



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam

MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE

I hereby give you Notice that a Meeting of the Events, Promotion and Leisure Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 11th JUNE 2018**

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** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

DATED THIS 4th JUNE 2018

CLERK TO THE COUNCIL

AGENDA AND BUSINESS

1. To Note the Appointment of Chairman and Vice-Chairman as agreed at the Annual Meeting
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest

Members and Officers are invited to make any declarations of Disclosable Pecuniary 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.

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Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest

- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To approve the Minutes of the Meeting held on 16th April 2018
 5. Adjournment for public question time
 6. Matters Arising from the Minutes which are not separate Agenda Items
 7. Appointment of Allotments Sub-Committee
 8. To consider current Terms of Reference for the Events Promotion and Leisure Committee and the Allotments Sub-Committee and to make any necessary recommendations on proposed changes to the Policy and Resources Committee
 9. Update on events programme for 2018 including ratification of any decision where required - report by Events Officer
 10. To ratify the costs for the bunting of £1442.50+VAT, to be funded from the Bognor Regis Brand Budget - Min. 137 refers
 11. Update on invitation to Love Bognor to give a presentation to this Committee - Min. 143 refers
 12. To receive an update on plans for Armed Forces Day 2018
 13. Consideration of the re-appointment of the Task & Finish Working Group including a review of its current strategy, to agree final proofs for postcards, further consideration of the frames for the wind shelters on the promenade and to ratify any associated costs from the Bognor Regis Brand Budget. Furthermore, if re-appointed to review the Terms of Reference for the Working Group
 14. Bognor Regis Brand Budget including consideration of utilisation of remaining balance less previously identified expenditure
 15. Consideration of a proposal to hold a stand alone outdoor film event
 16. Update on tender process for the Christmas Lights Display 2019
 17. Consideration of request to purchase and fly a Red Ensign on Merchant Navy day on 3rd September to raise awareness of the nation's reliance on seafarers and shipping and to identify a budget for associated costs as detailed in report
 18. Consideration of Officer attendance at a meeting with ADC regarding a proposal for an event on the promenade for 2019
 19. To note correspondence
 20. Date of next Meeting Monday 6th August 2018

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 16th APRIL 2018

PRESENT:

Cllrs. J. Brooks (Chairman), Mrs. S. Daniells, S. Goodheart,
M. Smith and Mrs. J. Warr

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer) – until Min. 134
1 Councillor in the public gallery
1 member of the public

The Meeting opened at 6.30pm

125. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement with attention drawn to the evacuation procedure in the event of the fire alarm sounding. Apologies had been received from Cllr. Batley, who was on annual leave and Cllrs. Dillon and Lineham who were both unwell.

126. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) whether it is a Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllr. J. Brooks declared a Disclosable Pecuniary interest in Item 17 as a supplier to Armed Forces Day and would leave the meeting if discussion proved this necessary

127. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12th FEBRUARY 2018 AND THE EXTRAORDINARY MEETING HELD ON 21st MARCH 2018

The Chairman requested that an additional sentence be inserted into Min. 124 of the Minutes of the Extraordinary Meeting of the 21st March 2018, as he felt that the following paragraph could be mis-interpreted and wanted to clarify that the decision was in no way a poor reflection on the work delivered by Bognor.today;

The issue was debated by the Committee and the consensus from the other Members of the Committee was that they did not feel that Bognor.today or the webcam should be included on the events pamphlet. This was AGREED.

The Chairman asked for the following line to be inserted:

This decision did not reflect in anyway on Bognor.today or the Webcam.

Some Members felt this addition to be unnecessary as the comment was clearly not a criticism and the Town Council could be setting a precedent by justifying its decision. Following discussion and a vote, Members **AGREED** to the Chairman's proposal and the line will be inserted into the Minutes and the Chairman will initial the amendment.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 12th February 2018 and the Extraordinary Meeting, held on 21st March 2018, along with the agreed amendment and these were signed by the Chairman.

128. ADJOURNMENT FOR PUBLIC QUESTION TIME

Members **AGREED** to allow Cllr. Stanley, who was in the public gallery, to speak when the Committee considered the additional agenda item.

There were no other questions and no written questions had been received.

129. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

Min. 118 - 12th February 2018 – To consider outside use of the Town Council Logo and use of the Bognor Regis Brand.

The Projects Officer read out the response from the Group Head of Economy, Director of Place for Arun District Council to her letter regarding the use of the logo. She thanked the Committee for providing a copy of the 'Guidance for the use of the Bognor Regis Town Logo' and assured Members that ADC would be mindful of the guidance for use of the logo in the future.

Members noted the response and were pleased with the comments.

130. UPDATE ON EVENTS PROGRAMME FOR 2018 - REPORT BY EVENTS OFFICER

The Events Officer's report was noted, and its content debated, after which the following were **RESOLVED**:

130.1 Day in the Park - 30th May 2018

The Events Officer reported that unfortunately Julia Donaldson was not able to attend the event. Members were asked to contact the Events Officer if they wished to participate or assist on the day.

130.2 Royal Wedding - 19th May 2018

Following discussion Members **AGREED** to distribute 500 red, white and blue balloons on sticks at the event. These along with a pump, will be funded from the Bognor Regis Brand Budget and the costs confirmed and ratified at the next meeting. Members would also like to encourage those attending the event to dress in the colours of the Union Flag. Members further **AGREED** that the Events Officer should source concessions for the event both merchandising and refreshments.

130.3 Drive Through Time - 8th July 2018

Members noted that the film "Chitty Chitty Bang Bang" had been confirmed and asked for the lyrics of the songs to be included inside the DTT brochure to encourage a sing-a-long.

130.4 Proms in the Park - 23rd June 2018

Following discussions Members **AGREED** that a Swing/Jazz band would perform for the first half of the event with a String Quartet for the Classical Proms in the second half. During the interval there will be a "cockney knees-up" style sing song. Lyrics for all songs will be included in the brochure.

Members considered setting an advance date for the 2019 Proms in the Park to enable the Haltingen Music Club from the Twinning Town of Weil am Rhein

to participate at the event. Members subsequently **AGREED** for the Events Officer to arrange a suitable date that did not clash with any other major event in 2019 as the dates previously proposed clashed with the Carnival and to relay this to the Music Club and report back to the Committee in due course.

130.5 Funshine Days - August 2018

Members noted the Events Officer's update and that further details regarding the 2-week, 3-day programme will be made available at the next meeting.

130.6 February 2019 Half Term Events

Members noted there was no update at this time.

130.7 Armed Forces Day - 16th June 2018

Members noted that this was a separate agenda item.

130.8 WWI Centenary - 11th November 2018

As had been agreed at the previous meeting, the order for 4 Silhouette Soldiers had been placed and delivery is awaited (Min. 106.8 refers). Members were therefore asked to consider where they would like to site the Soldiers to mark the Centenary Commemoration. After discussion Members **AGREED** to have two located by the Bognor Regis War Memorial Hospital and for two to be placed on the Town Hall balcony. Members asked Officers to seek the relevant permissions.

Members further **AGREED** that the Commemoration event would be simple and respectful and follow the national guidelines which include a piper, followed by the Last Post performed by a bugler and then the lighting of the beacon.

Members further **AGREED** to release 100 bio-degradable helium sky doves. Furthermore, it was suggested that a searchlight be used to light the event.

Members noted that the Events Officer had requested the attendance of a Military Band but due to the enormity of the occasion all bands have received an inordinate number of requests. Therefore, their presence at events will be determined by a draw but to date there has not been any confirmation of the result.

130.9 Christmas Illuminations - 24th November 2018 (TBC)

Members noted there was no update at this time.

131. REVIEW OF THE PUBLISHED 2018 EVENTS PAMPHLET AND RECOMMENDATIONS FOR PRODUCTION OF 2019 EDITION

The Events Officer circulated the finished pamphlet, distribution of which was under way. Members commented that they were pleased with the finished product, but the Chairman stated that he would like a longer period of consultation next year. The Chairman further requested a copy of the distribution list and for a PDF version of the pamphlet to be made available to Members to promote on social media sites.

132. UPDATE ON TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019 INCLUDING CONSIDERATION OF CONTINUANCE OF MAINTENANCE OF DECORATIVE LIGHTING IN "OLD TOWN" - REPORT BY PROJECTS OFFICER

Members noted the Projects Officer's report and **AGREED** to include a request for costings for continuance of maintenance for the "Old Town" display lights to be included within the specification for the new contract.

Members **AGREED** with the Contractors Specification and Brief as circulated but also suggested that Quotation 2 include an "exciting" high-tech display with a number of additional features. Furthermore, Members wished to include costs for wall mounted Christmas trees for the "Old Town" area and for the lighting in the Queensway to be extended.

With regard to the number of tender invitees, it was **AGREED** that this should be limited to three companies.

Members further **AGREED** for the University to be approached to see if their New Technology students would like to design a display.

133. CONSIDERATION OF A REQUEST TO ARUN DISTRICT COUNCIL FOR FURTHER IMPROVEMENTS TO THE HOTHAMTON PLAY AREA - COUNCIL MEETING 8th JANUARY 2018 MIN. 131 REFERS

The Projects Officer's report was noted which referred to the question posed to the Mayor at the Council Meeting held 8th January and the request to lobby ADC to carry out safety improvements including a new safety gate and higher fencing at the Hothamton Play Area. Members **AGREED** to write to the Chief Executive of ADC to raise the points included within Cllr. Cosgrove's question to the Mayor and furthermore, also request they consider the installation of wheelchair friendly play equipment within the Hothamton play area.

134. CONSIDERATION OF INSTALLING "NOGGIN" UNITS TO MEASURE FOOTFALL AT TOWN COUNCIL EVENTS INCLUDING IDENTIFICATION OF FUNDING FOR ANY EXPENDITURE - POLICY AND RESOURCES COMMITTEE 5th FEBRUARY 2018 MIN. 149 REFERS

Members noted the Project Officer's report.

Following discussion, Members **AGREED** not to hire in "Noggins" for use at Town Council Events. Members felt that extension of the existing Noggins in the Town centre to the promenade may be something the BID would like to consider when they hold their summer events and asked Officers to raise this at one of the BID board meetings. The Chairman showed a report he used to record footfall at events and would circulate to other Members.

The Events Officer left the meeting

135. BOGNOR REGIS BRAND BUDGET INCLUDING: UPDATE ON EXPENDITURE AND CURRENT BALANCE

A spreadsheet of expenditure was circulated, and Members noted the current balance of £11,858.82.

136. TO RECEIVE THE NOTES AND RECOMMENDATIONS OF THE TASK & FINISH GROUP MEETING HELD ON 1st MARCH 2018 INCLUDING RATIFICATION OF ANY PROPOSED EXPENDITURE

Members received the notes of the Events Promotion & Leisure Task and Finish meeting of the 1st March 2018 including confirmation of the two chosen projects for the Group; Merchandising and Advertising Space on the Promenade.

Members **AGREED** the **RECOMMENDATIONS** to fund the costs for the draft production of artwork for postcards and posters from the Bognor Regis Brand Budget and will ratify the costs when available.

137. CONSIDERATION TO PURCHASE AND INSTALL BUNTING IN THE PRECINCT FOR THE SUMMER SEASON INCLUDING AGREEMENT FOR COSTS TO BE MET FROM THE BOGNOR REGIS BRAND BUDGET

The Projects Officer's report was noted, and Members **AGREED** the following:

Union Flags to be purchased and erected in the High Street from the Post Office to Iceland and the London Road into Station Road. These will be displayed until after the Royal Wedding then replaced by multi-coloured bunting for the remainder of the season.

Officers will investigate costs and report to Members for ratification at the next meeting with the expenditure met through the Bognor Regis Brand Budget.

Members were asked to identify other areas for bunting and to bring any suggestions to future meetings.

138. CONSIDERATION OF "STOCK PHOTOGRAPHS" FOR PROMOTION AND MARKETING PURPOSES FOLLOWING NEW GENERAL DATA PROTECTION REGULATION (GDPR) GUIDELINES

The Projects Officer's report was noted.

With the forthcoming implementation of the new GDPR, governing data use, Members were asked how they wished to proceed regarding future use of photographs in Town Council material and publications.

One of the guidelines state that photographs cannot be used if people are recognisable without written consent. Members would like clarification on what is classified as recognisable. For example, someone may still be recognisable even if their face is not visible.

Following discussion Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a Policy be produced in line with that of Arun District Council's policy and to start building a library of stock photographs based on a list of situations to cover a broad range of stock. Following further investigation this item will be reconsidered by the Committee including details of any expenditure.

139. FURTHER CONSIDERATION OF BEACON LIGHTING ON THE PROMENADE FOLLOWING TEST RUN OF BURNERS - 12th JUNE 2017
MIN. 13 REFERS

The Projects Officer's report was noted and, following discussion, Members **AGREED** to undertake a test run of the beacon using wood along with a review of the Risk Assessment. Members would be invited to attend, and the Chairman asked that details of the test be made available on Facebook, so members of the public can come along and give their comments. Members asked Officers to make the necessary arrangements.

The issue will then be placed on a future agenda of the Committee for the final decision to be taken in time for the World War 1 Commemorations in November.

140. CONSIDERATION OF WEBSITE STATS FROM BRTC AND PARTNERS WEBSITES – REPORT FROM THE CHAIRMAN - MIN. 113 REFERS

The Chairman reported that he had completed his report on the website stats and would circulate to Members. However, he would like to liaise with the Tourist Officer at ADC in the first instance regarding their Sussex By the Sea website and Members **AGREED** to this. The Chairman's report had highlighted some concerns with the Town Council's own website but acknowledged that the Town Council's Civic & Office Manager was aware of the concerns and was already looking to address the situation.

141. TO RECEIVE AN UPDATE ON PLANS FOR ARMED FORCES DAY 2018

Members noted the Events Officer's report and the previously circulated Minutes of the Bognor Regis Armed Forces Day Committee Meeting of the 29th March 2018.

Members **AGREED** to reserve the weekend of the 22nd/23rd June 2019 for the Armed Forces Day Event subject to the future agreement by the Town Council to support the event.

142. It was **RESOLVED** to vary the order of business to take the additional agenda item next

143. TO CONSIDER A PROPOSAL FOR A FUTURE PRESENTATION TO THE COMMITTEE BY VINCO MARKETING REGARDING THE LOVE BOGNOR INITIATIVE AND TO MAKE RECOMMENDATIONS REGARDING FUTURE PARTNERSHIP WORK WITH LOVE BOGNOR IN ACCORDANCE WITH THE COUNCIL'S PARTNERSHIP PROMOTION AND SPONSORSHIP POLICY

The Chairman invited Cllr. Stanley to speak as previously agreed by Members.

Cllr. Stanley asked Members to consider inviting Vinco Marketing to attend the June meeting of the Events, Promotion and Leisure Committee to give a presentation on Love Bognor. In a short time, Love Bognor have attracted four and half thousand followers to their Facebook page, produced the literature for the Christmas event, worked with The Trust on their photograph competition and held a successful Easter Egg hunt in the Town.

Following discussion Members **AGREED** to invite Vinco Marketing to attend the June Meeting, however, Members requested that Cllr. Stanley liaise with the Projects Officer prior to the meeting to agree a brief and to ensure that the presentation would not incur any cost to the Council.

144. TO NOTE CORRESPONDENCE

The Committee noted receipt of the correspondence list, previously circulated.

145. DATE OF NEXT MEETING

Monday 11th June 2018.

The Meeting closed at 9.15pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th JUNE 2018**

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

REPORT BY PROJECTS OFFICER

FOR DECISION

Members are invited to consider and review the current Terms of Reference for the Events Promotion and Leisure Committee and the Allotments Sub-Committee (attached as **Appendix 1 and 2**) and recommend any changes to the Policy and Resources Committee.

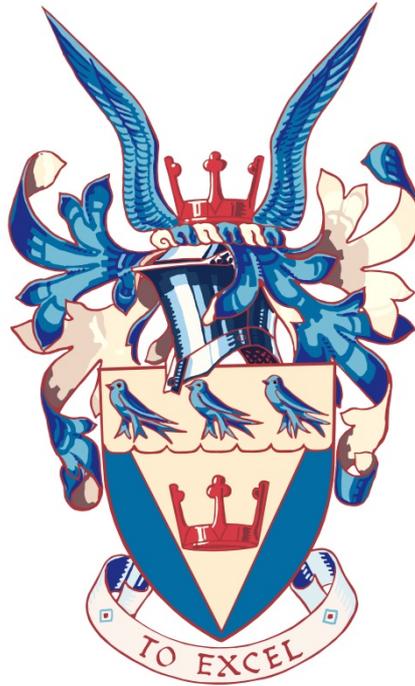
DECISION

Do Members **AGREE** the current Terms of Reference for the Events Promotions and Leisure Committee

Do Members wish to make any changes to the current Terms of Reference for the Events Promotions and Leisure Committee for **RECOMMENDATION** to the Policy and Resources Committee

Do Members **AGREE** the current Terms of Reference for the Allotments Sub-Committee

Do Members wish to make any changes to the Terms of Reference for the Allotments Sub-Committee for **RECOMMENDATION** to the Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

EVENTS, PROMOTION AND LEISURE COMMITTEE

Adopted by the Council at its Meeting held on 4th September 2017

BOGNOR REGIS TOWN COUNCIL

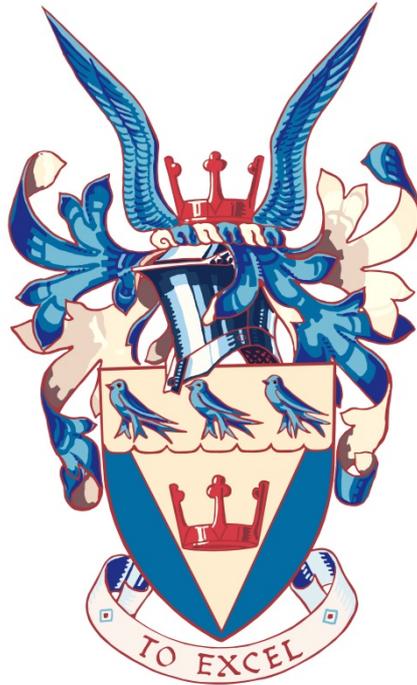
TERMS OF REFERENCE: EVENTS, PROMOTIONS AND LEISURE COMMITTEE

9 Members of the Authority

Quorum = 3

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

<p>1.8 To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the overriding consideration when determining whether an event proceeds</p> <p>1.9. Develop and deliver a marketing strategy for all Town Council events, ensuring that an appropriate marketing budget is allocated</p> <p>1.10 To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Events, Promotion and Leisure Committee</p>	<ul style="list-style-type: none"> • Town Clerk
<p>2 Entertainment & the Arts outdoors</p> <p>2.1 Power to provide entertainment and support of the arts, Local Government Act 1972, S145</p> <p>2.2 Power to promote lotteries, Lotteries & Amusements Act 1976, S7</p>	<ul style="list-style-type: none"> • Committee within policy • Grants to Policy and Resources Committee • Committee within policy Operational management to Town Clerk
<p>3. Markets</p> <p>3.1 Any matters concerning markets including power to operate markets. Food Act 1984 s50-61 or any charters</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within policy & budget • Operational management to Town Clerk
<p>4. Leisure & Recreation</p> <p>4.1 Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10</p> <p>4.2 Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions)Act S19; Public Health Act 1961, s54</p> <p>4.3 Management & enhancement of Play areas</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management • Acquisition to Council • Strategic Management & development to Committee within budget & policy • Town Clerk for operational management • Strategic Management & development to Committee within budget & policy • Town Clerk for Operational management •
<p>5. Allotments</p> <p>5.1 To provide and manage allotments, improve land and let rights under S 23, 26, &42 of the Small Holding & Allotments Act 1908.</p>	<ul style="list-style-type: none"> • Operational Management to Town Clerk • Strategic overview & development to Committee
<p>6. Christmas Lights</p> <p>6.1 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144, including sponsorship and maintenance of the High Street Pea Lights</p>	<ul style="list-style-type: none"> • Committee within budget for overview • Town Clerk for operational management • Grants to Policy & Resources Committee
<p>7. Meteorological Office</p> <p>7.1 Maintenance of the Town Meteorological Office</p>	<ul style="list-style-type: none"> • Committee within budget • Operational management to Town Clerk
<p>8. Power to market the Town</p>	<ul style="list-style-type: none"> • Committee within Policy and Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on 4th September 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

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

9 Members of the Authority and co-opted Members

Quorum = 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
1. To improve liaison between the Council and Allotment Tenants 2. To promote the sensible use and advancement of the Allotments in Bognor Regis 3. To promote the use of Allotments by young people	<ul style="list-style-type: none">• Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for Operational management

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE – 11th JUNE 2018**

AGENDA ITEM 6 - UPDATE ON EVENTS PROGRAMME FOR 2018**REPORT BY THE EVENTS OFFICER****FOR INFORMATION
AND DECISION**

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

Book Day - 30th May 2018

Budget £3,500.00

Members are asked to advise what book theme they would like for the 2018 Park Day and to agree the budget recommendation of £3,500.00.

After sourcing the views of the general public on the BRTC Events Facebook page as requested at the December meeting, the most suggested theme was the works of Julia Donaldson. As Julia Donaldson has written over 31 titles including The Gruffalo, Stick Man and Room on the Broom to name but a few, this will enable the event to expand greatly.

Members are asked to agree this proposal.

A 'Big Art & Take and Make Workshop' focusing on the works of Julia Donaldson will be in place in the park on the day, resulting in a giant collage of her works and all the children involved get to make a character from the books to take home with them.

Numerous children's rides will be brought into the park including a mobile climbing wall, strike a light interactive game, a soft play area for the younger children and a double decker bus which has been converted into a play bus.

The bandstand will be turned into a cave with the use of camouflage netting and fake grass for the floor, where a professional storyteller will be telling stories throughout the day.

A 'homemade only' fancy-dress competition will take place with numerous signed copies of all Julia Donaldson's most popular books be given as prizes.

Enquiries have been made regarding attendance of a mobile petting zoo, but this addition is pending confirmation at this stage.

Members are welcome to come and assist with the day and if interested, are asked to contact the Events Officer as soon as possible with their availability and what they would like to be involved in.

The Book Day was well attended with a footfall of approximately 5,000, slightly down on previous years of up to 10,000 due to the inclement weather in the days leading up to the event and the forecast for the day itself.

The bandstand was full for every storytelling session and the Giant Art Workshop estimated over 500 children took part in the Make & Take and Collage Art. The Book Swap was a huge success with hundreds of books being swapped on the day.

Some social media feedback on the event;

'very good day out with the kids today. lovely free events. reptiles were amazing. thank you'

'nice that things are put on like that for families to enjoy. much appreciated'

Royal Wedding - 19th May 2018

Budget £2,000.00

Members are asked to consider if they would like to celebrate the wedding of Prince Harry and Meghan Markle taking place on the 19th May. Sponsorship of half the cost of the big screen has been provisionally obtained along with provisional booking of Hotham Park for the event pending agreement. The last Royal Wedding that was broadcast from the park was a hugely successful event with the park packed to capacity.

Should Members wish to proceed with an event to celebrate the Royal Wedding, with a live Broadcast from Hotham Park, a budget of £1,500.00 will need to be identified. As the next Policy and Resources Committee meeting is not until 9th April, there is insufficient time to make a recommendation to that Committee regarding the identification of a budget as that would not enable sufficient time to organise the event.

Should Members wish to proceed then a budget would need to be identified within the budgets already agreed for the 2018 events. Please see the proposal under the February 2018 Half Term event(s), which could potentially allow a budget should Members wish to add this event to the 2018 programme.

The big screen has been confirmed with sponsorship from Bunn Leisure. Further information will be available at the meeting.

The live Broadcast of the Royal Wedding was very well attended with over 2000 people coming out to enjoy the day. Bognor born Zaz the clown was there with Circus Pazaz offering free circus skills all day.

Unfortunately, there were some technical issues which did impair the sound of the broadcast and it didn't reach fully across the park as intended. However, subtitles were put on for those that couldn't hear, and the picture was crystal clear and visible from all sides of the park.

Hopefully this did not detract from the wonderful occasion as the atmosphere in the park was incredible.

Currently awaiting a technical report on the sound issues which will be reported at the next EP&L meeting.



Drive Through Time - 8th July 2018

Budget £3,500.00 Revised Budget £4,250.00

The date to be confirmed as the Drive Through Time falls on the same weekend as the Silverstone Formula one as it is broadcast live on a big screen at the event. The provisional date released by F1 is the 8th July, however this did change last year.

Due to the continued success of this day, the Officer recommendation is that the event should run in the same format as the previous 6 years. To enhance the event further the Officer proposal is that when the Gala finishes the event runs into the evening and provides an open-air cinema. The film would be free to attend and could be themed to the Drive Through Time and show films such as The Italian Job, Smokey and the Bandit or more family oriented such as Herbie or Chitty Chitty Bang Bang. This will utilise the big screen twice and also change the dynamic of the event going from a Drive Through, to a Drive In. Do Members support this recommendation or have any input or suggestions?

Please note that the big screen secured for the 2017 was due to a sponsor covering over £1,500.00 of the cost and unless sponsorship to this value again can be secured,

the screen size will need to be reduced. The sponsor has been contacted and asked if they would like to support the event again for 2018.

Sponsorship has been secured for 2018 enabling us to utilise the big screen once again.

After investigation, to enable a film to be screened to extend the event into the evening, BRTC is required to obtain a licence at a cost of £750.00 + VAT. To avoid paying this fee the film being shown needs to be out of copyright and fall into the public domain. Because a film can incorporate cinematography, drama, literature, music, art, and/or trademark, it is more difficult to determine the public domain status of film than for any other media.

After extensive research into this the Superman 1940's cartoons appear to be the only available option on the existing budget. The Fleischer Superman cartoons are a series of animated short films released in Technicolor and based upon the comic book character Superman, making them his first animated appearance. However, this film has no connection to vehicles, being the theme of the day, and would probably not attract residents to attend in the evening.

It is, therefore, the Officer recommendation that the film element be withdrawn from the 2018 Drive Through Time but a request made to the Policy and Resources Committee for an increase in budget for the 2019 event, to enable a film such as Herbie or Chitty Chitty Bang Bang to be shown.

As noted at the previous meeting (details above) whilst the Officer recommendation had been to withdraw the film element of this event, the Committee agreed to proceed with the purchase of rights to broadcast a film such as Herbie or Chitty Chitty Bang Bang, in line with the motor vehicle theme for the day, at a cost of £750 plus VAT. ADC (in their capacity of licensing authority) have since then advised that only a "U" classification of film may be shown due to the free and open admittance and therefore only Chitty Chitty Bang Bang complies with this.

The big screen has been confirmed with sponsorship provided by Bunn Leisure and the rights to screen Chitty Chitty Bang Bang have been purchased.

Entry to exhibit at the show has been opened and over 60 vehicles booked in at this stage, entry closes on the 6th June.

There will be no music stage at the event this year and the 'Kidszone' will be extended, however there will be mobile musicians of some sort at the event of the Jazz genre / Acoustic genre and further details will be provided at the next meeting.

Over 120 vehicles are currently booked in to attend the event with a good selection through the ages.

The kidszone will comprise of a soft play double decker Bus, ride on tractors and dodgems within an arena, Clown show in a mini big top tent, Music & Movement on the Playbus for under 5's. with more pending confirmation.

The music element is still to be confirmed but as previously noted will be mobile musicians in a jazz/acoustic style.

Proms in the Park - 23rd June 2018

Budget **£2,500.00**

Please note that the big screen secured for the 2017 event was due to a sponsor covering over £1500.00 of the cost, and unless we can obtain sponsorship to this value again the screen size will need to be reduced. The sponsor has been contacted and asked if they would like to support the event again for 2018.

The change of the date for the 2017 Proms in the Park meant that the event was moved from June into September to accommodate the live broadcast of the BBC Last Night at the Proms. Inclement weather and a possible later finish time meant the numbers were down considerably on previous years.

As agreed at the previous meeting, this event has now been confirmed as reverting to the June date.

Further information regarding the concessions booked for this event will be available at the meeting.

The Haltingen Music Club from the twinning town of Weil am Rhein, would like to participate in the 2019 Prom event and have requested advance notification of the dates to ensure it sits within their timetable. Members are therefore asked if they are happy to pencil in dates for the 2019 Proms event now to allow the inclusion of the Haltingen Music Club. The proposed dates are the 8th and 9th of June 2019. This decision will be subject to future agreement of dates and budgets by the Town Council in January 2019.

The Andy Beaumont Band will be playing Jazz and Swing from 7pm to 8pm, followed by "Trifonics", a flute and strings trio classically trained to the highest level who will be performing the Proms Classics with vocalist.

The Town Crier will be performing lots of 'Pearly Queen' songs walkabout amongst the crowd during the half hour interval. NB: The Town Crier is a member of the Rock Choir

Funshine Days – August 2018 (TBC)

Budget **£3,900.00** Amended to £1,950.00

The weather impacted the attendance at the Funshine Days greatly for 2017 and numerous days were cancelled or moved indoors. To lessen the impact of this occurring for 2018 and to enable an event gap to be filled in the early part of the year. It is Officer recommendation that the budget is split into £3,900.00 For Funshine Days and £2,600.00 for an additional event in the February half term, which is part of the Corporate Strategy.

Traditionally the changeover days at Butlin's of Monday and Friday are exceptionally quiet on the seafront so it is Officer recommendation that the Funshine Weeks run Tuesday, Wednesday & Thursday for the four weeks, with £325.00 allocated for each day resulting in an overall budget of £3,900.00.

The additional £2,600.00 can be utilised to create an entirely new event within the February half term, achieving an objective contained with the Town Council's Corporate Strategy 2016-19.

Members will recall that it was agreed at the October Committee Meeting (Min. 62.4 refers) to change the Funshine Days into a 4-week, 3-day programme during the summer holidays rather than the previous 4-week, 5-day programme. As noted above this shortened programme would require a budget of £3,900.00 with the balance of £2,600.00 used for an event in the half term in February 2019.

Due to the uncertainty in regard to the building works that could be taking place on the Promenade in 2018, together with the loss of the Foreshore Office, it is the Officer recommendation that the Funshine Days programme be altered to minimise the impact due to the building work, or from cancelled events because of poor weather.

The Officer suggestion is that the Funshine Days be further reduced to a 2-week, 3-day programme as opposed to the agreed 4-week, 3-day programme and the location moved from the seafront to the Hotham Park Bandstand or the Place St Maur. The budget of £3,900.00 could be halved to £1,950.00 to accommodate this reduction in days and the remaining £1,950.00 could be utilised on another one-day event in August. It is the Officer recommendation that a Roller Rink be brought in for a day event and be located on either the Place St Maur or in Hotham Park.

Members are therefore asked if they agree to the proposal to split the new Funshine Days budget and programme to offer two weeks of Funshine Days and an additional full day event of a Roller Rink or similar.

A roller rink has been booked to come into the Place St Maur for the day on the 2nd August. Further information will be provided at the next meeting including details of the proposed content and venue of the 2-week, 3-day programme for the "Funshine Days".

There is nothing to report on this event at the current time.

February 2019 Half Term Events

Budget £600.00

With regard to the February 2019 half term event(s), it is the Officer recommendation that £2,000 of this budget be transferred to fund the broadcast of the Royal Wedding on the big screen, as noted above. The balance of £600 would then be available for 2/3 days of activity-based events, potentially held in the theatre, during half term in February 2019. If Members are minded to agree with this proposal, a recommendation will need to be made to the Policy and Resources Committee to vire the funds between the budget headings.

There is nothing to report on this event at the current time.

Armed Forces Day - 16th June 2018

In previous years there has been a budget of £600 for the Armed Forces Day event together with the allocation of Town Force Hours and, if the 2018 event is to proceed, Members will need to decide whether to recommend to the Policy and Resources Committee a similar arrangement.

The £600 budget has now been confirmed by Council for the 2018 event.

An update on this event has been included under Agenda item 12.

WWI Centenary - 11th November 2018

Budget £2,865.00

The Royal British Legion are running a new initiative as part of the commemoration of the end of World War One, The Silent Soldier. These soldier silhouettes can be located in any town, village or part of the countryside, and can be sponsored by anyone who wishes to do so; Councils, corporate companies or individuals. They are a very poignant symbol and a moving tribute highlighting the sacrifice all men and women gave across our Nation during the First World War.

The Soldiers are made of a material called dibond, which is an aluminium composite sheet, which is stable and rigid, and weatherproof. The soldiers also come with a number of attachments, so it can be securely fitted where required.

The measurements are approx. 144cm x 60cm, the soldier on its own is 3kg with the iron poles at 7kg approx. In regard to delivery and installation, the soldiers will take 2 weeks to be created, and can be placed as soon as they are received. They can then be in situ until the end of December 2018 and kept by BRTC for display again each year in the lead up to Remembrance Day, with replacement plaques at the bottom of them as/if required.

The cost of each soldier is £250.00.

Members are therefore asked if they would like to take part in this initiative and sponsor some Silent Soldiers as part of the Beacon Lighting event. It is the Officer recommendation that the purchase be limited to a maximum of four soldiers to leave enough budget for the actual Beacon Lighting event.

The Silent Soldiers have been purchased and Members are asked to confirm in which locations throughout the Town they would like them to be situated. A suggestion has been made that one of the four is stationed at the Town Hall, possibly on the building itself, overlooking the War Memorial. Once potential desired locations have been identified, liaison with ADC and/or WSCC will take place and a report made at the next meeting.

A request for a Military Band to perform at the lighting was put in place in 2017, this is still pending confirmation of attendance. Members are asked what other forms of entertainment they would like at the Beacon Lighting.

Soldiers one and two have been erected on the Town Hall, overlooking the war memorial and these will remain in situ until the end of the year.

The Bognor Regis War Memorial Hospital has agreed to take the third Silent Soldier and offered the location shown in the images below, fixed to the low wall which houses the hospital name. Members are asked to confirm their agreement that the Silent Soldier should be located here.

It is Officer recommendation that the fourth and final Silent Soldier be utilised as a 'mobile soldier' to attend events such as Armed Forces Day and the Beacon Lighting and Members are invited to Agree this.



DECISION

Do Members **AGREE** to the third Silent Soldier being located by the wall to the Bognor Regis War Memorial Hospital and for the final Soldier to be used as a mobile display to other events?

Christmas Illuminations - 24th November 2018 (TBC)

Budget £2,500.00

Based upon the popularity of the Switch-On being themed to the Spillers Pantomime for 2017, it would be the Officer recommendation that the same be done in 2018. Further recommendations on the 2018 content will be made after a review has been carried out following the 2017 event.

There are no updates at the current time.

Event Publicity

There is currently a Promotions & Publicity Budget available of £1,000, which had previously been used to advertise in Coach Drivers Monthly.

It is Officer recommendation that this budget be utilised for event publicity on the ADC Lamppost Banners in the following manner, this free budget for the events themselves.

The Royal Wedding	-	£271.50
Drive Through Time	-	£271.50
The Switch on	-	£271.50

Members are asked to agree that the cost of the Lamppost Banners for event publicity of £814.50 can come from the Promotions & Publicity Budget.

DECISION

Do Members **AGREE** that the cost of the Lamppost Banners of £814.50 can come from the Promotions & Publicity Budget?

AGENDA ITEM 10

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th JUNE 2018**

**AGENDA ITEM 10 - TO RATIFY THE COSTS FOR THE BUNTING OF
£1442.50+VAT, TO BE FUNDED FROM THE BOGNOR REGIS BRAND
BUDGET - MIN. 137 REFERS**

REPORT BY PROJECTS OFFICER

FOR DECISION

Members are asked to **RATIFY** the final costs for the bunting for the High Street and London Road Precinct of £1442.50 + VAT as previously agreed.

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**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th JUNE 2018**

**AGENDA ITEM 11 - UPDATE ON INVITATION TO LOVE BOGNOR TO
GIVE A PRESENTATION TO THIS COMMITTEE - MIN. 143 REFERS**

REPORT BY PROJECTS OFFICER

FOR INFORMATION

Love Bognor were invited to give a presentation to this Committee but unfortunately, they were not available for this date. The invitation has been extended to the next meeting of the Events Promotion and Leisure Committee Meeting on the 6th August 2018 and Officers will continue to liaise with Love Bognor for confirmation of their attendance.



**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th JUNE 2018**

AGENDA ITEM 12 - TO RECEIVE AN UPDATE ON PLANS FOR ARMED FORCES DAY 2018

REPORT BY EVENTS OFFICER

FOR INFORMATION

Members are invited to note the programme as drafted by the AFD Committee, as shown below. There is no further update to that previously noted.

PROGRAMME

1030	Skiffle Band playing on stage for 45 minutes
1100	Stalls open
1130	Silhouette Show to perform for 1 hour on stage
1230	Parade to march off from the bandstand and march along the promenade to the Pier
1250	Parade arrive at Pier - Drumhead to be set up ready in roadway
1300	Drumhead Service
1330	Presentation of Badges
1400	HMS St Barbara Re-dedication
1430	RNLI Display
1445	Entertainment - RAFA Choir
1515	Cadet Drill Competition
1530	Air Cadet Band
1545	PT Display
1600	Entertainment to be arranged
1700	End of Event



**BOGNOR
REGIS**
ARMED FORCES DAY
Please show your support

Other attractions include a variety of static displays and military equipment

This Saturday, the
Bognor Regis RAFA Club is open to
non-members for refreshments

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th JUNE 2018**

AGENDA ITEM 13 - CONSIDERATION OF THE RE-APPOINTMENT OF THE TASK & FINISH WORKING GROUP INCLUDING A REVIEW OF ITS CURRENT STRATEGY, TO AGREE FINAL PROOFS FOR POSTCARDS, FURTHER CONSIDERATION OF THE FRAMES FOR THE WIND SHELTERS ON THE PROMENADE AND TO RATIFY ANY ASSOCIATED COSTS FROM THE BOGNOR REGIS BRAND BUDGET. FURTHERMORE, IF RE-APPOINTED TO REVIEW THE TERMS OF REFERENCE FOR THE WORKING GROUP

REPORT BY PROJECTS OFFICER

FOR DECISION

Task and Finish Working Group:

Members are asked to consider if they wish to re-appoint the Events Promotion and Leisure Task and Finish Working Group and review its current strategy which is to assist in the investigation and discussion of the nominated topics and projects as agreed by the Events Promotions and Leisure Committee and consider expenditure of the Bognor Regis Brand Budget.

Members are asked to consider a proposal to evolve the current strategy of utilising the Bognor Regis Brand Budget on promotion and publicity by halting the branding exercise along with the proposed sale of any further merchandise. Other agencies are already successfully promoting and branding Bognor Regis and rather than the Council duplicating the work of private businesses, it has been suggested that the Committee look at directing the expenditure of 'tax payers' money into such facilities, resources and services that private individuals are not currently providing. This would negate the need to re-appoint the Task and Finish Working Group.

It has also been suggested that any remaining Bognor Regis Brand Budget funds, following the final expenditure for frames and postcards, be used directly for events, both enhancing those already agreed, and creating at least one new event, for the forthcoming municipal year. If Members agree to this suggestion the details of the utilisation of the remaining funds for the Bognor Regis Brand Budget will be determined under the next agenda item. It should be noted that if Members are minded to change the strategy, it would be necessary to make a recommendation to the Policy and Resources Committee that any unused Bognor Regis Brand Budget should be returned to General Reserves with a simultaneous recommendation that these funds should be reallocated to a new purpose.

Terms of Reference for the Working Group:

Should Members re-appoint the Events Promotion and Leisure Task and Finish Working Group, they are invited to consider and review the current Terms of Reference (attached as **Appendix 1**) and recommend any changes to the Policy and Resources Committee.

Postcards:

Members are asked to consider the final proofs for the postcards, which will be circulated at the meeting. Members are also asked to ratify the design costs, to date, of £120.00, to be funded from the Bognor Regis Brand Budget, and to note that should there be any further modifications, these will incur additional costs.

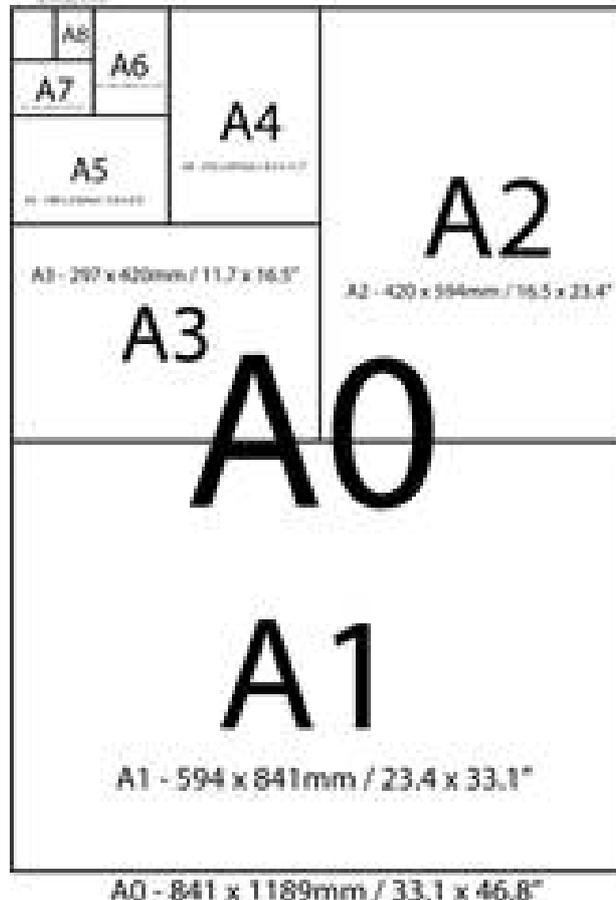
Members are advised that production cost of the postcards will be dependent on the amount ordered and to **AGREE** that these costs will also be met by the Bognor Regis Brand Budget.

Members are further asked to advise on how they wish to distribute and administer the postcards.

Wind Shelters on the Promenade:

At the last Events Promotions and Leisure Committee on the 16th April 2018, Members agreed to the recommendations of the Events Promotions and Leisure's Task and Finish Working Group to purchase twelve 787.4mm x 1117.6mm snap frames at a cost of £89.45 + VAT each plus shipping, subject to the frame being big enough to accommodate A0 size posters.

Following investigation, it was determined that the agreed frames will not take the A0 size of poster (please see diagram below which demonstrates this).



The snap on frames, as agreed (sizes above), will fit perfectly within the raised areas on the shelters externally and within the space allowed internally. A larger frame that could accommodate the A0 size poster would need to overlap the raised border and, **even if agreed by ADC** would not be an option due to structural design of the shelters (please see images attached and note the bottom of the shelter as highlighted by the arrows).



In order to move the proposal forward, Members are asked to confirm which of the following proposed options they wish to proceed with:

Option 1: Proceed with the purchase of 12 x snap on frames at a total cost of £1073.40 plus VAT, in the previously agreed size of 787.4mm x 1117.6mm, and utilise the space by accommodating numerous smaller posters, provided by each event organiser throughout the season, enabling quick turnaround of imagery **at no further cost to BRTC** with all BRTC posters produced in house.

Option 2: Proceed with the purchase of 12 x snap on frames at a total cost of £1073.40 plus VAT, in the previously agreed size of 787.4mm x 1117.6mm, and purchase 12 x single posters to fit within each of the frames, accommodating information on both BRTC and other organisation's events. The production and associated costs of the 12 posters would be £276.00 plus VAT (not including artwork at £25.00 per hour). Furthermore, if the posters were to be changed during the season, which it is assumed they would as events change, these costs would need to be met each time the posters replaced.

Option 3: Purchase of 12 x weatherproof, foamex posters that do not require a snap frame and will fit into the space available at a cost of £456.00 plus VAT (not including artwork of £25 per hour). As snap on frame is not required, identified expenditure for the frames of £1073.40 plus VAT would not be required. However, additional expenditure to update the posters may be required throughout the season (as noted in Option 2) and each time the posters are replaced, will result in expenditure of £456.00 plus VAT (not including artwork of £25 per hour).

Option 4: Purchase of 12 x 3mm composite metal posters that do not require a snap frame and will fit into the space available at a cost of £660.00 plus VAT (not including artwork). As with Options 3, whilst the initial expenditure for the purchase of the snap on frames would not be required, each time the posters are replaced, will result in expenditure of £660.00 plus VAT (not including artwork of £25 per hour).

Decision

Do Members **AGREE** to the proposal to change the current strategy with regard to the utilisation of the Bognor Regis Brand Budget

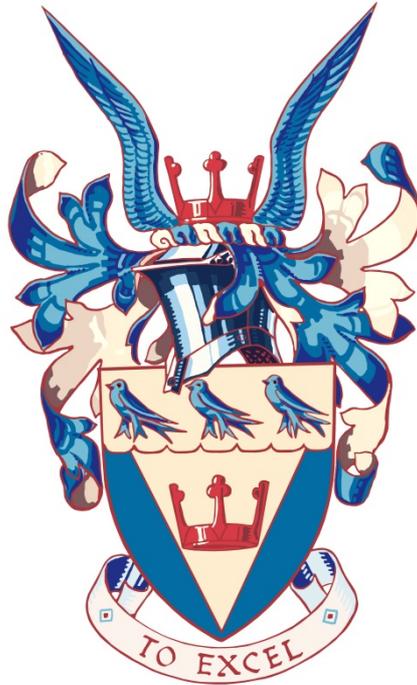
Do Members **AGREE** to re-appoint the Events Promotion and Leisure Task and Finish Working Group

If applicable do Members **AGREE** the current Terms of Reference for the Events Promotions and Leisure Task and Finish Working Group

If applicable do Members wish to make any changes to the current Terms of Reference for the Events Promotions and Leisure Committee Task and Finish Working Group for Recommendation to the Policy and Resources Committee

Members are asked to **RATIFY** design costs to date, of £120.00 for the postcards to be funded from the Bognor Regis Brand Budget

Members are asked to **AGREE** which Option they wish to proceed with regarding the posters for the wind shelters on the promenade



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

EVENTS PROMOTION AND LEISURE TASK AND FINISH WORKING GROUP

Adopted by the Council at its Meeting held on ????????

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: EVENTS PROMOTION AND LEISURE TASK AND FINISH WORKING GROUP

This is a Working Group of the Events, Promotion and Leisure Committee

Membership: Any Members of the Council

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
<p>1. To develop a programme to achieve Priority 1 of the Corporate Strategy 'promoting the Bognor Regis Brand and Town area'.</p> <p>2. To develop projects, including budget requirements, as agreed by the Events, Promotion and Leisure Committee</p> <p>3. To refer the programme and budgets to the E, P & L Committee with a recommendation to the P & R Committee for any additional budget required to deliver the programme.</p>	<ul style="list-style-type: none">• Working Group to make recommendations to Events, Promotions and Leisure Committee• Working Group to make recommendations to Events, Promotions and Leisure Committee• Working Group to make recommendations to Events, Promotions and Leisure Committee

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th JUNE 2018**

**AGENDA ITEM 14 - BOGNOR REGIS BRAND BUDGET INCLUDING
CONSIDERATION OF UTILISATION OF REMAINING BALANCE LESS
PREVIOUSLY IDENTIFIED EXPENDITURE**

REPORT BY PROJECTS OFFICER

FOR DECISION

Members are asked to consider the utilisation of the balance of the Bognor Regis Brand Budget.

Should Members wish to use the remaining funds to enhance the events programme, as proposed under agenda item 13, or to utilise the funds for any alternative project other than branding, the following procedure would be required for audit purposes.

To Recommend to the Policy and Resources Committee that the balance of the Bognor Regis Brand Budget (balance to be confirmed at meeting), be returned to General Reserves with a simultaneous recommendation that these funds should be reallocated to a new purpose

Alternatively, if Members wish to continue with branding and promotion no further action is required.

DECISION

Do Members wish to **RECOMMEND** to the Policy and Resources Committee that the balance of the Bognor Regis Brand Budget be returned to General Reserves with a simultaneous **RECOMMENDATION** that these funds should be reallocated to a new purpose.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th JUNE 2018**

**AGENDA ITEM 15 - CONSIDERATION OF A PROPOSAL TO HOLD A
STAND ALONE OUTDOOR FILM EVENT**

REPORT BY PROJECTS OFFICER

FOR DECISION

There is an opportunity for some funding support from Film Hub South East for outdoor film screenings. Film Hub South East work with the British Film Institute to distribute National Lottery funds and are dedicated to supporting the development of film screenings, cinemas, film festivals, community cinemas and filmmaking. They have launched an initiative to create more outdoor screenings in the South East and are looking for interested partners.

Members are therefore asked if they would like to consider investigating if the Town Council are eligible to apply for funding with a view to staging an outdoor film screening event.

Coincidentally, the Town Council have also received a request from a member of the public enquiring if there are any plans for an outside screening of The Greatest Showman at either West Park or Hotham Park.

DECISION

Do Members **AGREE** that further investigations should be undertaken into funding for a stand alone film event?

BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th JUNE 2018

AGENDA ITEM 16 - UPDATE ON TENDER PROCESS FOR THE CHRISTMAS
LIGHTS DISPLAY 2019

REPORT BY PROJECTS OFFICER

FOR DECISION

The quotations received will be circulated at the meeting and Members will be asked to confirm which of the contractors they would like to invite to give a visual presentation.

DECISION

Members are invited to **AGREE** which contractors they would like to invite to give a visual presentation to the Committee.

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**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th JUNE 2018**

AGENDA ITEM 17 - CONSIDERATION OF REQUEST TO PURCHASE AND FLY A RED ENSIGN ON MERCHANT NAVY DAY ON 3rd SEPTEMBER TO RAISE AWARENESS OF THE NATION'S RELIANCE ON SEAFARERS AND SHIPPING AND TO IDENTIFY A BUDGET FOR ASSOCIATED COSTS AS DETAILED IN REPORT

REPORT BY PROJECTS OFFICER

FOR DECISION

Seafarers UK have asked the Council to consider flying the Red Ensign ashore on Merchant Navy Day on the 3rd September 2018, to "raise public awareness of our island nation's reliance on seafarers and shipping".

Red Ensigns can be ordered from Seafarers UK's preferred supplier, with prices ranging from £28.00 + Vat - £45.71 +VAT (including shipping) depending on size.

Members are asked to consider this proposal and if they wish to proceed to identify a budget for associated costs.

DECISION

Do Members **AGREE** to purchase and fly a Red Ensign on Merchant Navy Day on the 3rd September 2018?

If so, which size flag do Members wish to purchase?

Can Members please identify a budget for the costs?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th JUNE 2018**

AGENDA ITEM 18 - CONSIDERATION OF OFFICER ATTENDANCE AT A MEETING WITH ADC REGARDING A PROPOSAL FOR AN EVENT ON THE PROMENADE FOR 2019

REPORT BY PROJECTS OFFICER

FOR DECISION

Arun District Council's Senior Regeneration/LSP Manager has asked the Town Council's Events and Projects Officers, along with the Town Centre Bid Manger, to attend an initial meeting to discuss a possible idea for a new partnership event to be held on the promenade during 2019.

As the idea is in the preliminary phase with no definite plans at this stage Members are asked to consider Officers attendance in the first instance with a report back to the Committee with any relevant information.

DECISION

Do Members **AGREE** that the Events and Project Officers should attend this meeting and report back any relevant information to the Committee?

GENERAL CORRESPONDENCE FOR E P & L COMMITTEE MEETING

11th JUNE 2018

- 1.Email –Watts Audio Hire re proposal for musical firework display
- 2.Email- Member of Public re outdoor screening of The Greatest Showman