



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 FEBRUARY 2019**

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 4th FEBRUARY 2019

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 and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
- 3. To approve the Minutes of the Meeting held on 10th December 2018 and the Extraordinary Meeting held on 30th January 2019
- 4. ADJOURNMENT for public question time and statements
- 5. Clerk's report from previous Minutes
- 6. Final report on expenditure for the 2018 Events programme
- 7. Update on Events programme for 2019 including ratification of any decision where required - report by Events Officer
- 8. Update on Events Leaflet 2019 including: consideration of a further draft, distribution areas and ratification of costs - Min. 77 refers
- 9. Christmas Illuminations including update on position with new and old contractors
- 10. Consideration of proposal by Cllr. Goodheart to discuss whether the Old Esplanade Theatre Site should be pursued as part of any future review of the Corporate Strategy as referred to this Committee from the Council Meeting held 7th January 2019 - Min. 171 of the Council Meeting refers
- 11. Consideration of proposal for the Town Council to support the concept for a multi-purpose pavilion incorporating a short-term flexible ice rink facility for the winter duration that would switch to facilitate various other uses during the rest of the year as referred to this Committee from the Council Meeting held 7th January 2019 - Min. 176.2 of the Council Meeting refers
- 12. Consideration of a proposal to discuss poster sites in more detail as bought up during Public Question Time and Statements at the Meeting held 10th December 2018 - Min. 61 refers
- 13. Consideration of any request to the Policy and Resources Committee for the identification of any budget for Promotion for this Committee's use
- 14. To note correspondence
- 15. Date of next Meeting Monday 15th April 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 10th DECEMBER 2018

PRESENT:

Cllrs: Mrs. S. Daniells (Chairman), J. Brooks, A. Cunard,
P. Dillon, S. Goodheart and Mrs. J. Warr

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
1 Member of public in the public gallery

The Meeting opened at 6.30pm

58. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement. No apologies had been received from Cllrs. Batley or Smith. In line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

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

59. 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.

There were no declarations of Interest

60. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8th OCTOBER 2018

It was **RESOLVED** that the Minutes of the Meeting held on 8th October 2018 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

61. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the meeting at 6.32pm

A member of the public spoke about the following points:

- The need to keep poster sites filled at all times. He acknowledged that at the end of the season there would not be any events to be promoted but asked if it would be possible for any poster sites to be filled with something suitable, so they were never empty.
- Could something be done about the graffiti on the wind shelters on the Promenade?
- Referring to agenda item 10, he thought the idea of an enclosed structure was a good idea and suggested several possible sites that could be used.

A Member wished to discuss the poster sites in more detail and it was therefore **AGREED** that the Clerk would ensure this is an agenda item for the next meeting.

A Member asked if Town Force could remove the graffiti but was advised by the Clerk that the shelters are ADC property and they no longer contribute to the Street Scene Partnership Scheme. Members asked for this to be raised at the next ADC/BRTC Liaison Meeting.

The Chairman reconvened the meeting at 6.41pm

62. CLERK'S REPORT FROM PREVIOUS MINUTES**62.1 Min. 49 - 8th October 2018 - Matters arising from the minutes which are not a separate agenda item**

Further to the presentation from Vinco Marketing in August, Members had asked for Bognor.Today to be invited to give a similar presentation. Bognor.Today have declined at present due to a series of upgrades they are undertaking to their website, but have requested the invitation remain open until such time as these are complete. Members noted this response.

62.2 Min. 50.3 - 8th October 2018 - Drive Through Time

A Member had asked that the Town Council 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. Clarification has been sought with the Accountant who confirmed that at present whilst the sponsorship for screens was not shown in the accounts, this is a perfectly correct procedure and can still be classed as sponsorship. However, for the avoidance of any doubt in future, if Members would prefer, it is possible to invoice for the full amount and request a credit note for the sponsorship element.

The Member was not satisfied with this response and following discussion Members **AGREED** that this should be looked at by the Internal Auditors when they next visit.

62.3 Min. 55 - 8th October 2018 - Proposal to hold a Commemoration Event to mark Holocaust Day in January 2019

Invitations have been sent to the Parish Church of St Wilfrid's, Our Lady of Sorrows RC Church, the Bognor Regis Jewish Community and the Bognor Regis Muslim Community Centre to attend the Full Council Meeting in January to mark the 2019 commemoration event and join in a moment of reflection and prayer.

The Clerk reported that to date only one invitee had accepted the invitation. Due to the timescale in getting the arrangements in place in time for the January meeting, Members **AGREED** that if no other responses were received before Christmas it would be best to withdraw the invitation.

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

The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the meeting held on 13th November 2018:

63.1 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

Members **RESOLVED** to **APPROVE** the costs for of £57.09 for refreshments and associated costs for the AGM.

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

Members **RESOLVED** to **APPROVE** the recommendation that with immediate effect all future rents are rounded up to the nearest pound to facilitate banking.

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

Members **RESOLVED** to **APPROVE** the costs of £56.60 for three combination padlocks.

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

Members **RESOLVED** to **APPROVE** the recommendation that a water levy be included on renewal notices from October 2019 to cover any increased costs for future water usage.

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

The updates on the Events Officer's report were noted.

65. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR TOWN EVENTS 2019

The Events Officer's report, including a table with suggested Town Force hours, was noted. It was explained that since their inception, Town Force had supported local events and every year an allocation was made to the larger Town events as well as Town Council events. Members were advised that all Town Force hours must be allocated to a cost centre. The suggested hours were based on the allocation last year and the actual hours used. It was subsequently **RESOLVED** that the following events should receive allocated free Town Force hours:

TOWN EVENTS

| | |
|---|----------|
| 10K Road Race | 22 hours |
| Carnival | 45 hours |
| Birdman | 30 hours |
| ROX (ROX in the Park, main festival, Halloween) | 60 hours |
| Hotham Park Country Fair | 55 hours |
| Illuminations Gala | 5 hours |
| Southdowns Folk Festival | 40 hours |
| Carol Concert in the Park | 30 hours |
| Kite Festival | 20 hours |
| Bognorphenia | 20 hours |
| Town Centre Events | 30 hours |
| Armed Forces Day | 50 hours |

TOWN COUNCIL EVENTS

| | |
|---|-------------------------|
| Proms in the Park | 45 hours |
| A Drive Through Time | 110 hours |
| Funshine Days (20 days) | 65 hours |
| Remembrance Day | 35 hours |
| Christmas Lights Switch-On | 80 hours |
| Day in the Park | 50 hours |
| Unallocated at the discretion of Events Officer | 20 hours |
| TOTAL | <u>812 hours</u> |

Members **NOTED** that the hours allocated included enhancement for weekend working rather than actual hours to be worked.

66. UPDATE ON PROPOSAL FOR AN EVENT ON THE PROMENADE - MIN. 38 REFERS

The Projects Officer's report was noted and Members looked forward to receiving a further update in the New Year.

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

The Projects Officer's report was noted.

Following discussion Members **AGREED** that it would be more cost effective to hire in a marquee or enclosed structure as and when required and therefore would not be pursuing this further.

68. CONSIDERATION OF FORMAT AND QUOTATIONS FOR EVENTS GUIDE 2019 INCLUDING REVIEW OF 2018 ENTRY INTO "PLACES TO VISIT SUSSEX" AND CONSIDERATION OF 2019 PUBLICATION

The Events Officer provided Members with details of costs of different formats for the 2019 Events Guide as follows:

DL Leaflet**Company A:**

| | |
|---------------------|----------------|
| Print run of 20,000 | £677.00 |
| Artwork | £70.00 |
| Total | £747.00 |

Company B:

| | |
|---------------------|----------------|
| Print run of 20,000 | £440.00 |
| Artwork | £45.00 |
| Total | £485.00 |

Company C:

| | |
|---------------------|----------------|
| Print run of 20,000 | £477.00 |
| Artwork | £65.00 |
| Total | £542.00 |

16pp Guide**Company A:**

| | |
|---------------------|------------------|
| Print run of 20,000 | £995.00 |
| Artwork | £420.00 |
| Total | £1,415.00 |

Company B:

| | |
|---------------------|------------------|
| Print run of 20,000 | £994.00 |
| Artwork | £470.00 |
| Total | £1,464.00 |

Company C:

| | |
|---------------------|------------------|
| Print run of 20,000 | £1,100.00 |
| Artwork | £350.00 |
| Total | £1,450.00 |

Following discussion, Members **AGREED** the following:

- To produce a DL leaflet as the preferred option for the 2019 Events Guide
- To appoint Company B to produce the artwork and printing of the DL leaflet
- For the Events Officer to re-negotiate a package with "Places to Visit Sussex" which incorporated advertising and the production of a map up to a maximum budget of £600

A Member expressed concerns that the next meeting in February would not give enough time to consider the artwork proposals. The Clerk will therefore liaise with the Chairman to call an Extraordinary Meeting should this be required.

69. 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

Following discussion, Members **AGREED** that Bognor Regis BID be approached to see if they would like to consider running a partnership event. The Projects Officer will take this proposal to the next BID Board Meeting.

70. CONSIDERATION OF PROPOSAL BY CLLR. BROOKS REGARDING SUSSEX TOP ATTRACTIONS

Cllr. Brooks gave an overview of the Sussex Top Attractions pamphlet and the merits of advertising in the publication. However, as the deadline for inclusion had been missed, Members **AGREED** to defer this item until next year.

71. CONSIDERATION OF PROPOSAL FROM A LOCAL ARTIST FOR THE TOWN COUNCIL TO HOLD AN ANNUAL EVENT

The Projects Officer's report was noted.

Following discussion Members **AGREED** that whilst they were in favour of the event proposal, it is not something they would consider running as part of the Town Council events programme. However, they would like to offer advice and assistance to the local artist if they chose to undertake the event themselves. Officers were asked to thank the member of public for the proposal and to offer assistance wherever possible.

72. TO NOTE CORRESPONDENCE

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

73. DATE OF NEXT MEETING

Monday 11th February 2019

The Meeting closed at 8.00pm



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MINUTES OF THE EXTRAORDINARY MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON WEDNESDAY 30th JANUARY 2019

PRESENT: Cllr: Mrs. S. Daniells (Chairman), Cllrs: J. Brooks, A. Cunard, P. Dillon, S. Goodheart (during Min. 77) and Mrs. J. Warr

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

The Meeting opened at 2.33pm

74. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. No apologies had been received from Cllrs. Batley or Smith.

In line with the report given at the November 2018 Town Council Meeting, Cllr. Enticott (Vice-Chairman) was also absent.

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

75. 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 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.

There were no declarations of Interest at this time

76. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements.

77. CONSIDERATION OF DESIGN FOR THE 2019 EVENT LEAFLET AND UPDATE ON ADVERTISING PACKAGE WITH PLACES TO VISIT SUSSEX - MIN. 68 REFERS

Cllr. Cunard declared an Ordinary Interest as he knew someone associated with "Places to Visit Sussex"

Cllr. Mrs. Daniells declared an Ordinary Interest as she knew someone associated with "Places to Visit Sussex"

The Events Officer's report was circulated and noted, as was the decision taken at the previous meeting to produce a DL leaflet for the 2019 Event Leaflet (Min. 68 refers).

Cllr. Goodheart arrived at the Meeting

Members were asked to consider the first draft of the 2019 Event Leaflet as circulated at the meeting. A sheet was distributed to Members for them to record their comments and suggestions, to assist Officers in preparing a more detailed brief for the designers. The collated comments would enable a second draft to be re-distributed to Members by email for further consideration. Members **AGREED** that if necessary, a third draft would be produced for a decision to be made on the final draft at the next Events, Promotions and Leisure Committee Meeting in February. Members also invited the BID to offer some feedback on the leaflet to see if it was compatible with any of their promotional material and Officers will feed their comments back to Members.

Members discussed the potential for distribution of the Event Leaflet and **AGREED** that this should be carried out on a similar basis to the 2018 leaflet distribution, at an estimated cost of £1,100 (ex. VAT). Final confirmation of the areas to be covered and the exact costs for the

exercise will be included on the Agenda for the February Committee Meeting.

Following discussion, Members **AGREED** to proceed with option (a) as detailed in the report and place a half page advert in "Places to Visit Sussex" at a cost of £600 (ex. VAT) which would include a free internet package and free unlimited event press releases.

Members further **AGREED** to work in partnership with the BID to produce a map of the Town and that a copy of the Town Council owned map should be forwarded to the BID Administrator for use as a template. It was also noted that the Town Council's contribution of the map will be acknowledged on the BID's final guide.

Finally, Members requested that the map be extended to include the wider Bognor Regis area including the West End and would like it "non-glossy" to allow annotation by the user.

78. UPDATE ON PROPOSAL FOR A JOINT PARTNERSHIP EVENT WITH THE BID TO UTILISE THE ADDITIONAL BUDGET OF £8,329.06 FOR AN EVENT RELATED PURPOSE - MIN. 69 REFERS

Cllr. Goodheart declared an Ordinary Interest in this item

The Projects and Events Officer's report was circulated and noted.

Following discussion, Members **AGREED** to proceed with option (b) as noted in the report and the total budget of £8,329.06 be donated entirely to the BID for their event and for the Town Council to be credited as sponsors.

Members further **AGREED** for a request to be made to the BID that the Town Council, as sponsors, are prominently branded in any publicity material and to ask that any charges to the public for participation in any of the events is kept to a minimum and affordable.

The Meeting closed at 3.40pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th FEBRUARY 2019**

AGENDA ITEM 6 – FINAL REPORT ON EXPENDITURE FOR THE 2018 EVENTS PROGRAMME

REPORT BY THE EVENTS OFFICER

**FOR INFORMATION
AND DECISION**

Book Day - 30th May 2018

Budget £3,500.00

| BOOK DAY | PO # & DATE ACTIONED | £3,500 |
|--------------------------------|-----------------------------------|------------------|
| EXPENDITURE | | |
| PORTA LOOS | 2831 / 17.04.18 | £190.00 |
| ST JOHN | 2830 / 17.04.18 | £92.00 |
| BINS | 2913 / 04.06.18 | £107.13 |
| ART WORKSHOP | 2845 / 02.05.18 | £500.00 |
| SIGNED JD BOOKS | 2826 / 22.03.18 | £146.79 |
| MUSIC BUS | 2848 / 03.05.18 | £120.00 |
| CLIMBING WALL & STRIKE A LIGHT | 2824 / 22.03.18 & 2834 / 20.04.18 | £950 |
| BANNERS | 2919 / 07.06.18 | £105.00 |
| BOOK SWAP BOOKS | 2847 / 03.05.18 | £129.00 |
| CAMO NET | 2837 / 24.04.18 paid on card | £53.17 |
| PLAY BUS | 2832 / 18.04.18 | £400.00 |
| REP TYLERS | 2907 / 16.05.18 | £500.00 |
| DONKEYS | 2914 / 04.06.18 | £400.00 |
| STORYTELLING | 2918 / 07.06.18 | £360.00 |
| MACMILLAN BOOKS COPYRIGHT | 2922 / 08.06.18 | £100.00 |
| NIC & BENS | 2921 / 08.06.18 | £28.30 |
| MATS | TF6493 / 06.06.18 | £68.00 |
| CABLE TIES | 521 172568 | £12.19 |
| | | |
| | TOTAL EXPENDITURE | £4,261.58 |
| INCOME | | |
| SURREY ICES VAN 1 | | £150.00 |
| SURREY ICES VAN 2 | | £150.00 |
| NIC BURREL CATERING | MTE1062 / 29.05.18 | £125.00 |
| | | |
| | GRAND TOTAL INCOME | £425.00 |
| | | |
| | OVERSPEND | £336.58 |

Royal Wedding - 19th May 2018

Budget £2,000.00

| ROYAL WEDDING 19 th MAY | PO NUMBER & DATE ACTIONED | BUDGET £2,000.00 |
|------------------------------------|---------------------------|------------------|
| EXPENDITURE | | |
| BIG SCREEN | NOT YET INVOICED | £1,250.00 |
| FIRST AID | 2904 / 14.05.18 | £92.00 |
| TOILETS | 2835 / 20.04.18 | £190.00 |
| BANNERS | 2906 / 14/05.18 | £105.00 |
| MATT ZAZZ | 2902 / 14.05.18 | £600.00 |
| BINS | 2912 / 04.06.18 | £66.73 |
| | TOTAL EXPENDITURE | £2,303.73 |
| INCOME | | |
| SURREY ICES | | £300.00 |
| WEAVER CATERING | | £150.00 |
| MERCHANDISE | | £44.55 |
| | TOTAL INCOME | £494.55 |
| | Underspend | £190.82 |

Proms in the Park - 23rd June 2018

Budget £2,500.00

| PROMS IN THE PARK | PO # & DATE ACTIONED | £2,500.00 |
|-------------------------------|---------------------------|------------------|
| EXPENDITURE | | |
| BINS | 2938 / 27.06.18 | £107.13 |
| TOILETS | 2850 / 09.05.18 | £190.00 |
| FLAGS & BUNTING | 2937 / 27.06.18 | £64.00 |
| LAMPOST BANNERS | 2925 / 06.06.18 | £205.92 |
| PROGRAMME | 2933 / 25.06.18 | £160.00 |
| ST JOHNS | 2829 / 17.04.18 | £73.60 |
| BAND 1 1ST HALF 7 - 8 | 2927 / 08.06.18 | £700.00 |
| BAND 2 | 2844 / 02.05.18 | £550.00 |
| PROGRAMME DESIGN | 2932 / 25.06.18 | £120.00 |
| SECURITY | 2946 / 12.07.18 | £128.70 |
| BLU EKEM FLUID FOR PORTA LOOS | CASH TO KIRST | £21.65 |
| EXTRA TIME BAND | 2944 / 12.07.18 | £300.00 |
| | Total Expenditure | £2,621.00 |
| INCOME | | |
| WHITTINGTONS SPONSORSHIP | | £250.00 |
| COLLECTION | | £300.00 |
| | Grand Total Income | £550.00 |
| | UNDERSPEND | £429.00 |

Drive Through Time - 8th July 2018

Budget £3,500.00 Revised Budget £3,750.00

| | | |
|---|--------------------------|------------------|
| A DRIVE THROUGH TIME 2018 | | £3,500.00 |
| VIRED ACROSS FROM BOGNOR REGIS BRAND BUDGET MIN 106.3 REFERS | | £750.00 |
| REVISED BUDGET | | £4,250.00 |
| VIRED TO FUNSHINE DAY BUDGET 34.2 REFERS | | -£500.00 |
| TOTAL FINAL BUDGET | | £3,750.00 |
| | | |
| EXPENDITURE | | |
| | | |
| SECURITY | 3010 / 03.08.2018 | £228.75 |
| FIRST AID EXTENDED COVER | 3004 / 16.07.18 | £110.40 |
| FIRST AID | 2910 / 04.06.18 | £220.80 |
| CLASSIC MOTORING AD | 2916 / 06.06.18 | £95.00 |
| CLASSIC MOTORING EVENTS GUIDE AD | 2822 / 07.03.2018 | £105.00 |
| PRACTICAL CLASSICS AD | 2929 / 08.06.18 | £85.00 |
| CLASSIC CAR AD | 2901 / 09.05.18 | £95.00 |
| BIG SCREEN | N/A | N/A |
| TOILETS | 2920 / 07.06.18 | £190.00 |
| BINS | 2947 / 12.07.18 | £107.13 |
| PLAY BUS | N/A | CANX |
| MUSIC BUS | 2849 / 03.05.18 | £120.00 |
| LICENCE FOR CHITTY CHITTY BANG BANG | 2818 / 19.02.18 | £750.00 |
| MATT ZAZZ | 2903 / 14.05.18 | £475.00 |
| TRACTORS | 2942 / 16.07.18 | £600.00 |
| PRINT PROGRAMMES | 2934 / 25.06.18 | £114.00 |
| DESIGN PROGRAMMES | 2931 / 25.06.18 | £90.00 |
| BANNERS | 3001 / 12.07.18 | £80.00 |
| PLAQUES | 2935 / 27.06.18 | £183.00 |
| DESIGN WORK ADVERTS | 2915 / 06.06.18 | £60.00 |
| DISABLED TOILET | 2928 / 08.06.18 | £95.00 |
| TOKENS | 2930 / 12.06.18 | £57.00 |
| SINGER 1 | 2940 / 12.07.18 | £80.00 |
| SIGNS | 3015 / 07.08.18 | £191.25 |
| RATCHET STRAPS | TOWN FORCE INVOICE | £17.73 |
| ROAD PINS | TOWN FORCE INVOICE | £123.76 |
| LASER TAG | 2943 / 12.07.18 | £640.00 |
| ARUNDEL TROPHIES | 2941 / 12.07.18 | £28.00 |
| DVD AMAZON | 3006 / 27.07.18 | £12.61 |
| TAPE & TIES | TOWN FORCE INVOICE | £49.10 |
| D WHITTINGTON | HAZARD TAPE | £21.67 |
| D.WHITTINGTON | 3 X 151 | £453.00 |
| | | |
| | TOTAL EXPENDITURE | £5,478.20 |
| | | |
| INCOME | | |
| CARS | <u>5 @ 151</u> | £755.00 |

| | | |
|---------------------|---------------------------|-----------|
| CHARITY | 12 @ 5.00 | £60.00 |
| CRAFT | 3 @ 15.00 | £45.00 |
| SUSSEX HOG ROAST | MTE1056 / 30.04.18 | £400.00 |
| SURREY ICES | MTE1053 / 27.04.18 | £150.00 |
| SURREY ICES | MTE1053 / 27.04.18 | £150.00 |
| LUV SWEETIES | MTE1054 / 27.04.18 | £150.00 |
| PANCAKE & WAFFLE | MTE1061 / 29.05.18 | £150.00 |
| COLES DONATION | | £60.00 |
| NIC & BENS DONATION | | £50.00 |
| | GRAND TOTAL INCOME | £1,970.00 |
| | | |
| | UNDERSPEND | £241.80 |

Funshine Days - August 2018

Budget £3,900.00 Revised budget £3,550.00

| | | | | |
|-------------------------------|----------------------------|----------------------------------|---|------------------|
| FUNSHINE DAYS 2018 | | | | £1,950.00 |
| | | | £1,100.00 ROLLER RINK | £1,100.00 |
| | | | £500.00 VIRED FROM DTT MIN 34.2 REFERS | £500.00 |
| | | | TOTAL FINAL BUDGET | £3,550.00 |
| EXPENDITURE | | | | |
| DATE | ACT / WORKSHOP | LOCATION | | COST |
| TUES 7 th AUGUST | MALCOLM THE MAGICIAN | BANDSTAND | 3008 30.07.18 | £225.00 |
| WEDS 8 th AUGUST | PAVEMENT ART / PLAYING OUT | BANDSTAND | card | £81.05 |
| THURS 9 th AUGUST | PUNCH & JUDY | BANDSTAND | 3009 / 01.08.18 | £275.00 |
| | ALICE & QUEEN | BANDSTAND | 3014 / 07.08.18 | £400.00 |
| TUES 14 th AUGUST | BUBBLES | BANDSTAND | 3005 / 27.07.18 | £250.00 |
| WEDS 15 th AUGUST | CARRIBEAN DRUMMING | BANDSTAND | 3016 / 17.08.18 | £360.00 |
| THURS 16 th AUGUST | CARRIBEAN DANCE | BANDSTAND | 3016 / 17.08.18 | £360.00 |
| TUES 31 st JULY | DONKEYS | BANDSTAND | 3007 30.07.18 | £550.00 |
| WEDS 1 st AUGUST | POI PASSION CIRCUS SKILLS | BANDSTAND | 3013 07.08.18 | £350.00 |
| THURS 2 nd AUGUST | POI PASSION CIRCUS SHOWS | BANDSTAND | 3013 07.08.18 | £350.00 |
| | | PADLOCKS | TF6980 | £12.67 |
| | | BLACK SACKS HAND SANITISER | | £23.38 |
| | | TAPE AND CABLE TIES | TF6981 | £15.99 |
| | | CONTAINERS FOR CHALKS | CASH | £5.23 |
| | | TOTAL EXPENDITURE | | £3,258.32 |
| | | UNDERSPEND | | £291.68 |

WWI Centenary - 11th November 2018

Budget £2,865.00 Revised budget £1,865.00

| | |
|-----------------------------------|------------------|
| BEACON LIGHTING WWI BUDGET | £2,865.00 |
|-----------------------------------|------------------|

| | | |
|--|-----------------|-------------------|
| £1000.00 VIRED TO THE SWITCH ON MIN 51.1 REFERS | | -£1,000.00 |
| TOTAL FINAL BUDGET | | £1,865.00 |
| EXPENDITURE | | |
| SILENT SOILDERS | 2819 / 20.02.18 | £1,000.00 |
| PIPER | CASH | £240.00 |
| BUGLER | CASH | £40.00 |
| VINYL STICKER | 2905 /14.05.08 | £14.50 |
| FIRST AID | 3022 / 18.10.18 | £73.60 |
| BANNERS | 3039 / 06.12.18 | £140.00 |
| LANTERNS | 3028 / 02.11.18 | £97.88 |
| WOOD | TF INVOICE | £20.00 |
| WOOD | | £20.00 |
| SECURITY | | £60.00 |
| TOTAL EXPENDITURE | | £1,645.98 |
| UNDERSPEND | | £219.02 |

Christmas Illuminations - 24th November 2018

Budget £2,500.00 Revised budget £3,500.00

| | | |
|---|-----------------|------------------|
| 2018 SWITCH ON BUDGET | | £2,500.00 |
| VIRED FROM BEACON BUDGET MIN 51.1 REFERS | | £1,000.00 |
| TOTAL | | £3,500.00 |
| EXPENDITURE | | |
| Grotto & Gifts | 03.10.18 / 3020 | £1,765.00 |
| Horse & Cart | 06.11.18 / 3030 | £900.00 |
| Lantern Workshop | 27.11.18 / 3035 | £475.00 |
| St John | 27.11.18 / 3036 | £147.00 |
| Magician | 28.09.18 / 3019 | £145.00 |
| Security | 22.10.18 / 3024 | £326.50 |
| Stilt Walkers | 22.11.18 / 3033 | £500.00 |
| Banner changes | 06/12/18 / 3038 | £212.00 |
| Winter Fairy | 22.11.18 / 3034 | £425.00 |
| Fairy Costume | 21.11.18 / 3032 | £20.10 |
| Studio 3 and refreshments | 03.12.18 / 3037 | £101.80 |
| TOTAL EXPENDITURE | | £5,017.40 |
| INCOME | | |
| Grotto | £1 per ticket | £197.00 |
| BID Sponsorship | | £2,000.00 |
| Coles Funfair | | £120.00 |
| GRAND TOTAL INCOME | | £2,317.00 |
| UNDERSPEND | | £799.60 |

The only event in the entire BRTC 2018 Event Programme that didn't remain within budget was the Book Day on the 30th May which incurred an overspend of £336.58. This was due to a last-minute cancellation of Ponies attending and as this element of

the event had been previously advertised, Donkeys were bought in at the last minute incurring additional, unexpected expenditure.

The remaining six events all remained within budget and therefore Members are asked to **NOTE** the overspend for the Book Day and that this is more than compensated for by the underspends across other events.

As Members will be aware the Roller Rink was not able to proceed in 2018 and, as discussed at previous meetings, Members are invited to **RATIFY** the **RECOMMENDATION** to the Policy and Resources Committee that the unused budget of £1,100.00 was vired to the Funshine Days budget as included in the summaries above.

DECISIONS

Members are invited to **NOTE** the overspend for the Book Day and that this is more than compensated for by the underspends across other events.

Members are invited to **RATIFY** the **RECOMMENDATION** to the Policy and Resources Committee that the unused budget of £1,100.00 was vired from the Roller Rink budget to the Funshine Days budget as included in the summaries above.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th FEBRUARY 2019**

AGENDA ITEM 7 - UPDATE ON EVENTS PROGRAMME FOR 2019 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED

REPORT BY THE EVENTS OFFICER

FOR DECISION

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

Book Day - 29th May 2019 - Budget £3,500

Members are asked to advise what book theme they would like for the 2019 Park Day and to agree the budget for the 2019 event. The Officer recommendation is that, based on the 2018 event, a budget of £3,500 would be required.

It is the Officer recommendation that, to enable a bigger event with more scope, the theme for the 2019 Book Day be as broad as possible and not restrictive and therefore the theme of 'Fairy Tales' is proposed

DECISION

Members are invited to **AGREE** the theme of 'Fairy Tales' for the 2019 Book Day event

or

Members are invited to **AGREE** an alternative theme for the 2019 Book Day.

Drive Through Time - 13th July 2019 - £3,500

This is the 8th year for the Drive Through Time which has historically been held at West Park in Aldwick. It is the Officer recommendation that to refresh the event for 2019, the location be changed to the seafront Esplanade and Prom, within a road closure between Clarence Road and Lennox Street. This will allow for the vehicles to be lined up along the Esplanade, stalls along the Promenade and Kidszone utilising what is already on the Promenade whilst bringing in other elements to extend it and compliment the area. The Bandstand can be used to provide live music throughout the day and the Big Screen can be located on the shingle for 360 degree viewing.

Do Members support this recommendation or have any input or suggestions?

The Officer recommendation is that, based on the 2018 event, a budget of £3,500 would be required.

Please note that the big screen secured for the 2018 was due to a sponsor covering over £1,500 of the cost and unless sponsorship to this value can be secured 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 2019.

After thorough investigation it has become apparent that due to the size of the Drive Through Time event, it is logistically impossible to relocate to the Esplanade and Prom without causing major disruption with the necessary road closures. It is therefore the Officer recommendation that Drive Through Time continue to be located at West Park for 2019.

Members are invited to note that the current charges made to exhibitors and charity & craft stalls has not risen since the charge was introduced. Due to rising costs, it is therefore the Officer recommendation that the charge to exhibit at the Drive Through Time be raised from £5.00 per vehicle to £6.50, and this will still include a breakfast bap, hot drink and a memorial plaque of the day.

The recommendation is to make no increase to the fee to charities of £5 per stall.

With regard to the charge to craft stall holders, Members are asked to consider whether there should be any increase to the current fee of £18 and if so, how much should the new fee be.

DECISIONS

Do Members **AGREE** with the Officer recommendation to continue to locate the Drive Through Time at West Park for 2019?

Do Members **AGREE** with the Officer recommendation to increase the cost to exhibit to £6.50 per vehicle?

Do Members **AGREE** that there should be no increase to the £5 fee for charity stall holders?

Do Members **AGREE** there should be an increase to the current charge of £18 to craft stall holders and if so, what amount of increase should be applied?

Proms in the Park - 14th September 2019 - Budget £2,500

We have received a request from Tonio Passlick from one of the Town Council's twinned Towns, Weil am Rhein, in relation to one of their bands travelling over to perform at our Proms in the Park event. They have suggested this would be possible from their perspective in September time.

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

For 2018 the event went back to its previous time slot in June and fortunately the weather was exceptional, and the event was very well attended.

The dates suggested are the 15th June, or the 14th September, which is the actual date of the Last Night of The Proms. If the latter date is preferred, Members also need

to consider whether a tie up to the live BBC broadcast is required and if so, agree to the buying in of a big screen.

The Officer recommendation is that, based on the 2018 event, a budget of £2,500 would be required regardless of the agreed date.

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

Funshine Days - 5th to 30th August (weekdays) 2019 - Budget £6,500

For 2018 the Funshine Days were originally reduced from 4 weeks of 5 days down to 2 weeks of 3 days and an extra event of a Roller Rink being bought in. Unfortunately, the company providing the Rink let us down and could not provide adequate paperwork, so an extra week of Funshine Days were booked in at the last minute, thus resulting in a programme of 3 weeks of 3 days.

The Funshine Days were very well attended, and we received numerous emails and verbal requests for the Funshine Days programme to return to its original format of 4 weeks of 5 days of daily activities. Please see below an example:

"Me and quite a few mums are very gutted that the funshine days are only on for 2 weeks not for 4/5 weeks when not many people can afford to do a lot during the holidays the funshine days allows us to take the kids somewhere that is free and can entertain the kids for a few hours and enjoy themselves we really hope you go back to more weeks next year and more days by putting on more magicians clowns bubble shows and of course the donkeys that's what brings more people to the funshine days."

Based on this it is Officer recommendation to return to the original programme of 4 weeks of five days and to reinstate the full budget of £6,500.

The content of the weeks will include many of the favourites such as donkey rides, dance, music with new attractions sourced to keep the event fresh and interesting.

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

Armed Forces Day - 22nd June 2019

As the organisation of the Armed Forces Day has moved away from the Town Council, with just a financial contribution provided, no further update on this event will be included in this report.

Christmas Illuminations Switch-On - 23rd November 2019 - £2,500

Based upon the popularity of the switch-on being themed to the Spillers Pantomime in previous years, it would be the Officer recommendation that the same be done in 2019. Further recommendations on the 2019 content will be made after a review has been carried out following the 2018 event.

The Officer recommendation is that, based on previous events, a budget of £2,500 would be required.

Members asked for Officers to research the cost for inviting a celebrity to switch-on the 2019 Christmas Illuminations (Min. 50.7 refers). Initial enquiries suggest that the cost for a reasonably well-known celebrity could start from as much as £2,000, which would utilise the vast majority of the available budget and make this unfeasible.

Members are therefore asked for further guidance and suggestions as to how to proceed with regard to the booking of a celebrity.

DECISION

How do Members wish to proceed with regard to the booking of a celebrity for the Christmas Illuminations switch-on?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th FEBRUARY 2019**

**AGENDA ITEM 8 - UPDATE ON EVENTS LEAFLET 2019 INCLUDING:
CONSIDERATION OF A FURTHER DRAFT, DISTRIBUTION AREAS AND
RATIFICATION OF COSTS - MIN. 77 REFERS**

REPORT BY THE EVENTS OFFICER

FOR DECISION

Design

Members will recall that at the Extraordinary Committee Meeting held 30th January, the first draft of the Events Leaflet 2019 was considered with Members completing a sheet to record their comments and suggestions (Min. 77 refers).

All the comments have been taken on board and incorporated where possible resulting in three further drafts for Members consideration. Proofs of the three options of the design layout will be available at the meeting for Members to consider and agree.

DECISION

Members are invited to **AGREE** the design layout for the 2019 Events Leaflet.

Distribution

At the Committee Meeting held 10th December 2018, the quotation of £440 accepted by Members accommodated a print run of 20,000 DL leaflets with an additional estimated cost of £45 artwork giving a total of £485 plus VAT.

Members may recall that in 2018, Members agreed to increase the print run to 40,000 to enable a wider distribution area. If Members would like to repeat this distribution model for the 2019 Event Leaflet it would result in the following additional costs:

| | |
|--|------------------|
| Print of additional 20,000 Leaflets (giving total of 40,000) | £313.00 |
| Distribution of 30,000 "house to house" by contractor | <u>£1,050.00</u> |
| | £1,363.00 |

This would leave 10,000 for local distribution via Town Force.

The total cost to print 40,000 with distribution to 30,000 homes and artwork would therefore be £1,848 plus VAT.

DECISION

Do Members **AGREE** to proceed with the printing of an additional 20,000 DL leaflet with distribution of 30,000 at an additional cost of £1,363 giving a total cost for the exercise of £1,848 plus VAT?

or

Do Members **AGREE** to restrict the print run to 20,000 with no "house to house" delivery by contractor?

Distribution

If Members are minded to proceed with the increased print run of 40,000 and distribution "house to house", confirmation of the areas to be covered by the contractor is required.

For Members information, the following summarises agreed distribution areas for the 2018 Event Leaflet:

| Area | Number of Households |
|--|-----------------------------|
| Billingshurst | 3,800 |
| Felpham, Bersted, Pagham, Aldwick | 17,000 |
| Burgess Hill | 14,000 |
| Chichester | 13,500 |
| Haywards Heath | 14,500 |
| Horsham/Southwater/Broadbridge Heath | 25,500 |
| LA/Angmering/East Preston/Rustington | 25,500 |
| Midhurst/Petworth/Pulborough | 7,500 |
| Selsey | 4,800 |
| Brighton/Hove | 105,000 |
| Lancing | 14,000 |
| Shoreham | 10,000 |
| Fareham | 16,500 |
| Hayling Island | 7,500 |
| Porchester/Cowplain/Waterlooville/Lovedean | 25,000 |

Members are asked to note that, as always, the Town Council Newsletter is distributed to every household in the six wards in the Spring and this will include a full listing of the events.

DECISION

If required, Members are asked to **AGREE** the areas within which the Events Leaflet is to be distributed to every household.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE
11th FEBRUARY 2019**

**AGENDA ITEM 9 – CHRISTMAS ILLUMINATIONS INCLUDING UPDATE ON
POSITION WITH NEW AND OLD CONTRACTORS**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th FEBRUARY 2019**

AGENDA ITEM 10 - CONSIDERATION OF PROPOSAL BY CLLR. GOODHEART TO DISCUSS WHETHER THE OLD ESPLANADE THEATRE SITE SHOULD BE PURSUED AS PART OF ANY FUTURE REVIEW OF THE CORPORATE STRATEGY AS REFERRED TO THIS COMMITTEE FROM COUNCIL MEETING 7th JANUARY 2019 - MIN. 171 REFERS OF THE COUNCIL MEETING REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

This Agenda item was referred to this Committee following Questions to the Mayor at the Council Meeting held 7th January 2019.

Members are asked to note the following extract from the Minutes of the Council Meeting 7th January 2019 (Min. 171 refers):

Cllr. Goodheart put the following written question to the Mayor: Does the Mayor agree that the BRTC is actively looking to acquire & create more public assets within the Town? Will the Mayor consider referring the subject of acquiring the lease of The old Esplanade Theatre site including the Rock Gardens play area & car park from ADC. To initiate a discussion regarding this Council's desire to open areas & venues to create more public asset opportunities for the residents & tourists to enjoy. Which could include permanent or temporary activities on The Old Esplanade Theatre site for a wider public use. Could the Mayor refer this subject to the EP&L Committee to be discussed & make recommendations to the council to be considered when the review of the Corporate Strategy is undertaken when the new administration comes in after May.

Members are asked to consider the proposal and agree the content of any recommendation to Council including that the matter be referred to the new Administration to consider when reviewing the Corporate Strategy.

DECISION

Do Members **AGREE** to make any recommendations to Council regarding the acquisition of the Lease of the Old Esplanade Theatre site including the Rock Gardens play area and car park from ADC and furthermore, that the new Administration consider this matter when reviewing the Corporate Strategy?

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th FEBRUARY 2019**

AGENDA ITEM 11 - CONSIDERATION OF PROPOSAL FOR THE TOWN COUNCIL TO SUPPORT THE CONCEPT FOR A MULTI-PURPOSE PAVILION INCORPORATING A SHORT-TERM FLEXIBLE ICE RINK FACILITY FOR THE WINTER DURATION THAT WOULD SWITCH TO FACILITATE VARIOUS OTHER USES DURING THE REST OF THE YEAR AS REFERRED TO THIS COMMITTEE FROM THE COUNCIL MEETING HELD 7th JANUARY 2019 - MIN. 176.2 OF THE COUNCIL MEETING REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Background

Members are invited to note that this item was originally raised by a member of the public during the Public Question Time item at the Community Engagement and Environment meeting on the 17th September 2018 when Members asked for it to be made an Agenda item for the next meeting. The item was subsequently discussed at the Community Engagement and Environment Meeting on the 12th November 2018 (Min 74.1) refers and the relevant extract from the Minutes is as follows:

74.1 For the Council to support a permanent ice rink with the inclusion of a multi-purpose community hall:

Members noted the Projects Officer's report and the statement provided by a member of public within the report.

*Following discussion on the pros and cons of the proposal, Members **AGREED** to **RECOMMEND** to Full Council:*

That Bognor Regis Town Council support the proposal of the concept for a multi-purpose pavilion incorporating a short-term flexible ice rink facility for the winter duration that would switch to facilitate various other uses during the rest of the year. The location to be considered at a later date.

Subsequently, when considered by Council at the Meeting held 7th January 2019, this item was referred to this Committee for further consideration and the following extract from the Minutes refers (Min. 176.2 refers):

176.2 Min. 74.1 - Consideration of proposals from the public question time of the meeting held on the 17th September 2018

*Members **NOTED** the recommendation from the Community Engagement and Environment Committee that Bognor Regis Town Council should support the proposal of the concept for a multi-purpose pavilion incorporating a short-term flexible ice rink facility for the winter duration that would switch to facilitate various other uses during the rest of the year. The location to be considered at a later date. Following a vote, Members **RESOLVED** to **AGREE** to support the proposal of the concept and **REFER** the matter to the Events, Promotion and Leisure Committee for further consideration.*

DECISION

Members are invited to advise how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th FEBRUARY 2019**

AGENDA ITEM 12 - CONSIDERATION OF A PROPOSAL TO DISCUSS POSTER SITES IN MORE DETAIL AS BROUGHT UP DURING PUBLIC QUESTION TIME AND STATEMENTS AT THE MEETING HELD 10th DECEMBER 2018 - MIN. 61 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

During Public Question Time and Statements at the Events, Promotion and Leisure Committee Meeting held on 10th December 2018, a member of the public raised the following points, and Members asked for them to be included as an Agenda item for this meeting (Min. 61 refers):

- The need to keep poster sites filled at all times. He acknowledged that at the end of the season there would not be any events to be promoted but asked if it would be possible for any poster sites to be filled with something suitable, so they were never empty.
- Could something be done about the graffiti on the wind shelters on the Promenade?

Members asked for these points to be included as an Agenda item for further discussion. As requested, the item regarding graffiti on the wind shelters was raised at the last BRTC/ADC Liaison meeting, and ADC were urged to deal with future incidents of graffiti promptly.

Members may also like to note that the poster sites on the Promenade wind shelters had been utilised by the BID to promote the Christmas festivities and the Town Council are currently using them for promotion relating to the forthcoming elections.

DECISION

Members are invited to advise how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 11th FEBRUARY 2019**

AGENDA ITEM 13 - CONSIDERATION OF ANY REQUEST TO THE POLICY AND RESOURCES COMMITTEE FOR THE IDENTIFICATION OF ANY BUDGET FOR PROMOTION FOR THIS COMMITTEE'S USE

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Policy and Resources Committee Meeting held 4th February 2019, the Town Clerk gave the following report (Min. 125.2 refers):

125.2 3rd December 2018 - Min. 118 - Draft Budget Proposals

During the budget discussions, the Town Council's Accountant made reference to an amount of Earmarked Reserve funds that he indicated were for promotion. Unfortunately, some Members felt that these funds were therefore readily available to use for new promotional items going forward however, this is not the case. Earmarked Reserves are held for specific projects that have been identified for projects that do not complete within the year that the funds are budgeted. Having now looked into this particular Promotions Earmarked Reserve it would appear that some of the projects may not now proceed or have completed and the funds originally set aside were not fully utilised for the project originally identified. It would now be for the Policy and Resources Committee to consider this and agree that these unused funds are returned to General Reserves.

Members will recall that at the Meeting held 11th June 2018 (Min. 13.1 refers), this Committee agreed not to re-appoint the Events, Promotion and Leisure Task and Finish Working Group and furthermore, agreed to change the current strategy of the Bognor Regis Brand Budget with a subsequent recommendation to the Policy and Resources Committee that the remaining funds in the Bognor Regis Brand Budget be returned to General Reserves, with the simultaneous reallocation of a new budget for an event related purpose.

This recommendation was considered and subsequently accepted by the Policy and Resources Committee at their meeting held 30th July 2018 (Min. 46 refers).

Members therefore need to agree whether any request should be made to the Policy and Resources Committee for a budget relating to Promotions to be identified again for the 2019/20 financial year.

DECISIONS

Do Members **AGREE** to **RECOMMEND** to the Policy and Resources Committee that a budget be identified for Promotions for the 2019/20 financial year?

If minded to make such a recommendation, Members should **AGREE** the amount and specific purpose of any such budget for the Policy and Resources Committee's consideration.

A Member also asked for a breakdown of budgets available to this Committee for the 2019/20 financial year. Members are asked to note that these figures have not changed from the amounts requested by this Committee at the meeting held 8th October 2018 (Min. 50) and furthermore were circulated to all Councillors as part of the budget papers provided for consideration by the Policy and Resources Committee at the Budget Meeting held on 3rd December 2018. For information, the agreed budgets relating to this Committee are as follows:

| | |
|---|---------|
| Christmas Lights (payable under terms of contract) | £31,500 |
| Events: - | |
| Christmas Switch-On | £2,500 |
| Proms in the Park | £2,500 |
| Funshine Days | £6,500 |
| Book Day in the Park | £3,500 |
| Drive Through Time | £3,500 |
| Promotion & Publicity (used for banners for events) | £800 |

Whilst Members should note the situation regarding Earmarked Reserves as referred to in the Town Clerk's report to the Policy and Resources Committee (as noted above), there are no Earmarked Reserves available to this Committee for use.

Members are aware that all Earmarked Reserves are reviewed annually by the Policy and Resources Committee with the last such review carried out at the Committee Meeting held 4th June 2018 (Min. 28 refers).