



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road  
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Dear Sir/Madam

## MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE

I hereby give you Notice that a Meeting of the Events, Promotion and Leisure Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at 6.30pm on MONDAY 10<sup>th</sup> JUNE 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 to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

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

DATED THIS 4<sup>th</sup> JUNE 2019

CLERK TO THE COUNCIL

## AGENDA AND BUSINESS

1. To Note the Appointment of Chairman and Vice-Chairman as agreed at the Annual Meeting on 13<sup>th</sup> May 2019
2. **Chairman's Announcements and Apologies for Absence**
3. 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
4. To approve the Minutes of the Meeting held on 15<sup>th</sup> April 2019
  5. Adjournment for public question time and statements
  6. **Clerk's report from previous Minutes**
  7. Appointment of Allotments Sub-Committee including consideration of recommendations to Council of co-options for ratification
  8. To consider current Terms of Reference for the Events Promotion and Leisure Committee and the Allotments Sub-Committee and to make any necessary recommendations on proposed changes to the Policy and Resources Committee
  9. Update on events programme for 2019 including ratification of any decision where required - report by Events Officer
  10. To receive details of changes to arrangements for the use of ADC owned land for events and agree any action
  11. Update on the proposal to ask ADC to allow events to be provisionally booked up to 3 years in advance - Min. 100 refers
  12. To consider future method of fuelling the seafront beacon following the inspection and refurbishment work as discussed by the Policy and Resources Committee on the 8<sup>th</sup> April 2019 - Min. 155 refers
  13. Further consideration of a recommendation to the Policy and Resources Committee regarding a request for a promotion budget for this Committee including the recommendations from the Policy and Resources Committee meeting held 8<sup>th</sup> April 2019 - Min. 159 refers, to include a more detailed analysis including, specific activities, and costs
  14. To note publication of weather readings in local newspaper
  15. To ratify expenditure of £804.50 plus VAT for additional bunting for London Road/High Street and make recommendation for identification of a specific budget in the 2020/21 financial year
  16. To note correspondence
  17. Date of next Meeting Monday 5<sup>th</sup> August 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 15<sup>th</sup> APRIL 2019

PRESENT: Cllr. Mrs. S. Daniells (Chairman); Cllrs: J. Brooks, P. Dillon,  
S. Goodheart (from Min. 100) and Mrs. J. Warr

IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)  
1 member of the public

*The Meeting opened at 6.30pm*

### 94. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr. Cunard who was unwell and Cllr. Smith who was working. No apologies had been received from Cllr. Batley.

The Projects Officer read the following statement:

*"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11<sup>th</sup> March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."*

In the absence of the Vice-Chairman, Cllr. Enticott, Members AGREED that Cllr. Mrs. J. Warr would act as Vice-Chairman for the Meeting.

The Chairman noted that this was the final Events, Promotion and Leisure Committee Meeting of the current Administration and asked Members to join her in thanking the Events and Projects Officers for their work over the last four years.

### 95. **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.

*Cllrs. Brooks declared a Disclosable Pecuniary Interest in Agenda item 12 as he was a supplier to the Armed Forces Day event and would leave the room if required*

*Cllr. Dillon declared an Ordinary Interest in Agenda item 12 due to his involvement with the Armed Forces Day Committee*

96. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> FEBRUARY 2019

It was RESOLVED that the Minutes of the Meeting held on 11<sup>th</sup> February 2019 be APPROVED by the Committee as a correct record and they were signed by the Chairman.

97. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

*The Chairman adjourned the Meeting at 6.33pm*

A member of the public asked Members if there was going to be a funfair on the Promenade over the Easter weekend. A Member confirmed that this was the case.

*The Chairman reconvened the Meeting at 6.36pm*

98. **CLERK'S REPORT FROM PREVIOUS MINUTES**

11<sup>th</sup> February 2019 - Min. 91 - Consideration of a request to the Policy and Resources Committee for the identification of any budget for promotion for this **Committee's use**

At the February meeting of the Events, Promotion and Leisure Committee, Members agreed to recommend to the Policy and Resources Committee that a Promotions Budget of £8,000 be identified for the 2019/20 financial year for specifically identified use by this Committee. At the Policy and Resources Committee Meeting on the 8<sup>th</sup> April 2019, Members rejected this proposal. However, the Committee did agree that the issue be referred back to this Committee for a more detailed analysis to be prepared of the costs and benefits of the proposed specified activities. Therefore, this will be an agenda item for the June meeting.

99. **UPDATE ON EVENTS PROGRAMME FOR 2019 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED**

The Events Officer's report, including the request for consideration of increased budgets for 2020/21, was NOTED.

The Chairman asked for an update on the sourcing of suitable accommodation for the Twinning Bands when they visit for the Proms Event in September, and the Projects Officer confirmed that information had been sent to them.

*Cllr. Goodheart joined the Meeting*

100. **CONSIDERATION OF A PROPOSAL TO ASK ADC TO ALLOW EVENTS TO BE PROVISIONALLY BOOKED UP TO 3 YEARS IN ADVANCE**

The Projects Officer's report was NOTED.

Members were advised that outside event organisers have reported that the current ADC event booking system does not allow for provisional bookings more than 12 months in advance, which can make it difficult for organisers when seeking sponsorship and funding opportunities. Following discussion, Members AGREED for a letter to be sent to ADC requesting that the facility to provisionally book event space up to three years in advance, be incorporated within **ADC's** new event strategy.

101. **CONSIDERATION OF RECOMMENDATION FROM THE PLANNING AND LICENSING COMMITTEE MEETING 29<sup>th</sup> JANUARY 2019 (MIN. 189 REFERS) TO PROMOTE THE OLD TOWN AREA**

The Projects Officer's report was NOTED.

Following discussion, Members AGREED that the Community Engagement and Environment Committee should maintain their watching brief on this matter and continue to receive and record regular updates on any activities

regarding the Old Town area. Members further RECOMMENDED that a Councillor Drop-in Surgery be held in the Old Town vicinity.

102. TO NOTE THE 2019 EVENTS LEAFLET

Members received a copy of the 2019 Events leaflet and were pleased with the design. It was noted that the distribution of these to the previously identified locations would begin shortly.

103. UPDATE ON POSITION REGARDING OUTSTANDING ISSUES WITH THE FORMER CHRISTMAS LIGHTING CONTRACTOR

**The Projects Officer's report was NOTED**, including the update on the situation with the decorative lighting in the Old Town.

The Projects Officer confirmed that she is continuing to chase SSE for a reply and is doing everything possible to rectify the situation and to get the lights working once again.

104. CONSIDERATION OF OFFER FROM THE NEW CHRISTMAS LIGHTING CONTRACTOR FOR A YOUTUBE PRESENTATION OF THE LIGHTS FOR BOGNOR REGIS 2019

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

Following discussion, Members AGREED to accept the offer from the new contractor to create a YouTube presentation of the 2019 Bognor Regis Christmas Lights display.

105. TO RATIFY THE RELEASE OF THE £1,000 CONTRIBUTION TO THE ARMED FORCES DAY EVENT - MIN. 50.1 REFERS

*Whilst Cllrs. Brooks and Dillon had declared Interests in this item, as the matter before them was ratification of a previous Council decision, it was AGREED that they need not leave the room*

Members RATIFIED the £1,000 contribution to the Armed Forces Day Event, previously agreed by Council as part of the 2019/20 Budget.

106. UPDATE ON RESPONSE FROM THE ADC CHIEF EXECUTIVE REGARDING INCLUSION OF AN INDOOR FACILITY WITHIN THE REGENERATION PLANS FOR THE REGIS SITE AND FOR THE TOWN COUNCIL TO BE INCLUDED IN THE DESIGN PROCESS - MIN. 89 REFERS

**The Projects Officer's report, including** the previously circulated reply from the ADC Chief Executive in response to the **Committee's** letter of 25<sup>th</sup> February 2019, was NOTED.

Following discussion, Members felt that the response did not satisfactorily address all their questions and asked for another letter to be sent to seek

further details about the form the large useable area to which he referred in his letter would take. Furthermore, the letter should seek confirmation of assurances that the Town Council will be involved in the design process.

Members asked for Officers to draw up the letter and circulate before sending.

107. TO NOTE CORRESPONDENCE

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

108. DATE OF NEXT MEETING

Monday 10<sup>th</sup> June 2019.

*The Meeting closed at 7.20pm*

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10<sup>th</sup> JUNE 2019

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

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Each Town Council Committee considers their Terms of Reference, and those of any Sub-Committees, at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee then consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council.

A copy of the Terms of Reference for the Events, Promotion and Leisure Committee and the Allotments Sub-Committee are therefore attached for consideration as Appendix 1 & 2.

DECISION

Members are asked to review the Terms of Reference for both the Events, Promotion and Leisure Committee and the Allotments Sub-Committee and RESOLVE to RECOMMEND to the Policy and Resources Committee that these be adopted, subject to any additions that the Committee may feel appropriate.





# **BOGNOR REGIS TOWN COUNCIL**

## **TERMS OF REFERENCE**

### **EVENTS, PROMOTION AND LEISURE COMMITTEE**

Adopted by the Council at its Meeting held on **3<sup>rd</sup> September 2018**

## BOGNOR REGIS TOWN COUNCIL

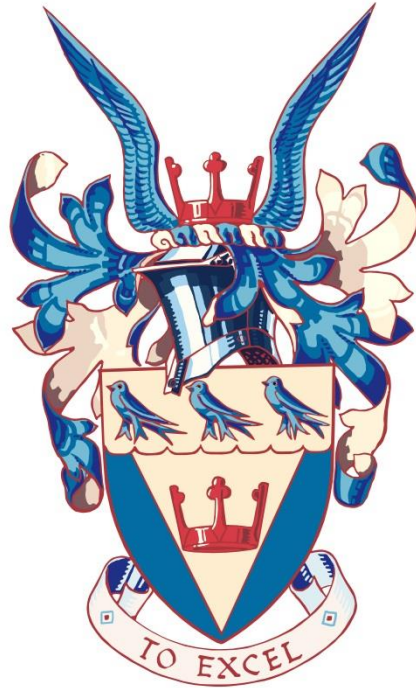
### TERMS OF REFERENCE: EVENTS, PROMOTIONS AND LEISURE COMMITTEE

**9 Members of the Authority**

**Quorum = 3**

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

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



# **BOGNOR REGIS TOWN COUNCIL**

## **TERMS OF REFERENCE**

### **ALLOTMENTS SUB-COMMITTEE**

Adopted by the Council at its Meeting held on **3<sup>rd</sup> September 2018**

## **BOGNOR REGIS TOWN COUNCIL**

### **TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE**

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

**9 Members of the Authority and co-opted Members**

**Quorum = 3**

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

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10<sup>th</sup> JUNE 2019

AGENDA ITEM 9 - UPDATE ON EVENTS PROGRAMME FOR 2019  
INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED

REPORT BY THE EVENTS OFFICER

FOR INFORMATION

It has become apparent upon booking for the 2019 season that suppliers' costs have increased considerably on previous years and this will therefore be reflected in the content of events as it is not possible to obtain the same level of entertainment/activities for the current budgets. It is therefore the Officer recommendation that consideration is given to increase the funds available for each event in the 2020/21 financial year when the budgets are considered later in the year in October.

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The following report by the Events Officer includes updates on event planning since the previous meeting shown in [green](#).

Book Day - 29<sup>th</sup> May 2019 - Budget £3,500

Members are asked to advise what book theme they would like for the 2019 Book 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.

The 2019 theme for the Hotham Park annual Book Day was agreed to be Fairy Tales, with the day running from 12pm-4pm with the following elements included within the programme:

Storytelling on the Bandstand themed to Fairy Tales  
Giant Art and a "Make and Take" Art Workshop themed to Fairy Tales  
"RepTylers" Mobile Zoo  
Book Swap  
Climbing Wall  
Circus Skills and Slackline Workshop  
Fairy Tale Stilt Walkers  
Fancy Dress Competition

Cinderella will be in the park all day in her Cinderella carriage pulled by two white horses, and the winners of the Fancy Dress competition will get to ride with Cinderella in her carriage around the park.

Please note that the event is still in its planning stages so other elements may be added prior to the event on the 29<sup>th</sup> May.

[As the event will have taken place by the date of the meeting, a verbal report will be provided to Members.](#)

## Drive Through Time - 14<sup>th</sup> July 2019 - £3,500

This is the 8<sup>th</sup> 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 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 an event plaque of the day.

The recommendation is to make no increase to the fee to charities of £5.00 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 £18.00 and if so, how much should the new fee be.

We are still seeking a sponsor for the big screen element of the event as the previous sponsor is not available to do so this year. Like for like quotes have been obtained for a 12 x 12 mobile screen trailer with onboard production suite.

Invitations to attend the event have been issued to past exhibitors and stall holders. These invitations reflect any increases to the fees as agreed by Members at the last Committee meeting (Min. 85.2 refers):

Vehicle Exhibitor Fee	-	£6.50
Craft Fair Stall Holder Fee	-	£20.00
Charity Stall Holder Fee	-	£5.00 (unchanged from 2018)

Despite canvassing of large local businesses, it has not been possible to secure a financial sponsor and therefore whilst a big screen has been booked to broadcast the Formula 1 race, it is without a sponsor so this cost will have to come from the existing budget. Rolls Royce were contacted to see if they were able to provide any sort of sponsorship for the event. Whilst a financial contribution was not possible, the offer of a Rolls Royce car to be present at the event was made.

There are currently 85 vehicles booked in to attend the Drive Through Time and it is anticipated that this number will increase further.

Due to the budgetary challenges resulting from general increased supplier costs and the lack of a major sponsor, negotiations are underway with some of the suppliers/entertainers for the Kidszone to enable their attendance for a reduced fee but with a nominal per child charge. Whilst this is not the preferred course of action for the Council, it demonstrates the financial challenges being faced.

Finally, the standard concessions including a butty and hot drink for the exhibitors, have been booked to attend and of course there is now a café in West Park for attendees to the show to use.

#### Proms in the Park - 14<sup>th</sup> 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 15<sup>th</sup> June, or the 14<sup>th</sup> 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.

A big screen has been booked to broadcast the BBC1 live broadcast of The Last Night of the Proms.

The Twinning Association had asked the Events Officer for local, on the ground assistance in securing some accommodation for the Band travelling from Weil am Rhein to perform. The Band are looking for accommodation for 32 people and both Butlin's and Riverside have advised that unfortunately they are unable to accommodate this number at that time. The Events Officer is waiting to hear from one further large accommodation provider but if this is not successful there seems little more that the Town Council can do to assist and therefore, the Officer recommendation is that the Twinning Association be asked to intervene and to try and find accommodation by alternative methods.

#### Funshine Days - 5<sup>th</sup> to 30<sup>th</sup> 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 5 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.

The Funshine Days programme is nearly complete, pending a few confirmations on a few days:

<b>Seaside Classics</b>		
Monday 5 <sup>th</sup> August	Soft Play Bus	Bandstand
Tuesday 6 <sup>th</sup> August	Balloon Modelling	Bandstand
Wednesday 7 <sup>th</sup> August	Punch & Judy	Bandstand
Thursday 8 <sup>th</sup> August	Sandcastle Comp	Bandstand
Friday 9 <sup>th</sup> August	Malcolm The Magician	Bandstand
<b>H2o Week</b>		
Monday 12 <sup>th</sup> August	Driftwood Creations	Bandstand
Tuesday 13 <sup>th</sup> August	Dreamcatchers	Bandstand
Wednesday 14 <sup>th</sup> August	Tj Board Hire	Bandstand
Thursday 15 <sup>th</sup> August	Kite Boarding Live Demo	Bandstand
Friday 16 <sup>th</sup> August	Tj Board Hire	Bandstand
<b>Performance &amp; Art</b>		
Monday 19 <sup>th</sup> August	Storytelling & Art	Bandstand
Tuesday 20 <sup>th</sup> August	Capoella	Bandstand
Wednesday 21 <sup>st</sup> August	Sport Hula Hoop	Bandstand
Thursday 22 <sup>nd</sup> August	Tai Chi	Bandstand
Friday 23 <sup>rd</sup> August	Street Dance	Bandstand
<b>Music &amp; Movement</b>		
<b>Monday 26<sup>th</sup> August</b>	<b>Bank Holiday Monday</b>	<b>Bank Holiday Monday</b>
Tuesday 27 <sup>th</sup> August	Circus & Slackline	Bandstand
Wednesday 28 <sup>th</sup> August	Bmx & Skateboard	Skate Park
Thursday 29 <sup>th</sup> August	Ukulele Workshop	Bandstand
Friday 30 <sup>th</sup> August	Drumming Workshop	Bandstand

Kite Boarding Live Demo on 15<sup>th</sup> August - Lewis Crathern, Professional Kitesurfer and four times British Champion will be attending to put on a special Kitesurfing Demonstration as part of the H2o week. This well-known personality is a real coup for the Town Council and his attendance is being widely pushed on social media.

With all the entertainment now booked, there is nothing further to report on the content for this event.

#### Roller Rink - 10<sup>th</sup> & 11<sup>th</sup> August 2019 - Budget £8,329.06

As will be reported at the meeting, this event is now a Town Council event once again and a Roller Rink has been booked in for the Place St Maur for the weekend of the 10<sup>th</sup>-11<sup>th</sup> August. The rink will be open from 1pm on the Saturday closing at 8pm with a Roller Disco, 80's themed, and from 11am-3pm on the Sunday.

#### Christmas Illuminations Switch-On - 23<sup>rd</sup> 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.

At the last Events, Promotion and Leisure Committee Meeting on the 11<sup>th</sup> February, Members asked the Events Officer to investigate various suggestions regarding who would actually switch-on the Christmas Illuminations in 2019 (Min 85.4 refers).

Due to priority being given to the planning of events earlier in the season, this research has not yet been undertaken and therefore a report on this will be deferred until the June Committee Meeting.

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

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10<sup>th</sup> JUNE 2019

AGENDA ITEM 10 - TO RECEIVE DETAILS OF CHANGES TO ARRANGEMENTS FOR THE USE OF ADC OWNED LAND FOR EVENTS AND AGREE ANY ACTION

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Arun District Council have issued a revised Events Policy and Procedure Document which now includes a Fees and Charges Policy. This means that hire fees and deposits will now be required for events on Arun owned or controlled properties/areas.

A copy of the Table of Charges is appended to this report as Appendix 1 and a full copy of the new Events Policy and Procedures Document is available for Members to view via the office.

With regard to Town Council Events, these charges will impact on the following events; Book Day, Proms in the Park and Drive Through Time. The Town Council's Events Officer is currently liaising with Arun District Council's Events team to see how these Policy changes can be managed going forward, and Members are invited to make any comments.

DECISION

Do Members wish to comment on the new ADC Events Policy and Procedures document?

**Table 3. Event fees & charges**

Type of company/organisation	Deposit required	Admin Fee	Hire Fee Setting up/closing down	Hire Fee Large Parks and Promenades	Hire Fee Small Parks	Hire Fee Bandstands Inc. Hotham Park/Mary MacPhie/Bognor Regis Beach Bandstand
Profit making / corporate commercial	£500 per site	£100	£50 per day	£250 per day	£150 per day	No charge
Local Charity and not for- profit events e.g. volunteer/community groups	£500 per site	No charge	No charge	No charge	No charge	No charge
Community/town festival type events	£500 per site	£50	No charge	No charge	No charge	No charge
National Charities (All charities will be expected to supply their registered charity number)	£500 per site	£100	N/A	£150 per day	£100 per day	No charge
Funfairs	£500 per site	£25	Please speak to event officer	£450 per day	£400 per day	N/A
Circuses	£500 per site	£25	Please speak to event officer	£400 per day	£400 per day	N/A
Outdoor fitness/bootcamps	N/A	No charge	N/A	£115 annual charge	£115 annual charge	N/A
Licence to use land	N/A	£50	N/A	N/A	N/A	N/A
Road Closures -under Section 16 or Section 14 only determined by WSCC	N/A	On a case by case basis	N/A	N/A	N/A	N/A
On street parking bay suspensions/pay and display car park bay suspensions	N/A	Will depend on the number of bays suspended and duration	N/A	N/A	N/A	N/A

Deposits are refundable (as long as no damage or disrepair caused to the land) and should be paid no later than 4 weeks prior to the event, and hire fees must be paid within 14 days of receipt of the formal event approval from the Council.

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10<sup>th</sup> JUNE 2019

AGENDA ITEM 11 - UPDATE ON THE PROPOSAL TO ASK ADC TO ALLOW EVENTS TO BE PROVISIONALLY BOOKED UP TO 3 YEARS IN ADVANCE - MIN. 100 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Events, Promotion and Leisure Committee Meeting held on the 15<sup>th</sup> April 2019 (Min. 100 refers), Members asked for a request to be sent to Arun District Council requesting that the facility to provisionally book event space up to three years in advance, be incorporated within ADC's new Events Strategy.

Members are asked to note the response received from the Arun District Council Events and Marketing Officer as follows:

*"Thank you for your email. Arun District Council have undertaken a review of their Events Policy and Procedure and a number of stakeholders and event organisers were consulted with in relation to this.*

*Arun District Council are committed to working in conjunction with event organisers to ensure that local events are supported in all ways possible, and whilst we are not able to commit to events 2/3 years in advance, we are able to offer provisional bookings for our sites for regular, annual events in a year or two in advance.*

*This would not however, negate the event organiser from completing an event application each year - but this is necessary as events grow and adapt after each occasion, and it is only right and proper that sufficient consideration is given to any changes and that all key stakeholders have an opportunity to view these and be able to comment where necessary.*

*Please be assured that Arun District Council are keen to enhance our work with event organisers and hope to publish the new policy shortly.*

*If you have any further questions or queries, please do let me know."*

Having noted this response, Members are asked to advise if any further action is required in this regard.

DECISION

Members are invited to NOTE the response from the ADC Events and Marketing Officer and advise if any further action is required.

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10<sup>th</sup> JUNE 2019

AGENDA ITEM 12 - TO CONSIDER FUTURE METHOD OF FUELLING THE SEAFRONT BEACON FOLLOWING THE INSPECTION AND REFURBISHMENT WORK AS DISCUSSED BY THE POLICY AND RESOURCES COMMITTEE ON THE 8<sup>th</sup> APRIL 2019 - MIN. 155 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the Policy and Resources Committee Meeting held 8<sup>th</sup> April 2019 (Min. 155 refers), the following report from the Town Force Manager was received:

***Seafront Beacon.***

*Internal inspection of the supporting post was carried out on 11<sup>th</sup> February. Two holes were drilled to the vertical faces of the post and in both cases the inside of the post was found to contain rust debris up to approx. 40mm from the base. This confirmed that the post was not hot dip galvanised and that substantial corrosion was present. The rust debris made it impossible to use the inspection camera to ascertain the exact extent of the corrosion. However, the contractor measured the thickness of the column wall which was found to be 5/6mm thick at the top, reducing to 3mm in the lower parts of the post. In view of the findings, it was recommended to replace the column.*

*Whilst on site, it was decided that due to the intense heat produced by the burning of wood/logs at the last beacon lighting event, it would be prudent to check the beacon basket as well. Upon visual inspection of the internal surfaces of the basket, it was found that the high temperatures produced have compromised the integrity of the galvanising and that a number of the vertical elements had deformed. To provide longevity of the basket, it was recommended that it should be demounted, unbolted into its component parts, repaired where necessary and sent to the galvaniser for acid stripping back to the bare metal prior to re-galvanising. In view of this, there was no point in Town Force removing the remaining paint from the basket.*

*Due to the nature of the findings and the identified risk to the public should the column fail, the Town Clerk has under her delegated powers taken a decision to proceed with the following work:*

- *To remove old supporting column; supply, fabricate, hot dip galvanise, deliver and install a tubular column at £2,995.41 ex VAT. The new column/post will be out of 193mm outside diameter x 6.3mm wall thickness high grade tube. Base plate 460x460x12 with 4no 12mm thick vertical stiffening gussets. The existing top fixing design will be replaced with a 12mm thick plate approx. 300/400 square with 12mm stiffening gussets to each corner and holes to accommodate the basket.*
- *To remove the basket, break it down into its segments, repair deformed sections send away to galvaniser for stripping and galvanising. Provide new galvanised fixings and attend site to reinstate at £1,225 ex VAT. Please note: Scaffolding for reinstating the basket will be hired and installed/dismantled by Town Force and the cost is not included in the above price.*

*It has become evident that the use of firewood for lighting of the beacon is a costly exercise as the heat produced damages the structure and galvanising of the basket. Further costings on the options available will therefore be presented to the EP&L Committee at their meeting in June, with subsequent recommendation to this Committee.*

Members are reminded that the lighting of the beacon is not a regular occurrence and has occurred twice in the last three years. Whilst burning firewood can damage the structure and galvanising of the bucket, investigations have found that it is possible to protect the bucket by using a sacrificial basket to contain the burning wood, at an approximate cost of £250.00 per time, but this would have to be replaced after each use. Members are also asked to note that the use of the basket, whilst it will keep the burning wood away from the side of the galvanised basket, cannot guarantee that there will be no damage to the main structure. The alternative is to use a gas burner, as has been utilised in the past. The previous piece of equipment is no longer fit for purpose and a replacement installation would need to be purchased. This would be a bespoke piece of engineering and quotations would need to be sought.

Furthermore, as has been commented in the past, the flame effect when using gas can be easily impacted by the onshore winds and this would continue to be an issue even with a larger, improved gas burner. Therefore, if Members are minded to pursue the gas burner option, it is suggested that shields for the two sea facing sides of the basket are made to diminish the impact of the sea winds and therefore protect the visual appearance of the burner flames, costs for which would also have to be sought.

Members are therefore asked to consider the following options:

- a) To continue to use firewood for lighting the beacon but to purchase the protective inserts each time

or

- b) To seek quotations for a bespoke gas burner and the manufacture of shields for two sides of the beacon basket

#### DECISION

How do Members wish to proceed with regard to the future method of fuelling the burner?

BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10<sup>th</sup> JUNE 2019

AGENDA ITEM 13 - FURTHER CONSIDERATION OF A RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE REGARDING A REQUEST FOR A PROMOTION BUDGET FOR THIS COMMITTEE INCLUDING THE RECOMMENDATIONS FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 8<sup>th</sup> APRIL 2019 - MIN. 159 REFERS, TO INCLUDE A MORE DETAILED ANALYSIS INCLUDING, SPECIFIC ACTIVITIES, AND COSTS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

A recommendation was made to the Policy and Resources Committee at their meeting held 8<sup>th</sup> April 2019 (Min. 159 refers), for consideration to be given to a request for a Promotions Budget of £8,000 for use by this Committee for the 2019/20 financial year.

As was noted at that Committee meeting, as the budget for 2019/20 and resulting Precept had already been finalised, any new Budget will need to be funded from Earmarked Reserves and/or General Reserves.

Whilst the Policy and Resources Committee have initially rejected the proposal, it was agreed that the matter would be returned to this Committee for further discussion, a more detailed analysis of the costs and benefits of the proposed activities, with any revised recommendation to be submitted to the Policy and Resources Committee at a future meeting for reconsideration. It was further noted at the Policy and Resources Committee Meeting that any agreed budget could only be used for the activities specifically identified.

Members are therefore asked to consider the following:

- Identification of the specific activities to be funded by this budget
- A breakdown of costs for each activity including quotations where necessary
- Any resourcing (staffing) implications arising from the identified activities
- A detailed analysis of the benefits to the Council of the identified activity

Following due consideration of the above, Members are asked to confirm how they wish to proceed with regard to any revised recommendation to the Policy and Resources Committee.

DECISION

Do Members wish to make a further recommendation to the Policy and Resources Committee for a promotional budget for the 2019/20 financial year?

If so, to confirm :

- a) The specific activities to be funded by this budget
- b) A breakdown of costs for each activity including quotations where necessary
- c) Resourcing (staffing) implications arising from the identified activities
- d) A detailed analysis of the benefits to the Council of the identified activity



BOGNOR REGIS TOWN COUNCIL  
EVENTS, PROMOTION AND LEISURE COMMITTEE - 10<sup>th</sup> JUNE 2019

AGENDA ITEM 14 - TO NOTE PUBLICATION OF WEATHER READINGS IN  
LOCAL NEWSPAPER

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are asked to note that from 28<sup>th</sup> June 2019 the Bognor Regis Post (issue 165) Weather Reports will be a regular feature using data supplied by the Bognor Regis Town Council's Weather Readers.

GENERAL CORRESPONDENCE FOR E P & L COMMITTEE MEETING

10<sup>th</sup> JUNE 2019

1. Armed Forces Day Committee - letter from the Treasurer thanking the Town Council for the cheque for £1,000 and continued support
2. Email - Bognor Regis FC re prize draw
3. Email - SSAFA Charity re: a series of events for 2020 to mark VE Day
4. Email - Hampshire Flags - promotional material for VE Day