



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 10th DECEMBER 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/Statements** 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/statements in advance, in writing. Priority will be given to written questions/statements. These 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 3rd DECEMBER 2018

CLERK TO THE COUNCIL

AGENDA AND BUSINESS

1. Chairman's Announcements and Apologies for Absence
2. 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
3. To approve the Minutes of the Meeting held on 8th October 2018
 4. Adjournment for public question time and statements
 5. Clerk's report from previous Minutes
 6. Allotments Sub-Committee - Consideration of the Resolutions Recommendations and Reports in the Notes of the Meeting held on 13th November 2018
 7. Update on events programme for 2018 including ratification of any decision where required - report by Events Officer
 8. Consideration of allocation of Town Force time for Town Events 2019
 9. Update on proposal for an event on the Promenade - Min. 38 refers
 10. Consideration of costs for marquees or enclosed structures for use during bad weather - Min. 50.5 refers
 11. Consideration of format and quotations for Events Guide 2019 including review of 2018 entry into "Places to Visit Sussex" and consideration of 2019 publication
 12. Further consideration of the utilisation of the additional budget of £8,329.06 for an event related purpose including possible joint partnership event with the BID - Min. 53 refers
 13. Consideration of proposal by Cllr. Brooks regarding Sussex Top Attractions
 14. Consideration of proposal from a local artist for the Town Council to hold an annual event
 15. To note correspondence
 16. Date of next Meeting Monday 11th February 2019

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 8th OCTOBER 2018

PRESENT: Cllrs: Mrs. S. Daniells (Chairman), J. Brooks, A. Cunard,
P. Dillon (until Min. 53) and S. Goodheart

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
1 Councillor in the public gallery

The Meeting opened at 6.30pm

45. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement. Apologies for absence were received from Cllr. Batley who was working.

In the absence of the Vice-Chairman, Cllr. Enticott, Members **AGREED** that Cllr. Dillon would act as Vice-Chairman for the meeting.

46. 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 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

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, or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Goodheart declared an Ordinary Interest in Agenda item 10 due to his involvement with ROX

Cllr. Brooks declared an Ordinary Interest in Agenda item 6 due to his involvement with Armed Forces Day

Cllr. Dillon declared an Ordinary Interest in Agenda item 6 due to his involvement with Armed Forces Day

47. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6th AUGUST 2018

Cllr. Cunard asked for it to be noted that, although not listed in the Minutes as circulated, he was present at the meeting on the 6th August 2018.

It was subsequently **RESOLVED** that, subject to the amendment noted above, the Minutes of the Meeting held on 6th August 2018 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

48. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no members of public present and no written questions had been received.

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

Min. 31 - 6th August 2018 - To receive a presentation from Vinco Marketing regarding the Love Bognor initiative and to make recommendations regarding future partnership work in accordance with the Council's Partnership Promotion and Sponsorship Policy

Further to the presentation by Vinco Marketing at the last meeting and following discussion, Members asked for Bognor Today to be invited to give a presentation to the Committee at a future meeting.

50. PROPOSALS FOR EVENTS PROGRAMME FOR 2019 AND REQUIRED BUDGETS - REPORT BY EVENTS OFFICER

The Events Officer's report was noted.

50.1 Following discussion, Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee the following budgets for the 2019/20 financial year:

Book Day	£3,500
Drive Through Time	£3,500
Proms in the Park	£2,500
Funshine Days	£6,500
Armed Forces Day	£1,000
Christmas Illuminations Switch On	£2,500

With regard to the content of the 2019 events, the Committee **RESOLVED**, subject to the ratification of the proposed budgets, the following:

50.2 Book Day - Members **AGREED** for the Events Officer to invite members of the public for their comments through social media and the local press on the following book themes plus any suggestions from members of the public:

- Noddy
- Peppa Pig
- Mary Poppins
- Dumbo
- Postman Pat
- Harry Potter
- Mr. Men

50.3 Drive Through Time - Members **AGREED** to relocate the event to the seafront Esplanade and Prom. A Member asked that the accountant be asked to clarify whether the costs of the big screen could be termed as sponsorship as he considered it a discount as no actual funds had been paid to the Town Council.

50.4 Proms in the Park - Members **AGREED** to hold the event in September and to tie in with the live BBC broadcast via a big screen. Furthermore, it was **AGREED** that the band from the twinning town of Weil am Rhein be invited to perform at the event.

50.5 Funshine Days - Members **AGREED** to return to the original Funshine Day schedule of 4 weeks of 5 days. Members further **AGREED** to investigate the costs for marquees or some sort of enclosed structures for use during bad weather.

50.6 Armed Forces Day - Members **AGREED** that the role of the Town Council in regard to the AFD event should move away from being the organisation

responsible for the official planning and Health & Safety to a more advisory relationship with financial support for the event and that from 2020, applications for funding would need to be by way of a Grant Aid application.

- 50.7 Christmas Illuminations Switch On - Members asked for Officers to research the cost for inviting a celebrity to switch on the 2019 Christmas illuminations.

51. **UPDATE ON EVENTS PROGRAMME FOR 2018 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED - REPORT BY EVENTS OFFICER**

The Events Officer's report was noted together with a further verbal update on the Events Programme for 2018 as follows:

- 51.1 WW1 Commemorations - Members **AGREED** not to read out the list of names of Bognor Regis soldiers killed in WW1 prior to the lighting of the Beacon. Members further **AGREED** to donate a Silent Soldier after 31st December 2018, to be housed at the Aldwick Royal British Legion. Members also **AGREED** to **RECOMMEND** to the Policy and Resources Committee that £1,000 be vired from this Budget to the Christmas Illuminations Switch On event.

- 51.2 Christmas Illuminations Switch On - Members **AGREED** to charge a nominal entry fee of £1.00 for the Christmas Grotto.

52. **UPDATE ON CHRISTMAS LIGHTS 2018 INCLUDING MEETING WITH CHICHESTER UNIVERSITY ON THE 23rd AUGUST 2018 - MIN. 16 REFERS**

The Projects Officer's report was noted.

53. **CONSIDERATION OF THE UTILISATION OF THE ADDITIONAL BUDGET OF £8,329.06 FOR AN EVENT RELATED PURPOSE - MIN. 32 REFERS**

Cllr. Dillon left the meeting during this item and Members AGREED that Cllr. Goodheart would act as Vice Chair for the remainder of the meeting

The Projects Officer's report was noted.

Members considered a number of suggestions which included, a soap-box race, big wheel and roller rink. Following discussions, Members **AGREED** for further research to be undertaken on the above suggestions, regarding costs and logistics and for the issue to be brought back to the Committee for further consideration.

54. **UPDATE ON MEETING HELD WITH ROX CHARITY TO EXPLORE A 3-YEAR PARTNERSHIP TO DELIVER A FESTIVAL EVENT - MIN. 40 REFERS**

The Projects Officer's report was noted.

Members AGREED to adjourn the meeting at 7.54pm to allow the Councillor who had brought the Motion, seated in the public gallery, to make a statement

Cllr. Goodheart, having previously declared an Ordinary Interest in this Agenda item, made a statement and elected to leave the meeting whilst the item was debated

The Chairman re-convened the meeting at 8.00pm

A lengthy discussion took place and a number of comments, questions and recommendations were considered:

- ROX events were very popular and the ROX organisation has a lot of public support
- If a major event has guaranteed funding for a fixed period it gives confidence to other funders when seeking match funding
- The idea of a partnership with ROX to test the water for future partnerships and joint ventures is a good idea
- Concerns that the original proposal was for £10k per annum but ROX have asked for this to be increased to £20k per annum
- The nature of the relationship with ROX in the past
- Concerns that ROX cancelled the Halloween event at short notice
- £20k per annum for one event eclipses the Town Council's own events that have to work on a much smaller budget
- If the Council were to look at a 3-year partnership funding deal should other organisations be invited to put proposals to the Council
- Should the Council be committing the next administration to a 3-year deal
- Should such a decision be made by only 3 Councillors

Following the debate, Members **AGREED** that, at the current time, the Council should not restrict itself to working in partnership with ROX to facilitate a festival event.

However, Members did **AGREE** to **RECOMMEND** to the Policy and Resources Committee that a sum of £10k per annum for a 3-year funding agreement be allocated in the budget beginning in the municipal year 2019/20, to explore the possibility of setting up a 3-year agreement with either an in-house or external partner to deliver an event as agreed by this Committee and to invite applicants to bid for the fund.

Cllr. Goodheart re-joined the meeting

55. FURTHER CONSIDERATION OF THE PROPOSAL TO HOLD A COMMEMORATION EVENT TO MARK HOLOCAUST MEMORIAL DAY IN JANUARY 2019 - MIN. 42 REFERS

Members AGREED to adjourn the meeting at 8.19pm to allow the Councillor who had brought the Motion, seated in the public gallery, to make a statement

The Chairman re-convened the meeting at 8.23pm

The Projects Officer's report was noted and following discussion, Members **AGREED** to mark the Holocaust Memorial Day by holding a low-key event prior to the Full Council Meeting nearest to the official commemorative date of the 27th January 2019. Four leaders of different faiths will be invited to say a prayer prior to the start of the meeting and members of the public will be invited to attend. The Mayor will be invited to lead on the proceedings. No cost is anticipated.

56. TO NOTE CORRESPONDENCE

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

57. DATE OF NEXT MEETING

Monday 10th December 2018.

The Meeting closed at 8.32pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10th DECEMBER 2018**

AGENDA ITEM 6 - ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 13th NOVEMBER 2018

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
AND DECISION**

Members are invited to receive the Minutes of the Sub-Committee Meeting held 13th November (attached as **Appendix 1**) including the following recommendations:

Min. 21 - Ratification of expenditure of £30.09 for refreshments at the AGM held on 23rd October 2018 and associated AGM costs of £27.00

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £57.09 to the Events, Promotion and Leisure Committee.

Min. 23 - Consideration of proposal that allotment rents are rounded up/down to the nearest pound to assist with banking

Following discussion, it was **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that with immediate effect all future rents are rounded up to the nearest pound to facilitate banking.

Min. 24 - Ratification of expenditure of £56.60 on three combination padlocks to replace two broken ones and to have one spare

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £56.60 to the Events, Promotion and Leisure Committee.

Min. 25 - To note recent bills for water supply to allotments and consideration of management of future water usage to address increased costs

It was further **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that from October 2019 a Water Levy be included on the renewal notice. This would be worked out in proportion to plot size and would not be part of the rental for the plot. Money taken would be accounted for separately and unspent funds placed into Earmarked Reserves at the end of each financial year towards future water bill increases due to especially high usage.

DECISION

To Members **AGREE** to **RATIFY** the recommendations from the Allotments Sub-Committee as noted above?



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MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE

HELD ON TUESDAY 13th NOVEMBER 2018

PRESENT: Cllr. P. Dillon (Chairman), Cllrs: Mrs. S. Daniells (until Min. 24), S. Goodheart (from Min. 20) and Mrs. J. Warr

IN ATTENDANCE: Mr. G. Delury, Mrs. L. Russell, Miss. S. Trodd and Mr. J. Yeomans (Tenants Representatives)
Mrs. L. Gill (Allotments Sub-Committee Clerk)

The Meeting opened at 6.30pm

16. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present. Apologies had been received from Cllr. J. Cosgrove due to illness and Cllr. P. Woodall due to another meeting. No apologies were received from Cllr. Stanley. Furthermore, in line with the report given at the November Town Council meeting, Cllr. Enticott was also absent.

17. 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.

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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 Sub-Committee Clerk at the end of the meeting to enable all declarations of Interests 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 or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

There were no declarations of Interest at this time

18. RATIFICATION OF AND WELCOME TO THE CO-OPTED MEMBERS AS RECOMMENDED BY THE AGM HELD ON 23rd OCTOBER 2018 OF MR. G. DELURY, MR. J. YEOMANS, MRS. L. RUSSELL AND MISS. S. TRODD, AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE

The Sub-Committee **RESOLVED** to **APPROVE** ratification of the appointment of Mr. G. Delury, Mr. J. Yeomans, Mrs. L. Russell and Miss. S. Trodd as co-opted non-voting members of the Sub-Committee.

19. TO APPROVE THE MINUTES OF THE MEETING HELD ON 12th JUNE 2018

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 12th June 2018 as an accurate record and these were signed by the Chairman.

20. CLERK'S REPORT FROM PREVIOUS MINUTES

20.1 Min. 7. refers - 12th June 2018 - Reps Award including consideration of a plaque for the plotholder to place on the winning plot

Following the June meeting the Sub-Committee Clerk was advised by the Town Clerk that it would not be possible to vire money from the Maintenance Budget to the Competition Budget as all requests for virement of budgets must be made through the Policy and Resources Committee in accordance with the Council's Financial Regulations.

For 2018 a sponsor was found and Gardner & Scardifield kindly sponsored the plaques for £60. There is no budget allowance for 2019. The Sub-Committee can recommend to the Policy and Resources Committee that as there is insufficient funds in the Competition Budget to meet all Competition expenses, it is possible the budget will be overspent. In these circumstances the excess could be taken from underspends in other budgets under the Allotments Cost Centre.

Members agreed that sponsorship for plaques for 2019 would be sought but in the event of none being found this would be the fallback position.

20.2 Min. 14 refers - 12th June 2018 - Reports from Allotment Holders including report on plot conditions

The Sub-Committee Clerk confirmed that, as thought, there is a roll of weed suppressant material in storage. It was noted that the cost of a zinc stencil to mark it had been quoted at £104.00 and whilst Members **AGREED** to proceed and for Town Force to mark the material for use on plots to suppress weeds whilst plots are vacant, it was noted that this expenditure would need to be formally ratified at the next meeting and therefore an item will be included on the next agenda.

21. RATIFICATION OF EXPENDITURE OF £30.09 FOR REFRESHMENTS AT THE AGM HELD ON 23rd OCTOBER 2018 AND ASSOCIATED AGM COSTS OF £27.00

The cost of £30.09 for refreshments and associated costs of £27.00 were **RATIFIED** by the Sub-Committee.

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £57.09 to the Events, Promotion and Leisure Committee.

22. CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT AGM HELD ON 23rd OCTOBER 2018 THAT ARE NOT SEPARATE AGENDA ITEMS INCLUDING; UNCULTIVATED PLOTS AND REQUEST TO INCLUDE IN THE AGREEMENT A CLAUSE TO STATE PLOTS NOT CULTIVATED WITHIN 3 MONTHS WILL BE REPOSSESSED WITH HOLDING FEE AND RENTAL FORFEITED, NUISANCE CAUSED BY FOXES AND HOW THIS MAY BE DEALT WITH AND PADLOCKS BEING LEFT UNFASTENED AND REQUEST TO CHANGE THEM TO BUTTON PADS

The report from the Sub-Committee Clerk was noted.

At the last Tenants Annual General Meeting tenants raised the following issues:

22.1 Plots not cultivated by new tenants and how to address this

It was suggested that a clause be inserted into the Agreement stating plots not cultivated within 3 months will be repossessed with the holding fee and rental forfeited.

Following discussion, the Sub-Committee **AGREED** there should not be an additional clause in the contract which is already a long document. It was **AGREED** that the agreement and information leaflet should be on the website for anyone to read and that the Tenant Representatives and the Sub-Committee Clerk together would create a Gardener's Calendar of tasks expected to be done during the gardening year to be given to prospective

tenants by the Representatives when showing them round. This would help prospective tenants see what the expectation of the Council would be and how much work is required to run an allotment successfully.

In addition, it was **AGREED** that the Sub-Committee Clerk would liaise more closely with the Tenant Representatives regarding the timing of the issue of the "Notice to Cultivate" letters to seek assistance with the monitoring of progress.

22.2 Nuisance caused by foxes and how this can be dealt with

It was **AGREED** that there is little that can be done about foxes apart from advising ploholders not to encourage them by feeding them.

22.3 Padlocks being left unfastened and the request for button pads

It was requested they be changed to button pads. Town Force have now surveyed the gates and can confirm that of the four remaining gates using padlocks only one could be adapted to take a button pad. Pads cost £20.00 plus Town Force time for installing. Following discussion, it was **AGREED** not to change the lock to a button pad and to remind ploholders again to secure the gates as they go through them.

23. CONSIDERATION OF PROPOSAL THAT ALLOTMENT RENTS ARE ROUNDED UP/DOWN TO THE NEAREST POUND TO ASSIST WITH BANKING

The report from the Sub-Committee Clerk was noted.

Following discussion, it was **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that with immediate effect all future rents are rounded up to the nearest pound to facilitate banking.

24. RATIFICATION OF EXPENDITURE OF £56.60 ON THREE COMBINATION PADLOCKS TO REPLACE TWO BROKEN ONES AND TO HAVE ONE SPARE

The cost of £56.60 for three combination padlocks to replace two broken ones and have one spare was **RATIFIED** by the Sub-Committee.

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £56.60 to the Events, Promotion and Leisure Committee.

25. TO NOTE RECENT BILLS FOR WATER SUPPLY TO ALLOTMENTS AND CONSIDERATION OF MANAGEMENT OF FUTURE WATER USAGE TO ADDRESS INCREASED COSTS

The Sub-Committee noted the report detailing the increase in usage of water on the original site as indicated by the latest water bill readings. It was accepted that it had been a hot and dry summer, and this may be an exceptional year. However, it was also agreed that there should be a contingency plan in case this summer was not an isolated case.

Following discussion, it was agreed that more needed to be done to encourage plotholders to be careful with water resources. The newsletter will include information on this. The site will be inspected to ensure there are no water leaks to account for some of this large increase in usage. It was further **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee that from October 2019 a Water Levy be included on the renewal notice. This would be worked out in proportion to plot size and would not be part of the rental for the plot. Money taken would be accounted for separately and unspent funds placed into Earmarked Reserves at the end of each financial year towards future water bill increases due to especially high usage.

26. HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS

The Health and Safety inspection had taken place. Some minor issues had been found and the identified plotholders would receive a letter requesting they attend to the issues as soon as possible.

27. REPORT ON LETTINGS

The Sub-Committee Clerk reported that there were three vacant plots. One of these vacant plots is very large and it is feasible for it to be split into a combination of small and medium sized plots. Members noted that small plots would each attract a charge of £14.00 per annum, medium a charge of £20.00 each and if it were to remain as one large plot, it would have an annual rent of £26.20.

Following discussion, Members **AGREED** to split the plot into one medium and two small plots attracting a total rent of £48 per annum.

There are currently fifteen Bognor Regis residents on the waiting list, but some are waiting for a second or third plot near their existing one or have stated they are not yet ready to take on a plot.

Following a discussion on the initial start up cost of taking on a plot for someone on a low income it was **AGREED** that a "Gardening Tool Bank" be set up and organised by the Representatives. Anyone upgrading their tools or leaving their plot and having no need for tools, would be invited to donate them to the tool bank to enable a new tenant to have a free basic set of tools to help them get started. It was suggested that an appeal for old tools be posted in the Newsletter and on the Town Council website and Facebook page to start the tool bank and the Representatives will monitor uptake to ensure they are not inundated with donations.

28. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS

The Representatives advised that there were no issues apart from those raised at the Annual General Meeting and they will continue to advise the Town Council via the Sub-Committee Clerk of any issues.

29. CORRESPONDENCE

There was no correspondence to report.

The Meeting closed at 7.45pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10th DECEMBER 2018**

**AGENDA ITEM 7 - UPDATE ON EVENTS PROGRAMME FOR 2018 INCLUDING
RATIFICATION OF ANY DECISION WHERE REQUIRED**

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.

A day of extreme heat, with temperatures over 30 degrees did affect the attendance of both exhibitors and spectators at the event, however it was still very well attended with thousands through the park and just under 200 vehicles on show. Some vehicles arrived but left early due to the extreme heat and the film element of the show was very poorly attended as many people said it was just too hot to sit in the sun.

A traditional Jazz entertainer opened the event as the vehicles were arriving and setting up, followed by the broadcast of the Formula One on the big screen. Due to a booking error by the supplier we did not receive the single larger screen but instead utilised two smaller ones, which worked well as they could be angled accordingly to cover all the park.

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

The weather was exceptional, and the crowds came out in their thousands to enjoy the event.

Unfortunately, some media had reported the start time incorrectly which resulted in hundreds of people turning up whilst the event was still being set up. Thankfully the Andy Beaumont Band kindly extended their set by half an hour and started earlier to a very appreciative crowd.

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".

The Funshine Days were very well attended, and the weather was just glorious throughout, with just one workshop having to be moved inside due to high winds. Initially the Funshine Days were planned for a reduced programme for 2018 of three days over two weeks, however this was extended into a third week due to the cancellation of the Roller Rink. This occurred as the company booked to provide the Roller Rink could not provide adequate Insurance documents.

Although the Funshine Days were enjoyed by everyone who attended. It was reported by some of those who attended the considerable disappointment that the programme was shortened. It will therefore be recommended that in 2019 the full programme of four weeks of five days return.

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 agreeing 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.

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.

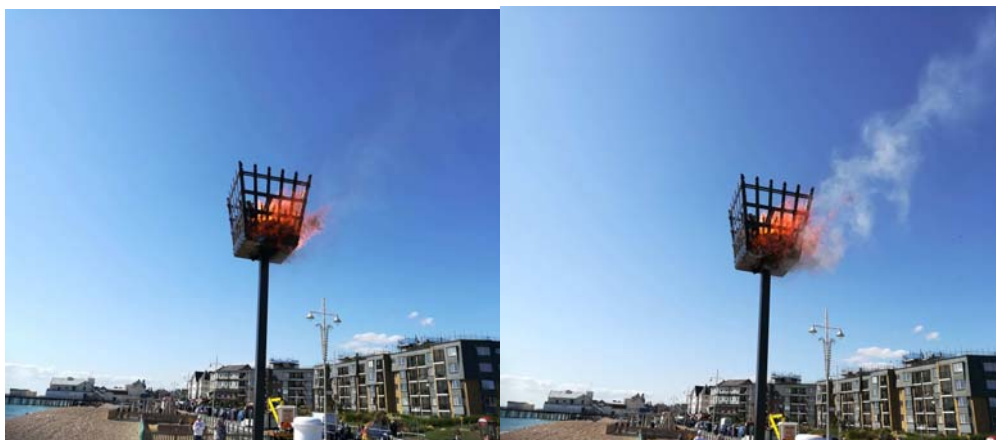
A request for a Military Band to perform at the lighting was put in place in 2017, this is still pending confirmation of attendance. Members are asked what other forms of entertainment they would like at the Beacon Lighting.

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.

A test lighting of the Beacon has taken place (Min. 139 refers) with wood instead of gas, and Members were invited to attend. A very adequate flame was achieved, and the burning time was approximately 20 minutes based on the proportion of wood utilised, which is ample for the ceremony (see pictures below):



The engineers who built the Beacon for us have advised that it was designed to house only a Gas flame but should be adequate to accommodate the heat produced from a wood fire, which is much more intense than that from a gas flame. An engineer will be coming out to confirm this in October.

The event itself will begin at 6pm with the lighting of the Beacon at 7pm in line with the national guidelines. There will be a piper and a bugler, and the local churches have been asked to ring their bells at 7pm. The event will be low key and respectful with 100 dove lanterns with flickering tealights around the beacon as a mark of respect, one for each year.

There will be a small road closure in place while the Beacon is being lit.

As part of the national guidelines we have been asked to consider if we would like to read the names of those from the Town killed in WW1, in remembrance of the sacrifices made.

Members are asked to consider if they would like the names of those to be read out prior to the lighting of the Beacon?

The Royal British Legion has requested that they house one of the BRTC silent soldiers in the RBL Club house when they have to come down at the end of December. The RBL representative has confirmed they will but a plaque on it noting that it has been donated by Bognor Regis Town Council.

The evening was very well attended with over 200 people on the Esplanade to watch the Beacon being lit. The weather was against us with torrential rains and wind speeds of over 20 mph and of a south westerly nature, blowing directly onto the Prom.

We had allowed a set up time of three hours but due to the torrential rain and strong wind gusts we were only able to begin setting up at 6pm when there was a break in the weather, which only left 45 minutes to set up before the event began at 6.45pm.

It was achieved with a few minutes to spare and the event went to plan and in accordance with the 'Battles Over' national guidelines.

18.45 'Battles O'er' - piper

18.55 'The Last Post' - bugler

19.00 WW1 Beacons of Light - Lighting of the beacon

19.05 Ringing Out for Peace – Churches will ring their bells

19.05 A Cry for Peace around the World – Town Crier

The Beacon then burnt for 20 minutes as the crowd dispersed and the heavy rain commenced again. We were very lucky to have a small window of no rain to enable the event to go ahead.

Christmas Illuminations - 24th November 2018

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.

The basic format of the event as per my email dated 25th September to all members for approval will be as follows:

- November 24th 2pm - 6pm, with the Switch On of lights at 5.30pm
- Theme (In Line with the Spiller Pantomime) - Cinderella
- Grotto with Father Christmas and Elf, providing gifts for 400 children (tickets and time slots to be booked in advance to avoid a queue).
- There will be stilt walkers, magicians, bubble artists and pockets of acoustic music and choirs within the High Street and London Road, along with the traditional children's rides and hot chestnuts etc provided by Coles Funfair
- There will be a Willow Lantern making workshop taking place in the Alexandra Theatre
- There will be a Lantern parade and moving choir led by a Cinderella Carriage containing Cinderella and some more of the Pantomime cast pulled by two horses into the road closure, where the lights will be switched on possibly by the flick of a wand by the Fairy Godmother

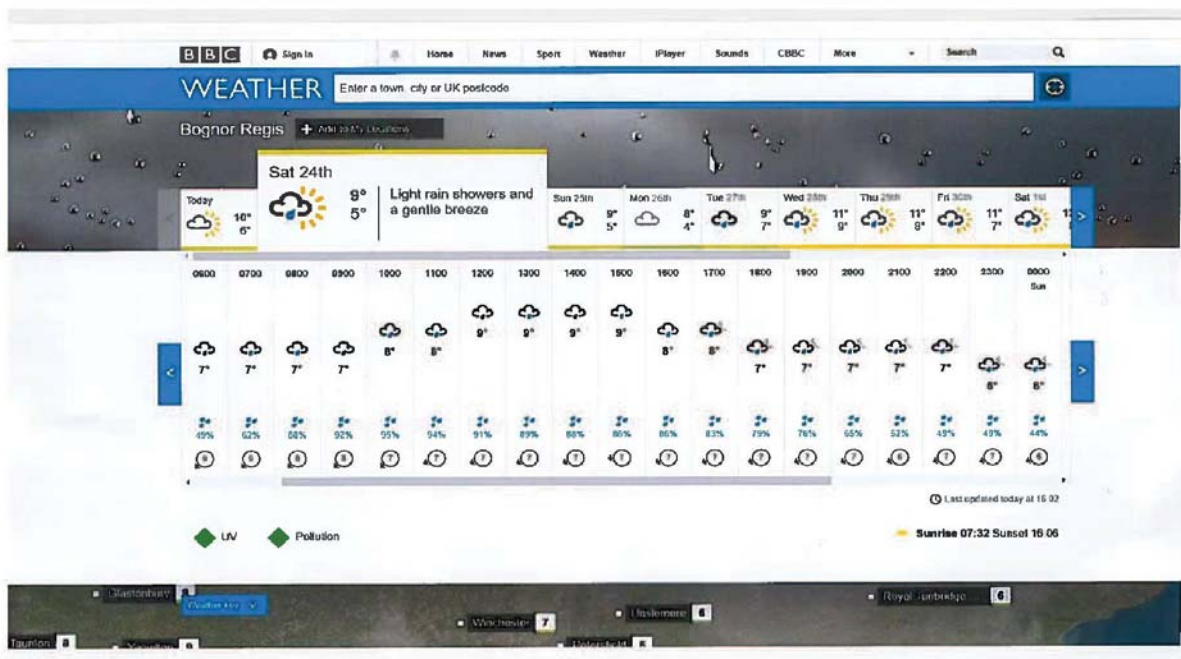
Members are asked to consider if they would like to charge for the Grotto or whether it should be offered for free?

If a nominal charge of £1 was made, this would equate to £400 which could be utilised on further entertainment for the event.

Due to the weather forecast for the afternoon and the evening of the Switch-On event, in liaison with the Town Clerk, the decision was taken on Friday afternoon to move all the outdoor elements of the event onto the concourse at the train station, and to cancel the paper lantern parade and horse and carriage.

This decision was taken on the Friday to enable the move to be publicised in advance, so everyone was aware of the changes. It was announced on all social media

platforms, Spirit FM and signage was placed in the Town and each business received a poster advising them and also for display. The bus companies could be advised in advance that the 8-hour road closure would be lifted, enabling them time to advise their drivers prior to the day. The decision was taken at 4pm when as you can see from the screen shot of the weather report, it was showing 80 – 88% chance of rain throughout the event time of 2-6pm.



The Grotto and all the street entertainment (Stilt walkers, Magicians, Contact Jugglers) could not have operated in the forecasted weather. To ensure that these elements of the event could continue then they would need to be undercover. Network Rail / Southern Rail were incredibly accommodating in allowing us to use the train station concourse at such short notice (4pm on the Friday before) and a letter has been sent thanking them for all their cooperation and assistance.

After liaising with the Alexandra Theatre regarding the cast of the Pantomime coming out in the rain (the costumes cannot get wet) it was decided that the weather would be looked at again on the morning of the Saturday and if there appeared to be a window at 5-5.30pm then a soft switch on may take place with a countdown from the cast of the Pantomime.

It was decided that the decision would be made at 11am and the Panto cast and Spirit FM would be kept on standby until that time.



The screen shot above was taken on the day at 10.18am showing 93% chance of rain at the time soft switch was planned it was decided that it would not go ahead, and the Pantomime Cast & Sprit FM would be stood down and the lights would just go on at 5.30pm with no countdown.

The Grotto and all the entertainment at the train station was very well attended and enjoyed with lots of positive feedback, the willow lantern making workshop saw over 100 lanterns made and the lights went on at 5.30pm with a cheer from a crowd of approximately 200.





Whilst there were a few negative comments on Facebook, overall the public were understanding of the relocation and correspondence has since been received acknowledging that the change was the best course of action in the circumstances.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10th DECEMBER 2018**

AGENDA ITEM 8 - CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2019

REPORT BY EVENTS OFFICER

FOR DECISION

Listed below are events in the Town that require allocated Town Force hours.

Members are asked to decide, after considering hours allocated previously, what allocation they wish to make for 2019.

Having looked at the hours used for events in 2018, the suggested hours for 2019 are shown in blue.

Town Events	Total hours allocated in 2018	Actual Hours used in 2018*	Suggested Hours for 2019*
10K Road Race	22	22.75	22
Carnival	45	43.5	45
Birdman	30	0	30
ROX (Park, Festival & Halloween)	60	17.75	60
Hotham Park Country Fair	55	44	55
Illuminated Gala	5	4.5	5
Town Show	0	0	0
Folk Festival	30	38.25	40
Carol Concert in the Park	30	29.25	30
Kite Festival	20	16.75	20
Bognorphenia	20	4.5	20
Town Centre Events (BID)	15	15	30
Armed Forces Day	60	41.5	50
BRTC Events			
Royal Wedding	0	29.75	n/a
Beacon Lighting	15	31	n/a
Proms in the Park	45	34	45
A Drive Through Time	110	87.5	110
Funshine Days	65	48.75	65
Remembrance Sunday	30	32.25	35
Christmas Lights Switch-on	80	60.5	80
Park Day	50	45.5	50
Events Officer discretionary hours	20	9.25	20
Totals	807	656.25	812

*Includes enhancements for weekend working i.e. Time and a half or double time

DECISION

Members are invited to **AGREE** the recommended Town Force hours for 2019 events

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10th DECEMBER 2018**

**AGENDA ITEM 9 - UPDATE ON PROPOSAL FOR AN EVENT ON THE
PROMENADE - MIN. 38 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members may recall that the Chairman and Officers, along with other stakeholders, were invited to attend a meeting held by ADC to look at a proposal to hold an event on the Promenade during the 2019 summer season.

It has since been reported that due to logistics and timescales ADC have decided to postpone this event until 2020. Further consideration will be undertaken in the New Year and any further updates will be reported back to this Committee.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10th DECEMBER 2018**

AGENDA ITEM 10 - CONSIDERATION OF COSTS FOR MARQUEES OR ENCLOSED STRUCTURES FOR USE DURING BAD WEATHER - MIN. 50.5 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

During October's meeting it was agreed to investigate the costs for marquees or some sort of enclosed structure for use at events during bad weather. Members may recall that this process was previously undertaken in February when the Events Officer presented the following information to this Committee:

The prices below are for an inflatable, fully enclosed structure that can be erected on grass and concrete. The prices below also give an option to have the structure branded.

	<u>Structure</u>	<u>Printing</u>	
8m x 8m Cube	£3,100.00	£1,400.00	£4,500.00 + VAT
8m x 8m Dome	£3,100.00	£1,400.00	£4,500.00 + VAT
12m x 12m Dome	£6,900.00	£2,900.00	£9,800.00 + VAT
12m x 12m Cube	£7,700.00	£2,900.00	£10,600.00+ VAT

Shipping approx. £1,000.00 + VAT

The 8m structures can accommodate up to 75 people and the 12m up to 180.



The decision of this Committee at the February meeting was as follows:

106.9 Temporary Event Structure

*The Events Officer provided quotations and details of possible suitable temporary event structures for Members to consider. After discussion Members **AGREED** to defer this item for further consideration at a future meeting, subject to there being sufficient funds remaining in the Bognor Regis Brand Budget.*

As the Bognor Regis Brand budget is no longer available, should Members wish to proceed with this purchase a new budget would need to be identified.

DECISION

Do Members **AGREE** to the purchase of a temporary structure and if so, are asked to confirm the budget to be used to fund the expenditure?

AGENDA ITEM 11

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10th DECEMBER
2018**

**AGENDA ITEM 11 - CONSIDERATION OF FORMAT AND QUOTATIONS
FOR EVENTS GUIDE 2019 INCLUDING REVIEW OF 2018 ENTRY INTO
'PLACES TO VISIT SUSSEX' AND CONSIDERATION OF 2019
PUBLICATION**

REPORT BY EVENTS OFFICER

FOR DECISION

Currently waiting for further information, reports will be tabled at the meeting.

DECISION

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE – 10th DECEMBER
2018**

AGENDA ITEM 12 - FURTHER CONSIDERATION OF THE UTILISATION OF THE ADDITIONAL BUDGET OF £8,329.06 FOR AN EVENT RELATED PURPOSE INCLUDING POSSIBLE JOINT PARTNERSHIP EVENT WITH THE BID - MIN. 53 REFERS

REPORT BY EVENTS OFFICER

FOR DECISION

Currently waiting for further information, reports will be tabled at the meeting.

DECISION

How do Members wish to utilise the available budget of £8,329.06 for an event related purpose?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10th DECEMBER 2018**

**AGENDA ITEM 13 - CONSIDERATION OF PROPOSAL BY CLLR. BROOKS
REGARDING SUSSEX TOP ATTRACTIONS**

REPORT BY PROJECTS OFFICER

FOR DECISION

Members are asked to consider a proposal by Cllr. Brooks regarding the possibility of featuring in the Sussex Top Attraction Brochure.

Cllr. Brooks will outline his proposal at the meeting however, Members are respectfully reminded that if there are any associated costs a suitable budget will need to be identified.

DECISION

Can Members please **AGREE** how they wish to proceed and if applicable identify a budget for associated costs.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10th DECEMBER 2018**

**AGENDA ITEM 14 - CONSIDERATION OF PROPOSAL FROM A LOCAL ARTIST
FOR THE TOWN COUNCIL TO HOLD AN ANNUAL EVENT**

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION AND
DECISION**

The following proposal has been received by a member of the public regarding an idea for a new Town Council event as follows:

I am a local artist. I happen to love Bognor Regis and have an idea for an event. My idea is to create a day for Bognor Regis that's celebrated the same time every year. I propose that we hold an exhibition on that day full of all local artists work that is related to Bognor Regis and merchandise.

I have recently created a collection of art work of very large paintings of Bognor Regis' most prominent landmarks which I am in the process of printing on to canvas bags, t-shirts, scarves, bandanas and canvas deck shoes etc.

I believe this would be a great way to promote positively the artistic and creative culture we have in Bognor Regis and for other local artisan work to be displayed like chocolate and confectionary etc. I think maybe floats and a parade would be a lovely touch to and reminiscing of days gone by. Bognor Regis to so many still has that old world feel and its own charm and it would be nice to celebrate and remind everyone what a gem Bognor Regis still is.

Members are invited to consider the proposal and advise how they wish to proceed.

DECISION

Can Members please advise how they wish to proceed.

GENERAL CORRESPONDENCE FOR E P & L COMMITTEE MEETING

10th DECEMBER 2018

1. Email – Atlas UK re advertising opportunity Southern Rail
2. Email – Images By Hand – re town maps