND up to £7,000 to the Policy and Resources Committee for the 2024/25 Publicity and Promotion Budget.

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

The Projects Officer's report was NOTED.

A Member suggested making the booking process easier for bands to perform on the Promenade Bandstand. The Projects Officer advised the booking process is via Arun District Council (ADC), who also advised 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. Concerns were raised as to whether the windshields would provide adequate protection for the band, and if it would be financially viable if an alternative bandstand is available for use.

A Member enquired whether the windshield mesh could be made transparent to allow the public to see from the other side, whilst also questioning if the material used will be enough to provide wind protection. The Projects Officer stated that the materials are not specifically designed as wind shields and that the samples supplied to Members were the closest matches to the specification outlined by the Structural Engineer at ADC. He added that he would contact the manufacturers to see if they could produce a clear material and report back at the next meeting.

Before Members decide on choosing a supplier, the Projects Officer suggested he could contact ADC for their feedback and advice, to which Members AGREED.

Members RESOLVED to RECOMMEND a budget of £1,500 to the Policy and Resources Committee, including costs to instruct the supplier to draw up a Risk Assessment.

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

The Projects Officer's report was NOTED and the related appendix detailing the music bandstand banner designs.

56.1 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

Members NOTED 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.

56.2 To further consider the £1,500 identified for 3 x additional bandstand music events and agree any next steps – Min. 38.1 refers
Members RESOLVED 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 be enhanced to deliver 4 concerts to cover any increases such as inflation, subject to their agreement.

56.3 To approve the design of the music bandstand banners for the Bognor Regis Concert Band – Min. 38.3 refers

A Member queried the duration of the Town Council's sponsorship, suggesting the possibility of creating a formal partnership. The Projects Officer advised that this is a one-off sponsorship of the Bognor Regis Concert Band (BRCB), and at present there are no further plans to support the BRCB in 2024 in terms of funding.

Members AGREED to proceed with option D as the proposed design for the music bandstand banners.

Members RESOLVED 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 Publicity and Promotion Budget as an underspend.

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

The Projects Officer's report was NOTED.

Cllr. Mrs. Warr left the Meeting at 8.04pm

A Member highlighted the Town Council's Poster, Banner and Outdoor Display Opportunities Policy and suggested the Correx Boards adhere to the Policy in as much as they would only be displayed for two weeks before the event and removed afterwards. He then questioned how the suggested Correx boards align with the Policy, in terms of promoting the list of pre-agreed event organisers, such as the case with the Seafront Shelters, as he felt the generic posters rather vague.

Several Members commented on the generic 'family event' Correx lamp post sleeve design and suggested it would be more beneficial to have event content displayed on the Correx boards. The Projects Officer explained that the generic Correx boards were in addition to specific Bognor Regis Town Council event posters such as Switch-On, Proms In The Park, Funshine Days. He added, should the Correx lamp post sleeves prove successful, other options can be explored by the Committee provided they are within the allocated budget.

A Member felt the position of the QR code was rather low which may be difficult for members of the public to scan, to which the Projects Officer stated elements such as logos, QR codes etc can be altered to fit within the real estate of the 1.2m x 20-25cm boards.

Subsequently, Members AGREED with the Officer recommendation for two styles of generic Correx boards to be utilised to advertise forthcoming events/Councillor Surgeries in the Town Centre.

Members RESOLVED to AGREE to use supplier E and to the purchase of 10 of each of the generic Correx lamp post sleeves at the preferred size of 1.2m x 20-25cm, at a cost of up to a maximum of £30.40 plus VAT. The Projects Officer advised he would contact the supplier to enquire whether they would be open to pricing halfway between £30.40 (for 10+ boards) and £28.00 (for 25+ boards), as the order total of 20 Correx boards sits equally between quoted prices, to which Members AGREED. The Officer recommended locations around the Town Centre, as indicated within the report, were also AGREED.

58. TO RATIFY THE OVERSPEND TO IMPLEMENT A NEW ELECTRICITY SUPPLY FOR THE CHRISTMAS ILLUMINATIONS LOCATED AT THE QUEENSWAY

The Projects Officer's report was NOTED.

A Member shared his concern that some of the lights were not working last year, to which the Projects Officer advised, as per 2022 he shall be monitoring the lights over the festive period and reporting issues to the contractor should they occur this year.

Members RATIFIED the expenditure of £700.00 excluding VAT to implement a new electricity supply for the Christmas Illuminations and NOTED that this will result in an overspend of the Equipment Maintenance Budget.

59. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated, and asked that the Projects Officer recirculate the item to Members.

The Meeting closed at 8.19pm

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
15th JANUARY 2024

AGENDA ITEM 8 - ALLOTMENTS SUB-COMMITTEE – CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 6th NOVEMBER 2023

REPORT BY THE ASSISTANT CLERK FOR NOTING AND DECISION

Members are invited to receive the Minutes of the Meeting of the Allotments Sub-Committee held on 6th November 2023 (attached as Appendix 1).

The following costs were RATIFIED by the Sub-Committee:

- Refreshment for Allotment Holders AGM held on 31st October 2023 - £2.30 (charged to the Allotments Competition Budget)
- Purchase of five Allotments Awards plaques and fifteen Allotments Awards Winner signs - £168.25 (covered by sponsorship)
- Engraving of three Allotments Awards shields, including fitting a new engraving onto the 'Best Kept Plot on the Original Site' shield - £42.50 (charged to the Allotments Competition Budget)

Sub-Committee Members RESOLVED to RECOMMEND the approval of the above to the Events, Promotion and Leisure Committee (Min. 24 refers).

DECISIONS

Members are asked to NOTE the Minutes of Allotments Sub-Committee Meeting held on the 6th November 2023.

Members are asked to APPROVE the total expenditure of £213.05 for costs associated with the Allotment Holders AGM and annual Awards, as detailed in the report.



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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE

HELD ON MONDAY 6th NOVEMBER 2023

PRESENT: Cllrs: K. Batley, J. Brooks, Miss. C. Needs, P. Ralph
and Mrs. J. Warr

IN ATTENDANCE: Mrs. L. Russell (Tenants Representative)
Mr. M. Greenfield (Allotments & In Bloom Officer)

The Meeting opened at 5.30pm

18. WELCOME BY CHAIR

Due to the absence of the Chair Cllr. P. Woodall and the Vice Chair Cllr. P. Wells, it was AGREED that Cllr. K. Batley was to act as Chair for this meeting.

The Chair welcomed those present and read the Council's Opening Statement.

19. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. R. Nash, M. Stanley, P. Wells, and P. Woodall with the Clerk recommending that the reasons given were acceptable. These absences were APPROVED by Members.

20. 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:

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- 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, they must temporarily leave the meeting for the discussion and vote.

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 at this time

21. RATIFICATION OF AND WELCOME TO THE CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE AS VOTED ON BY ALLOTMENT HOLDERS AT THE AGM DATED 31st OCTOBER 2023

The report from the Sub-Committee Clerk was NOTED.

The Sub-Committee RESOLVED to APPROVE the ratification of the appointment of Mrs. L. Russell as a non-voting Member of the Sub-Committee for the Re-Established Site.

It was further RESOLVED to APPROVE the ratification of the temporary appointment of Mr. C. Penfold as a non-voting Member of the Sub-Committee for the Original Site, until such time as a new nomination for Tenant Representative comes forward.

It was NOTED that the Sub-Committee Clerk was contacting all Tenants of the Original Site for nominations. The Chair proposed a deadline for nominations be considered and all Members AGREED a deadline of 31st January 2024.

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 19th JUNE 2023 AND THE EXTRAORDINARY MEETING HELD ON 16th AUGUST 2023

The Sub-Committee RESOLVED to APPROVE the Minutes of the Meeting held on 19th June 2023 and of the Extraordinary Meeting held on 16th August 2023 as accurate records, and these were signed by the Chair.

23. CLERK'S REPORT

The Sub-Committee Clerk gave the following verbal report:

There were several reports of theft, damage and unauthorised access onto the Allotments since September 2023:

- Graffiti on a greenhouse in late August, in addition to children on bicycles riding around the Allotments.
- A chain and padlock belonging to the Town Council and used to secure a gate at the Gravits Lane site had gone missing between 8th and 9th September. The Sub-Committee Clerk contacted all Tenants to seek any information on its whereabouts.
- Report from a Tenant on the Original Site of repeated incidents of vandalism on 13th September.
- A Member reported a 'smashed lock' on one of the gates at Gravits Lane on 24th September. Town Force replaced the lock on 25th September.
- Over the weekend of 14th-15th October unauthorised persons had gained entry to the Original site and caused damage to three plots, including turning on a tap and leaving it on to flood a plot for several days before being discovered. Glass was also broken in greenhouses on two other plots.

There were also several reports of issues with taps since September. Town Force attempted to repair one tap, but it was felt that more damage would have been caused in trying to do so. As a result, the Sub-Committee Clerk was in regular liaison with Town Force and the Town Force Manager on this issue, and it seems that the problem was due to Tenants attaching splitters onto the taps, therefore putting strain on the valves that they were not designed to take. Town Force will be replacing all taps with newer, sturdier ones over the winter season, when the water is turned off.

24. RATIFICATION OF EXPENDITURE AND RECOMMENDATION OF APPROVAL TO THE EVENTS, PROMOTION AND LEISURE COMMITTEE

The Sub-Committee Clerk's report was NOTED.

The following costs were RATIFIED by the Sub-Committee:

- Refreshment for Allotment Holders AGM held on 31st October 2023 - £2.30 (charged to the Allotments Competition Budget)
- Purchase of five Allotments Awards plaques and fifteen Allotments Awards Winner signs - £168.25 (covered by sponsorship)
- Engraving of three Allotments Awards shields, including fitting a new engraving onto the 'Best Kept Plot on the Original Site' shield - £42.50 (charged to the Allotments Competition Budget)

Sub-Committee Members RESOLVED to RECOMMEND the approval of the above to the Events, Promotion and Leisure Committee.

25. REPORT ON LETTINGS

The report from the Sub-Committee Clerk was NOTED.

26. REPORTS FROM CO-OPTED ALLOTMENTS HOLDERS, INCLUDING REPORT ON PLOT CONDITIONS

Mrs. L. Russell was the only Co-Opted Member present and did not have anything to add to what had already been included in the Sub-Committee Clerk's report on lettings. There were no issues being experienced on the Re-Established Site.

The Sub-Committee Clerk informed Members that no reports had been received from the Co-Opted Member representing the Original Site, but that there were no known issues other than those which had already been included in the report on lettings.

27. REPORT ON THE COMBINED BOGNOR REGIS IN BLOOM & ALLOTMENTS AWARDS EVENT HELD ON 12th OCTOBER 2023 AND TO NOTE THE EXPENDITURE OF £208.54 AS THE ALLOTMENTS SHARE OF THE EVENT (FUNDED FROM THE PUBLICITY AND PROMOTION BUDGET)

The Sub-Committee Clerk's report was NOTED. Cllr. J. Brooks offered thanks to the Sub-Committee Clerk for organising a successful event.

The Sub-Committee further NOTED the expenditure of £208.54, of the £500 allocated from the Publicity and Promotion Budget, in relation to the associated costs for Allotments Winners attendance at the Awards Event 2023.

28. CONSIDERATION OF ANY MATTERS RAISED BY THE TENANTS AT THE AGM HELD ON 31st OCTOBER 2023 THAT ARE NOT SEPARATE AGENDA ITEMS

The Sub-Committee Clerk's report was NOTED.

The following points were raised by Tenants for inclusion on a future Sub-Committee Agenda for consideration by Members:

- A proposal that Tenants of unkempt plots have their tenancy automatically terminated at the end of the rental year, except for exceptional circumstances, such as illness.
- A request that the Town Council provide a skip once or twice a year so that Tenants can have a good clear up of the Allotments sites.

29. HEALTH & SAFETY ASSESSMENTS AT THE ALLOTMENTS

The Sub-Committee Clerk's report, and the Health & Safety Assessment as carried out by the previous Sub-Committee Clerk on 31st May 2023, was NOTED.

30. TO CONSIDER A REQUEST FROM THE TENANT OF PLOT 20C FOR REMOVAL OF A WELL PUMP

Following a discussion, all Members AGREED with the Officer recommendation that permission to remove the old well pump be REFUSED owing to its value to the historic fabric of the Allotments site.

The Sub-Committee Clerk will write to the Tenant of Plot 20C to express the Sub-Committee's decision, and re-invite the Tenant to wrap the pump in a suitable protective material if it was felt necessary, making it clear that any damage to the well and/or pump would be taken seriously by the Sub-Committee.

31. CORRESPONDENCE

There was no correspondence.

The Meeting closed at 5.56pm

AGENDA ITEM 9

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
15th JANUARY 2024

AGENDA ITEM 9 - BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON THE 22nd NOVEMBER 2023

REPORT BY THE ASSISTANT CLERK FOR NOTING AND DECISION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 22nd November 2023 (Appendix 1).

Members are asked to RESOLVE to RATIFY the following recommendation:

- That Ms. D. Horton be appointed as a co-opted member of the In Bloom Working Group.

DECISIONS

Members are asked to NOTE the Notes of the Bognor Regis in Bloom Working Group Meeting held on the 22nd November 2023.

Do Members RESOLVE to RATIFY: -

- That Ms. D. Horton be appointed as a co-opted member of the In Bloom Working Group?

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Wednesday 22nd November 2023

PRESENT: Cllrs: N. Smith, P. Woodall, Mrs. G. Yeates, also Mrs. G. Edom, Mr. E. Fane, Mrs. S. Hamilton Jones, Ms. P. Keane, Mrs. M. Stanley, Mrs. S. Teverson and Mr. M. Greenfield (Committee Clerk)

IN ATTENDANCE: Mr. J. Hawkins and Ms. D. Horton (Members of Bognor Community Gardeners)

Before the Meeting opened, the Chair read out a statement of condolence on behalf of the Working Group for Mrs. J. Jackson, and also expressed sympathy to Mr. B. Jackson. A card was handed round for all members of the Working Group to sign

The Chair then invited Ms. P. Keane to make a statement, providing details of Mrs. Jackson's funeral, and to invite all members of the Group to the Wake

The Meeting began at 10.06am

1. APOLOGIES FOR ABSENCE

Apologies had been received from Mr. P. Dillon and Mr. B. Jackson. No apologies had been received from Cllr. S. Goodheart and Cllr. Mrs. J. Warr.

2. TO APPOINT A VICE-CHAIR FOR 2023/24 MUNICIPAL YEAR

There were no nominations for Vice-Chair. Members therefore AGREED that the appointment of the Vice-Chair of the Working Group be deferred until the next meeting.

3. TO NOTE THE CO-OPTION OF MRS. M. STANLEY AS A MEMBER OF THE IN BLOOM WORKING GROUP AT THE COMMUNITY ENGAGEMENT & ENVIRONMENT COMMITTEE MEETING HELD ON 2nd OCTOBER 2023 (MIN. 40 REFERS)

The co-option of Mrs. M. Stanley was NOTED.

4. APPROVAL OF THE NOTES OF THE MEETING HELD ON 23rd AUGUST 2023 AND OF THE NON-QUORATE MEETING HELD ON 20th SEPTEMBER 2023

The Notes were formally APPROVED and were signed by the Chair.

5. TO CONSIDER A REQUEST FOR THE WORKING GROUP'S ASSISTANCE FOR A COMMUNITY GARDEN PROJECT

The Committee Clerk advised that Mr. Field, who had contacted the Town Council with the idea of creating a community garden somewhere in the Town, had been invited to attend the meeting but was not present. There had not been any further communication received on this matter.

Mrs. S. Hamilton Jones advised that Crimsham Farm CIC (which is in Pagham Parish) is seeking to expand and could be an appropriate site. The Chair also suggested the Community Orchard off Felpham Way as a possible location, since this fell within the five Wards of Bognor Regis.

Mrs. G. Edom suggested that the Working Group could not comment on the proposal until Mr. Field could attend a meeting. The Clerk was asked to invite Mr. Field to the next meeting.

6. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

BRiB Annual Competition – Wash up of 2023 Awards Evening, including to ratify final expenses, receive reports of feedback from Allotments attendees (if available), and to consider any Working Group feedback to the Community Engagement and Environment Committee and Events, Promotion and Leisure Committee

The Chair expressed personal thanks to all the 2023 Bognor Regis in Bloom judges since this was overlooked at the Awards Evening.

Cllr. P. Woodall informed members that feedback from Allotments Tenants had been positive, with the only criticism being that some felt left out having not been invited to attend. It was further advised that Tenants had expressed a desire that all Tenants are invited in any future combined event. Working Group members also felt that all Tenants should be invited, but the CC and Cllr. Woodall stated that this would require a larger venue, such as Butlin's, which would incur much greater costs.

The Chair stated that many of the Allotments winners were young people and therefore suggested that Tenants are sent a Bognor Regis in Bloom application form for the 2024 Competition in the hope of encouraging more children, involved with the Allotments, to take part.

Ms. P. Keane asked how the raffle went. The CC advised that £80 was generated from the raffle. This figure was down on previous years, and it was felt that if more people were invited to attend the event, more raffle tickets would be sold.

The CC advised that of the £692 budget for the In Bloom share of the costs, the total expenditure was £496.60, with an income of £80. Therefore, there was an underspend of £275.40.

Members AGREED to ratify the expenditure of £496.60 and NOTED the underspend of £275.40.

Cllr. N. Smith expressed his personal opinion that the event was a success, with a good venue chosen and good food provided, and that it would be nice to continue using the Shore Community Church for future events if possible.

7. UPDATE ON ADC'S PLANS FOR THE REDEVELOPMENT OF THE PLANTERS AT BOGNOR REGIS RAILWAY STATION IN 2023 (IF AVAILABLE)

The CC informed Members that Mr. J. Jones-McFarland did not have any updates at this time.

Ms. D. Horton asked what the issue was at the Railway Station. The Chair advised that there is a history of anti-social behaviour and littering. There have been plans for redevelopment for some time, but this is a District Council project.

8. ANY TREE PLANTING PROJECT UPDATES TO BE REPORTED

On behalf of Mr. J. Jones-McFarland, the CC updated members on the plans to begin planting in the Town Cemetery in the February half-term.

Cllr. N. Smith asked what role the Working Group has in tree planting, since a tree in the north-east corner of Hotham Park came down during the recent storms. The CC will contact ADC to enquire if there are any plans to replace the fallen tree.

Mr. E. Fane asked if there were any funds left to plant trees in the car park behind Boots, in Sudley Road. The CC stated that all of the Working Group's Environmental Earmarked Reserves Budget had been allocated to the Cemetery planting.

9. TO FURTHER CONSIDER SPONSORING A CHRISTMAS TREE IN THE RAILWAY CONCOURSE, AS PER RECENT YEARS

The Chair reminded members that the proposal for a new planter at the Railway Station was not feasible, but that there will be a large tree outside the Station this year.

After a brief discussion, it was suggested that two small trees could be planted in the existing planters and decorated, if this would not impact upon any plans or work already carried out by Town Force. All members AGREED that the CC will liaise with the Town Force Manager to see if this would be feasible, and if so, to approach the Station Manager for permission, and to receive quotes for two small trees, approximately three to five feet tall.

10. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE IN BLOOM WORKING GROUP ATTENTION

Although not a Working Group matter, there was a lengthy discussion on the levels of graffiti in the town, particularly in the Hotham Park Discovery Garden.

Cllr. Mrs. G. Yeates updated members on the Waterloo Square cordyline. The tree still had not been delivered. It was suggested by other members that the cordyline is now almost certainly dead, and perhaps it should be removed. Cllr. Mrs. G. Yeates reaffirmed her willingness to try and nurse the tree back to health, and to take custody of any potential Christmas trees the Working Group may fund at the Railway Station.

Mrs. S. Hamilton Jones said that a plan had been formed earlier in the year to re-plant the community garden area of the Hothamton Car Park with a maritime theme, similar to one in Littlehampton, but there had not been any news since. Mrs. M. Stanley stated that recent strimming of the area around the bus stop had ruined the planting and made the area look even more untidy.

Mrs. M. Stanley asked if Mr. J. Jones-McFarland could provide an update on plans to improve the landscaping of the entire car park area. Similarly, there had previously been a request for a green board by Morrisons to be removed, but it is still in situ.

Cllr. Mrs. G. Yeates suggested that the Working Group carries out a 'Day of Action' in the Spring, in collaboration with ADC and/or Town Force, in order to make progress on these areas of concern. The CC was asked by Members to contact Mr. J. Jones-McFarland about this suggestion, and for a day in early Spring (the end of February or early March) to be set aside for this purpose.

11. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS, HEDGEHOG TRACKING PARTNERSHIP AND FRIENDS OF HOTHAM PARK

Bognor Community Gardeners:

Mrs. S. Hamilton Jones had met with Mr. J. Jones-McFarland, Cllr. S. Goodheart and Kim Davis' daughter to discuss plans for Kim's Memorial in the Sunken Gardens. A Mimosa tree had been acquired for the centre circle and a memorial is being arranged with a stone mason. It was hoped that the planting would be carried out as soon as possible.

Furthermore, Mrs. S. Hamilton Jones advised that a discussion had taken place to plant non-edible fruit trees in the garden, but on further assessment this idea was rejected, since it would block the vista into the garden.

Mrs. M. Stanley instead suggested that some trees could be planted along the western part of the Sunken Gardens, which was currently bare, in order to create an avenue of trees.

Ms. D. Horton was introduced to the members and expressed an interest in becoming a member of the Working Group.

Ms. P. Keane asked for an update on the £600 held in the Bognor Community Gardeners account. Mrs. S. Hamilton Jones said that the bank account was dormant and that there were not any plans for what to do with the money. Mrs. M. Stanley stated that Mr. E. Fane had done a good job in clearing and tidying the alley alongside Morrisons, and suggested that the funding could be used towards maintaining this area.

At this point, the Chair proposed that Ms. D. Horton be co-opted onto the Working Group. This was seconded by Cllr. N. Smith and all members AGREED to RECOMMEND to the Events, Promotion and Leisure Committee that Ms. D. Horton be appointed as a co-opted member of the In Bloom Working Group.

Hedgehog Tracking Partnership:

Mrs. G. Edom informed members that the University of Chichester Bognor Regis Campus had received a Gold Award as a hedgehog-friendly campus.

This year, the Partnership had investigated four schoolgrounds, local cemeteries, many private gardens and other public areas for hedgehogs. Not many had been found, but numerous reports had been received from residents of hedgehog activity in gardens around the Town.

Mrs. G. Edom had taken part in several school assemblies to speak to children about hedgehogs and to get them involved in the project, as well as a project with Middleton-on-Sea Beavers to make hedgehog and insect 'houses'. A group in Arundel was also interested in joining the Partnership, but since this would have over-extended available resources, a new group had been set up in Arundel independently.

Mrs. G. Edom stated that the greatest achievement of the Partnership in 2023 had been raising awareness of the environment and wildlife to many children.

Friends of Hotham Park:

The Chair provided feedback of a recent meeting of the Friends. Complaints had been raised about the boating lake and the extent of graffiti in the Park. However, the Rose Garden was looking okay and there had been a suggestion of re-opening the old café for a purpose yet to be determined.

Mrs. G. Edom advised that a new Head Gardener for the Park had been appointed, who has been very proactive. However, she expressed an opinion that there is a serious problem with abuse and vandalism of the

Park. In particular, the Discovery Garden needed more attention and several hedgehog 'arks' had been damaged. Monthly litter picks have also been organised in the Park.

The Chair proposed that cameras be installed to monitor problem areas, where anti-social behaviour was taking place, such as Hotham Park and the subways. Cllr. Members requested that the CC contact the Chair of the relevant Committee to request that this proposal be included on a future Agenda, with the suggestion that funding could be sought from the Sussex Police and Crime Commissioner under the Safer Streets Project.

12. CORRESPONDENCE

The following correspondence had been received by the CC: -

- The Bognor Regis Hedgehog Tracking Project Newsletter No.5.
- 'Your Station, Your Community' Improvement Fund 2024/25 invitation to apply for funding for projects to improve Bognor Regis Railway Station. The deadline for applications is 15th December 2023.

It was AGREED the CC pass both pieces of correspondence to the Members.

13. DATE OF NEXT MEETING

The Councillor Members stated that meetings will need to be held on a Wednesday for the best chance of ensuring a quorate meeting. As a result, it was unanimously AGREED that all future meetings are to be held on Wednesdays.

The next meeting will be held on Wednesday 7th February 2023 at 10am.

The Meeting ended at 11.15am

BOGNOR REGIS TOWN COUNCIL
 ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
 15th JANUARY 2024

AGENDA ITEM 10 - TO CONSIDER YOUTH & YOUNG PERSONS BUDGET 2023/24 APPLICATIONS INCLUDING: -

- TO FURTHER CONSIDER THE FUNDING REQUEST FROM THE BOGNOR FUN BUS CIC, DEFERRED FROM THE NOW DISSOLVED COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 2nd OCTOBER 2023 – MIN. 50.1 REFERS
- TO CONSIDER FUNDING REQUESTS FROM BOGNORPHENIA CIC AND BOGNOR REGIS YOUTH AND COMMUNITY CENTRE, DEFERRED FROM THE NOW DISSOLVED COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 2nd OCTOBER 2023 – MIN. 50.3 REFERS
- TO CONSIDER NEW FUNDING REQUESTS FROM 39 YOUTH CLUB, THE REGIS SCHOOL AND THE SHORE COMMUNITY CHURCH

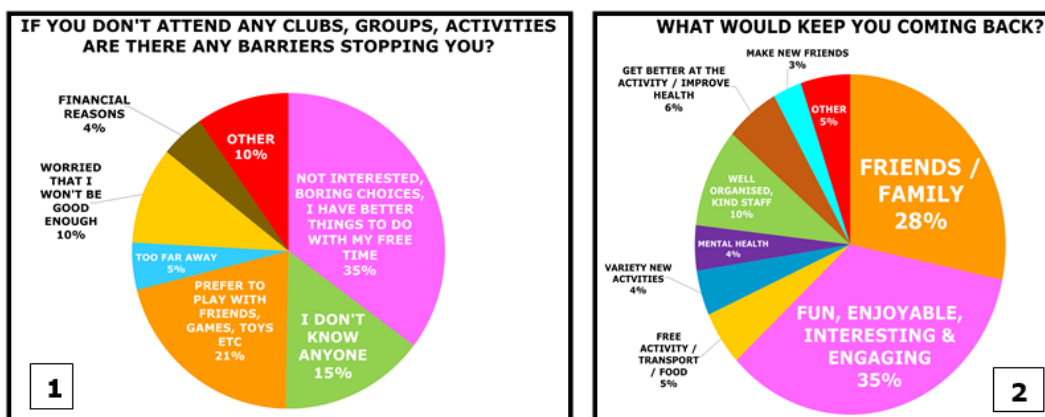
REPORT BY THE ASSISTANT CLERK

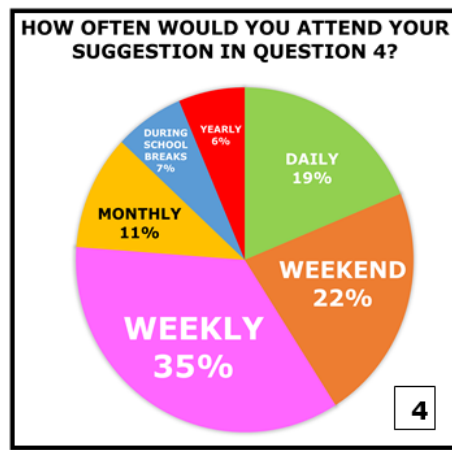
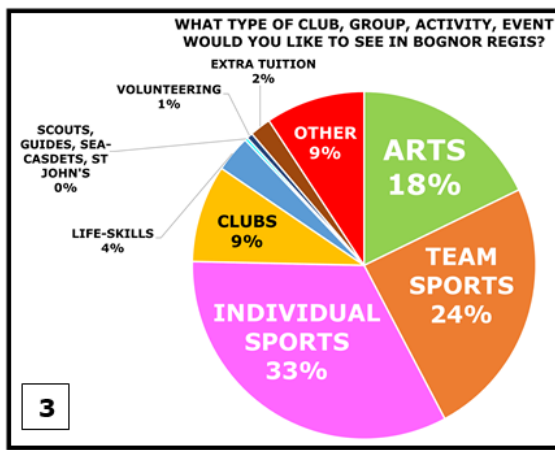
FOR DECISION

BACKGROUND

To date, the management of the Town Council’s Youth & Young Persons Budget, and consideration of funding applications, fell within the remit of the Community Engagement and Environment Committee. However, following the decision taken by Members to dissolve this Committee, at the Extraordinary Council Meeting held on 13th November 2023 (Min. 131 refers), the topic of ‘Children and Young People’ is now within the remit of the Environmental and Leisure Committee, as set out in the Terms of Reference adopted at the Council Meeting held on 2nd January 2024 (Min. 150 refers). It is, therefore, now the responsibility of this Committee to consider applications to the Youth & Young Persons Budget.

In December 2022, a Motion was passed instructing Officers engage with students at The Regis School and Felpham Community College with a view to producing a comprehensive report on what young people would like to see regarding youth provision within the Town. The aim of this work was to better understand what the needs of young people are within the 5 Wards of Bognor Regis, to enable the Town Council’s funding to be specifically targeted to support projects within these areas that meet these needs. A total of 750 completed surveys were received in the Summer of 2023 from students of both The Regis School (550) and Felpham Community College (200), across Years 7 to 10.





As shown in Figure 4, there is a very clear indication that students wanted activities during term time and not during their school breaks.

Upon receiving the results of the surveys, it was subsequently agreed that, when reviewing applications to the Youth & Young Persons Budget, the outcomes would be borne in mind. It was further agreed that one of the aims of this budget would be to target hard-to-reach young people and those not currently engaging either at school or in youth activities.

There is £13,400 remaining in the Youth & Young Persons Budget 2023/24 and the combined total of applications to be considered is £32,823. The agreed Budget for 2024/25 makes provision of £14,000 for the Youth & Young Persons Budget and a new application window will open after 1st April 2024.

Details of the applications referred to in this report were emailed to Members of the Environmental and Leisure Committee on 4th January 2024, with an invitation to view the documents submitted with each application, ahead of the meeting.

TO FURTHER CONSIDER THE FUNDING REQUEST FROM THE BOGNOR FUN BUS CIC, DEFERRED FROM THE NOW DISSOLVED COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 2nd OCTOBER 2023 – MIN. 50.1 REFERS

In July 2023 the Bognor Regis Fun Bus CIC contacted the Town Council seeking funding for the purchase of a bus, from which youth sessions would operate in Bognor Regis, at a cost of £7,995. If full funding for the bus were not possible then they proposed a grant of £4,000 plus a loan of the balance from the Town Council to expediate the purchase of a bus.

The Bognor Fun Bus CIC were advised to complete an application form for the Council's Youth & Young Persons Budget and upon receipt the funding request had increased to £9,594, or a grant of £5,000 plus a loan of £4,594 repayable within 12 months to the Council.

The application to the Youth & Young Persons Budget 2023/24 was received by the Community Engagement and Environment Committee Meeting held on 7th August 2023, however, Members felt it necessary to defer consideration of the request until they'd had sufficient time to review the application (Min. 26 refers).

It should be noted that the applicant has been unable to provide all the documentation asked of applicants and has given the following reasons: -

"DBS Enhanced Disclosures for volunteers and staff will be sought when we seek to appoint/approve such people. No one will be accepted without the requisite DBS check. We have no unrestricted reserves; this is the capital purchase phase. We are not yet at the stage of needing Public Liability Insurance, but it is in the operational budgets for the first 5 years which we have prepared."

In preparing this report, the Assistant Clerk contacted the applicant on 8th January 2024 to clarify the level of funding that they were seeking, and they have confirmed that they are applying for a grant of £7,995 from the Youth & young Persons Budget 2023/24.

TO CONSIDER FUNDING REQUESTS FROM BOGNORPHENIA CIC AND BOGNOR REGIS YOUTH AND COMMUNITY CENTRE, DEFERRED FROM THE NOW DISSOLVED COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 2nd OCTOBER 2023 – MIN. 50.3 REFERS

At the Community Engagement and Environment Committee Meeting held on 2nd October 2023, as well as further considering the funding request from The Bognor Fun Bus CIC, Members also received details of applications to the Youth & Young Persons Budget 2023/24 from Bognorphenia CIC and Bognor Regis Youth and Community Centre. Members agreed that these two applications, the application from The Fun Bus CIC, and any additional applications received at least one week before the meeting on the 4th December 2023, would be considered at this time to give all organisations a fair opportunity to apply to the Youth & Young Persons Budget (Min. 50.3 refers).

However, owing to the dissolution of the Community Engagement and Environment Committee on 13th November, the meeting scheduled for 4th December 2023 did not take place and the applications remain to be considered.

TO CONSIDER NEW FUNDING REQUESTS FROM 39 YOUTH CLUB, THE REGIS SCHOOL AND THE SHORE COMMUNITY CHURCH

The following new funding requests have been received since 2nd October: –

- 39 Youth Club have requested £7,000 match-funding to support an application to the Community Ownership Fund for capital and revenue costs including building repairs to allow the entire venue to be used for hire.
- The Regis School (Phoenix Centre) have requested £10,328 towards costs associated with running outreach sessions.
- The Shore Community Church (Bognor Regis Baptist Church) have requested £2,000 towards costs associated with running wellbeing and resilience workshops.

DECISIONS

From the balance of £13,400 remaining in the Youth & Young Persons Budget 2023/24, Members are invited to RESOLVE to AGREE whether to fully fund, or part fund, any of the following requests: -

- £7,995 - The Bognor Fun Bus CIC
- £2,500 - Bognorphenia CIC
- £3,000 - Bognor Regis Youth and Community Centre
- £7,000 - 39 Youth Club
- £10,328 - The Regis School (Phoenix Centre)
- £2,000 - The Shore Community Church (Bognor Regis Baptist Church)

BOGNOR REGIS TOWN COUNCIL
ENVIRONMENTAL AND LEISURE COMMITTEE MEETING
15th JANUARY 2024

AGENDA ITEM 11 - TO RECEIVE ANY UPDATE ON THE PROPOSALS AND EXPENDITURE OF THE PUBLICITY AND PROMOTION BUDGET 2023/24 – MIN. 56 OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD ON 6th NOVEMBER 2023 REFERS

REPORT BY THE ASSISTANT CLERK FOR NOTING AND DECISION

Remaining balance available for 2023/24 = £291.46

Music stand banners for the Bognor Regis Concert Band – Min. 56.3 of the Events, Promotion and Leisure Committee Meeting held on 6th November 2023 refers

Having agreed the final design of the music stand banners, at the meeting held on 6th November 2023, Members noted that should there be any surplus funds that are not required, then these would be returned to the Publicity and Promotion Budget as an underspend (Min. 56.3 refers).

However, at the earlier meeting held on 17th July 2023, it had been agreed that any monies remaining from the £2,500 allocated from the Publicity and Promotion Budget 2023/24 would be used to cover any charge for the Bognor Regis Concert Band to perform at Town Council events (Min. 26.5 refers).

As neither 6-months has passed since the earlier decision was taken, and there was no suspension of Standing Orders at the meeting held in November to rescind this, it is the decision taken at the meeting held on 17th July 2023 that will be upheld.

DECISION

Members are asked to NOTE that any monies remaining from the £2,500 allocated from the Publicity and Promotion Budget 2023/24, for the production of BRTC sponsored music stand banners for the Bognor Regis Concert Band, will be used towards any charge for the band to perform at Town Council events in 2024.

Live Broadcast of the Women's World Cup Final – Min. 39.1 of the Events, Promotion and Leisure Committee Meeting held on 11th September 2023 refers

At the meeting held on 11th September 2023, Members resolved to ratify expenditure of £610.00 for the live broadcast of the FIFA Women's World Cup Final in August 2023.

It was further resolved to agree that £400 be funded from the monies remaining in the Publicity and Promotions Budget 2023/24, with the remaining expenditure of £210 funded from an appropriate budget (Min. 39.1 refers).

As reported to the Events, Promotion and Leisure Committee, at the meeting held on 6th November 2023, there was an underspend of £291.46 from monies identified for a combined Bognor Regis in Bloom and Allotments Presentation Event, and Members noted that this underspend had been returned to the 2023/24 Publicity and Promotion Budget (Min. 56.1 refers).

With the Publicity and Promotion Budget 2023/24 having been replenished with the underspent monies, it is possible that the remaining expenditure of £210 for the live broadcast of the FIFA Women's World Cup Final could be funded from the £291.46 now available in the Publicity and Promotion Budget 2023/24.

DECISION

Do Members RESOLVE to AGREE that £210 of the Publicity and Promotion Budget 2023/24 be utilised to fund the remaining expenditure for the live broadcast of the FIFA Women's World Cup Final in August 2023?

£600 identified for monthly social media Geocaching, competitions etc and subsequently ringfenced for a similar virtual event – Min. 38.2 of the Events, Promotion and Leisure Committee Meeting held on 11th September 2023 refers

At the meeting held on 11th September 2023, having concluded that the Geocaching event first proposed was not viable, an alternative event was suggested using augmented reality from a local based company involving all age groups. Members invited the proposer, Cllr. Goodheart, or the local organisation associated with the alternative event, to put forward a proposal in the future for Members to consider. Until such time it was 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, subject to the approval of the Policy and Resources Committee (Min. 38.2 refers).

Members are asked to note that, to date, there has been no furtherment in relation to proposals for a virtual event. Should a proposal be forthcoming in time for the Environmental and Leisure Committee Meeting in March, then, with the support of the Committee, it will be suggested that the £600 be earmarked whilst the proposed use of the expenditure is recommended to the Policy and Resources Committee for consideration. Should there be no proposal put forward for consideration at the March meeting, then the £600 originally identified for monthly social media Geocaching, competitions etc and subsequently ringfenced for a similar virtual event, will be returned to General Reserves.