



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 7th OCTOBER 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 30th SEPTEMBER 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 5th August 2019

4. Adjournment for public question time and statements
5. Clerk's report from previous Minutes
6. Update on events programme for 2019 including ratification of any decision where required - report by Events Officer
7. Consideration of a request by a Councillor to charge an entry fee for adults at Bognor Regis Town Council events
8. Proposals for events programme for 2020 and required budgets - report by Events Officer
9. Consideration of a request by a Councillor to agree a strategy regarding decoration of the Town Centre for the summer/winter including; guidelines on what the decorations should be, how displayed, for how long, agree an associated budget and to make a suitable recommendation to the Policy and Resources Committee for any appropriate budget
10. Consideration of the Town Council investigating the possibility of running a lottery - Min. 20.2 refers
11. Consideration of possible utilisation of the Beacon - Min. 25 refers
12. Update on proposal to purchase an In-house Software Solution for Social Media and to note the decision of the Policy and Resources Committee regarding a budget - Min. 26 refers
13. Update on proposal to look at the formation of a joint partnership/tourism board for event organisers - Min. 31 refers
14. To discuss the future storage of lamps, rigging, generator etc, for the Billy Bulb Mascot as referred from Council at their Meeting 2nd September 2019 - Min. 90.3 refers
15. To note correspondence
16. Date of next meeting Monday 9th December 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 5th AUGUST 2019

PRESENT:

Cllr. K. Batley (Chairman); Cllrs: J. Brooks, Mrs. S. Daniells,
S. Goodheart, Miss. C. Needs and M. Stanley

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
2 Councillors in the public gallery: Cllrs. Mrs. J. Warr and
P. Woodall
3 members of the public in the gallery

The Meeting opened at 6.35pm

16. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllrs. Mrs. I. Erskine who was on annual leave, Mrs. S. Staniforth who was on sick leave and W. Smith who was working.

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

17. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They

should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

Cllr. Brooks declared a Disclosable Pecuniary Interest in Agenda item 6 as a service provider, and would leave the room if required, and an Ordinary Interest in Agenda item 14

Cllrs. Batley, Brooks, Mrs. Daniells, Goodheart, Miss. Needs and Stanley stated that, as Members of Arun District Council, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

18. TO APPROVE THE MINUTES OF THE MEETING HELD ON 10th JUNE 2019

It was **RESOLVED** that the Minutes of the Meeting held on 10th June 2019 be **APPROVED** by the Committee as a correct record and they were signed by the Chairman.

19. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.40pm

A member of the public asked if there had been any feedback from a previous question raised regarding the Hotham Park Website on Google.

The Projects Officer gave a brief update but did not have all the information to hand as the matter had originally been raised at a Community Engagement and Environment Committee Meeting and a full update will be provided for that meeting in September.

A member of the public asked if he may be allowed to speak during Agenda item 15, which was **AGREED**.

The Chairman reconvened the Meeting at 6.45pm

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

20.1 **10th June 2019 - Min. 6.1 - Clerks Report further update on the Town map being produced by the BID**

The BID Chairman has confirmed that he has received a further draft of the proposed map and it is just awaiting sign off by the BID Board. A request had been made for the BID to allow Members to view the draft. However, it was noted that the map has already been produced and a Member commented that he was disappointed that it did not extend to the wider area of Bognor Regis and was displayed as the "Official" Bognor Regis Map and Visitors Guide.

20.2 **10th June 2019 - Min. 8.1 - a Member raised a query on the Town Council's remit regarding the power to promote Lotteries and asked for clarification on the Lotteries and Amusement Act 1976, S7**

Local Councils can hold lotteries as long as they have an operating licence issued by the Gambling Commission. The Commission must attach a number of statutory conditions and may attach others. Though local Councils have been able to promote lotteries since at least 1976 there is no known case where this has been done.

<https://www.gamblingcommission.gov.uk/home.aspx>

Members requested that this item be made an Agenda item for a future meeting for further discussion.

20.3 **10th June 2019 - Min. 10 refers - To receive details of changes to arrangements for the use of ADC owned land for events and agree any action**

Whilst reviewing the new ADC Events Policy and Procedure Documents, Members asked for clarification on point 6.4 of the document as the opening paragraph reads:

The Events Officer reserves the right to refuse permission for an event based on the following circumstances as set out in the bullet points below. The Events Officer's decision is final.

The Closing paragraph reads:

Appeals will need to be made in writing to the Services Director. An appeal will then be considered by the Services Director in consultation with the Cabinet Member for Neighbourhood Services.

The following response has been received from the ADC Events and Marketing Officer:

Apologies, I believed that we had removed the part in the opening paragraph around the decision being final. I will ask for this to be amended accordingly.

- 20.4 10th June 2019 - Min. 11 - Update on the proposal to ask ADC to allow events to be provisionally booked up to 3 years in advance - Min. 100**
During discussion on this topic, Members agreed to invite the ADC Events and Marketing Officer to attend a meeting of this Committee.

The response below has been received following an invitation to attend this meeting:

Thank you for inviting me to attend this meeting, unfortunately this is the busiest time for Events and filming so I am unable to attend on this occasion, which is a shame as it would have provided a perfect opportunity to meet the Members of your Events, Promotion and Leisure Committee.

Perhaps if the Members of this Committee have any questions or would like any specific information from me, then these could be put in writing for me to respond to, alternatively, if there is another meeting date then I can check my availability for that.

Members requested that a further invitation be extended to the ADC Events and Marketing Officer to attend a future meeting.

21. UPDATE ON EVENTS PROGRAMME FOR 2019 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED - REPORT BY EVENTS OFFICER

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

21.1 Book Day - 29th May 2019

The Events Officer's report as circulated was noted with no further discussion.

21.2 Drive Through Time - 14th July 2019

A Member demanded to know what the procedure was for accommodating "non-booked in" cars on the day of the event as there was a particularly nice car he saw being turned away. It was explained that any pre-booked cars that had not arrived by 11.00 are deemed as a no-show and the slot will be filled by those who just turn up on the day. There is a sign clearly displayed that outlines this procedure and the paperwork required. Members were also reminded that this year there was the additional problem of travellers being on site and only removed two days before the event. Therefore, it was even more important to ensure every car had the relevant paperwork to ensure it was a genuine exhibitor and could be accounted for. This would ensure that the Events Officer could be certain that every vehicle would be removed from site at the end of the event leaving the field totally clear so the area could be secured before departing.

Another Member asked if the cavalcade of cars along the promenade that used to happen could be a return feature of the event. The Events Officer will look at this for next year. She also reported that she would relook at bringing the event back to the seafront.

From the public gallery the Mayor asked why he and the Town Crier had not

been required to attend. The Events Officer explained that there was no official opening of the event nor any competitions or prizes to be presented this year. However, the Town Mayor is always invited and that would have to be taken up with the Mayor's Office. The same information had been given to the Town Crier who was also told she would be welcome, however, because of her heavy work schedule in the week she had been unable to attend.

21.3 Proms in the Park - 14th September 2019

The Events Officer's report as circulated was noted with no further discussion.

21.4 Funshine Days - 5th - 30th August 2019

A Member said they had not been aware the Funshine Days had begun as they had not seen a lot of promotion for the events or the Roller Rink. It was explained that the Funshine Days had been advertised on all the usual platforms and details had gone out in 142k school bookbags covering Sussex, Surrey, London and Kent. The full programme had also been displayed on the Events Facebook page and had received 10,500 hits on the first day. It was hoped that Members would share the Facebook posts. However, the attendance on the first day would suggest that the message had gone out. The Roller Rink is a stand-alone event from the Funshine Days and as such would be promoted separately.

Members were asked to be mindful that the Funshine Days are a 4-week, 5-days a week, event. In the past there had been 3 members of staff on the Events team now there is just one. It was suggested that some sort of social media software scheduling package would be of benefit.

Members also discussed the Funshine Days programme and questioned some of the content. The Events Officer reported that the scheduling for the programme began in February and was reported at the meeting on 11th February 2019 as follows:

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.

At the meeting of 15th April 2019, the following programme update was reported to Members:

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

| SEASIDE CLASSICS | | |
|----------------------------------|----------------------|-----------|
| MONDAY 5 th AUGUST | SOFT PLAY BUS | BANDSTAND |
| TUESDAY 6 th AUGUST | BALLOON MODELLING | BANDSTAND |
| WEDNESDAY 7 th AUGUST | PUNCH & JUDY | BANDSTAND |
| THURSDAY 8 th AUGUST | SANDCASTLE COMP | BANDSTAND |
| FRIDAY 9 th AUGUST | MALCOLM THE MAGICIAN | BANDSTAND |
| | | |

| | | |
|--------------------------------------|----------------------------|----------------------------|
| H2O WEEK | | |
| MONDAY 12 th AUGUST | DRIFTWOOD CREATIONS | BANDSTAND |
| TUESDAY 13 th AUGUST | DREAMCATCHERS | BANDSTAND |
| WEDNESDAY 14 th AUGUST | TJ BOARD HIRE | BANDSTAND |
| THURSDAY 15 th AUGUST | KITE BOARDING LIVE DEMO | BANDSTAND |
| FRIDAY 16 th AUGUST | TJ BOARD HIRE | BANDSTAND |
| | | |
| PERFORMANCE & ART | | |
| MONDAY 19 th AUGUST | STORYTELLING & ART | BANDSTAND |
| TUESDAY 20 th AUGUST | CAPOELLA | BANDSTAND |
| WEDNESDAY 21 st AUGUST | SPORT HULA HOOP | BANDSTAND |
| THURSDAY 22 nd AUGUST | TAI CHI | BANDSTAND |
| FRIDAY 23 rd AUGUST | STREET DANCE | BANDSTAND |
| | | |
| MUSIC & MOVEMENT | | |
| <i>MONDAY 26th AUGUST</i> | <i>BANK HOLIDAY MONDAY</i> | <i>BANK HOLIDAY MONDAY</i> |
| TUESDAY 27 th AUGUST | CIRCUS & SLACKLINE | BANDSTAND |
| WEDNESDAY 28 th AUGUST | BMX & SKATEBOARD | SKATE PARK |
| THURSDAY 29 th AUGUST | UKULELE WORKSHOP | BANDSTAND |
| FRIDAY 30 th AUGUST | DRUMMING WORKSHOP | BANDSTAND |

It was therefore unfortunate that Members had not raised any queries on the content at the April Meeting so this could be reviewed.

21.5 **Roller Rink - 10th and 11th August 2019**

The Events Officer's report as circulated was noted with no further discussion.

21.6 **Christmas Illuminations Switch-On - 23rd November 2019**

The Events Officer's report as circulated was noted with no further discussion.

22. **CONSIDERATION OF HOLDING AN EVENT TO MARK THE VE DAY CELEBRATIONS THAT ARE TAKING PLACE NATIONWIDE ON THE 8th MAY 2020 AND TO RECOMMEND A BUDGET FOR THE ASSOCIATED COSTS**

Some Members felt that there were perhaps too many events of this nature and questioned the need to continually celebrate war. There was also the fact that the event was to be on a Bank Holiday and Members were mindful of staffing resources. The Projects Officer reported that this is a nationwide event and urged Members to be aware of the expectation from the public for the Town Council to at least hold some sort of Civic event.

Following further discussion Members **AGREED** to participate in the VE Day Celebrations following the national programme and with a low-key level event.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a budget of £3,000 be allocated for the event.

The Events Officer will present some proposals to this Committee to consider at a future meeting.

23. TO CONSIDER POTENTIAL SITES FOR EVENT PUBLICITY

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

23.1 Wind Shelters on the Promenade

A Member stated that whilst it was good that the Events Officer was liaising with the ADC Tourism Development Officer, the BID and Heritage Partnership Board to utilise the Promenade Wind Shelter Sites, there should be a list of other sites available and a strategy. Other Members suggested this may be something to be addressed under Agenda item 15.

23.2 Lamp Post Banner Sites

Members **AGREED** that the Town Council should investigate taking responsibility for the lamp post banner sites and instructed Officers to undertake further research and report back to the Committee.

24. ALLOTMENTS SUB-COMMITTEE INCLUDING:

24.1 Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 11th June 2019

The Projects Officer's Report was **NOTED**. The Committee **RESOLVED** to **ACCEPT** the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 11th June 2019

24.2 To consider recommending a change of the day on which the sub-Committee Meetings are held

Members **AGREED** to **RECOMMEND** to Council the identified changes to the agreed schedule of meetings, to accommodate a change to Monday evenings for the Allotment Sub-Committee Meetings.

24.3 To amend the Terms of Reference as proposed at the Policy and Resources Committee Meeting on 29th July 2019 - Min. 33 refers and recommend to Council for adoption

Members further **AGREED** to **RATIFY** the additional amendments to the Terms of Reference as detailed and to **RECOMMEND** these to **COUNCIL** for adoption.

25. CONSIDERATION OF POSSIBLE UTILISATION OF THE BEACON - MIN. 12 REFERS

Following discussion Members **AGREED** to defer this item to a future Agenda pending the Town Force Manager's final report to the Policy and Resources Committee.

26. 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 8th APRIL 2019 (P&R MIN. 159 REFERS), TO INCLUDE A MORE DETAILED ANALYSIS INCLUDING, SPECIFIC ACTIVITIES AND COSTS, DEFERRED FROM THE LAST MEETING - MIN. 13 REFERS

A Member felt that the summer was passing, and that promotion of major events should be happening straight away. He was no longer looking at the locking system on the seafront promenade wind shelters but suggested that the Town Council look to provide A0 posters for the main events. Another Member queried how to quantify which event should be provided for and which ones would not. The Projects Officer reminded Members that any event organiser could drop posters to the office and Town Force would put them up.

Following discussion Members **AGREED** to **NOT PROCEED** with the proposal to supply posters for outside event organisers and would not, therefore, be making a recommendation to the Policy and Resources Committee.

A Member suggested approaching the Policy and Resources Committee for a small budget to purchase an In-house Software Solution for Social Media Platforms. This would satisfy the conditions set by Policy and Resources as it would enhance the promotion of Town Council events and free up staff resources rather than impact on them.

Following discussion Members **AGREED** for Officers to investigate costs and make **RECOMMENDATION** to the Policy and Resources Committee for a budget.

27. The Projects Officer made a recommendation to the Chairman to propose that the Committee consider an extension to the meeting for there to be enough time to complete the order of business, as per Standing Orders 1.2 Meeting of the Council.

27.1 Members **AGREED** to extend the meeting by 15 minutes.

28. TO NOTE PUBLICATION OF WEATHER READINGS IN LOCAL NEWSPAPER, DEFERRED FROM THE LAST MEETING - MIN. 14 REFERS

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

A Member questioned the value of continuing with the weather readings as he does not believe they are reported nationally and are of little benefit. The

Projects Officer asked the Member to email his suggestions and she will arrange for it to be placed on the appropriate Agenda.

29. 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, DEFERRED FROM THE LAST MEETING - MIN. 14 REFERS

Members **AGREED** to **RATIFY** the expenditure of £804.50 plus VAT for additional bunting.

A Member asked if the best possible price had been sourced for the bunting and added that he felt that the money spent on bunting could be better utilised on posters and promotion.

Following discussion Members **RESOLVED** not to request that a specific budget be identified for the provision of bunting for next season.

30. TO NOTE THE DECISION FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD 29th JULY 2019 REGARDING IDENTIFICATION OF A BUDGET TO PURCHASE LIGHTS TO ILLUMINATE THE BILLY BULB MASCOT FOR THE ILLUMINATIONS GALA AND AGREE ANY FURTHER ACTION

A Member questioned the Projects Officer's report as he believed that the £200 agreed budget from the Policy and Resources Committee was not for lighting but the ongoing maintenance and promotion of Billy Bulb. He was also unhappy that the report said there would not be an opportunity to use the generator. The Projects Officer explained that this was for Health & Safety reasons.

Since the meeting the Projects Officer has checked the Policy and Resources Minutes for confirmation which are detailed below:

Following discussion, Members AGREED that a budget of £200 be allocated for the purchase of lighting for the Billy Bulb mascot in the Illuminations Gala 2019 and NOTED that this budget would need to be funded by General Reserves. Furthermore, Members AGREED that a budget for ongoing maintenance should be reallocated going forward which should be considered as part of the budget setting process.

The Projects Officer also reported a suggestion made by Town Force to use the existing battery powered arc lights to light up the Billy Bulb Mascot. This had been rehearsed and was very effective.

After discussion Members **AGREED** to illuminate the Billy Bulb Mascot with the battery powered arc lights. Therefore, the budget identified by the Policy and Resources Committee from General Reserves for lighting will not need to be utilised.

31. CONSIDERATION OF A PROPOSAL TO LOOK AT THE FORMATION OF A JOINT PARTNERSHIP/TOURISM BOARD FOR EVENT ORGANISERS AS PROPOSED BY A MEMBER OF THE PUBLIC AT THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON THE 29th JULY 2019

The Meeting was adjourned

A member of the public addressed the Committee and spoke in regard to a number of issues that had been raised throughout the meeting relating to promotion of the Town and its events. He suggested that a more focused approach was needed, and this could only be achieved by a collective willingness to all work together. The suggestion was to look at forming a partnership/board that included all the key stakeholders and partners, to pool resources and take overall responsibility for the promotion and marketing of Bognor Regis. He referred to the very successful partnership work that was undertaken by ADC, BRTC and the BID last Christmas which had an enormous impact on the promotion of all the Christmas festivities. Whilst the detail would need to be agreed he hoped that the Town Council would consider supporting such a platform.

The Meeting was re-convened

The Chairman thanked the member of public for his proposal which was positively received by the Committee. During the discussion that followed it was suggested that the idea also be discussed at the Corporate Strategy Review Meeting on 14th August 2019.

Members **AGREED** that a scoping report should be initiated in the first instance to outline how the proposal could work and what resources and budgetary requirements would be required. The Projects Officer will meet with the member of the public to discuss how this can be moved forward and will report back to the Committee at the next meeting.

32. TO NOTE CORRESPONDENCE INCLUDING LISTS PREVIOUSLY PRESENTED TO THE MEETING OF 10th JUNE 2019

The Committee **NOTED** receipt of the correspondence list, previously circulated, including the lists previously presented at the meeting on 10th June 2019.

33. DATE OF NEXT MEETING

The date of the next meeting is scheduled for Monday 7th October 2019.

The Meeting closed at 8.35pm

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 7th OCTOBER 2019**

AGENDA ITEM 6 - UPDATE ON EVENTS PROGRAMME FOR 2019 INCLUDING RATIFICATION OF ANY DECISION WHERE REQUIRED

REPORT BY THE EVENTS OFFICER

FOR INFORMATION

As has been reported previously, 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.

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 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.

As updated verbally by the Events Officer at the previous meeting, the Book Day Event was affected by the weather which kept people away. The usual footfall for this event is anywhere between 8,000 and 10,000 but the persistent rain put off all but the hardiest and footfall was estimated around 1,000. However, the feedback was very positive and the Cinderella element with the coach and horses was very well received.

Drive Through Time - 14th 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 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.

In the week leading up to Drive Through Time, Travellers settled in West Park. They were in situ for two days and left the park at lunchtime on Wednesday 10th July and, thanks to the swift action by ADC and their contractors, the park was cleared of rubbish etc and available by the Friday. Whilst there is always the potential for a return of the Travellers, security was due to be present anyway as it is normally brought into this event overnight from 6pm - 6am, as the park is set up on the Saturday afternoon to allow for it all to be laid out in time for the arrival of the vehicles on Sunday morning.

Unfortunately, the contracted security provider advised the Town Council two days before the event that they were unable to fulfil their obligations. Under normal circumstances this would not have been such a major issue but given the Travellers had only just left the site and could return, this intensified the situation.

Thankfully another security provider was able to provide cover for the overnight security. However, as this was brought in at such short notice there was a higher charge to the original contracted amount which had been budgeted for. Also, given the possible situation of the Travellers returning to West Park, extra measures were taken on the day to ensure that the park was secure throughout the entirety of the event by the means of daytime security. Both of these additional costs will therefore have to be reflected in the final budget.

The day was enjoyed by over 3,000 spectators and over 150 vehicles on display in the Motor Gala with lots of positive feedback via email and on social media;

"Many Thanks to Kirsten Fitzpatrick and her Team for another fantastic show! Roll on 2020!"

"Had a brilliant time here yesterday with all the loved older cars and owners to chat to. Also the G.P. on the surprisingly large screen was a huge! treat as we are all F1 fans. Thank you Bognor: can't wait 'til next year."

"Very enjoyable day. Many thanks to the organisers."



"My 8th. Still love taking my MG BGT even though I can walk to West Park quicker than it takes to drive! Well done Kirsten and all the volunteers. See you next year for another great event. ❤️🌍"



"My first trip to the event, I'm very impressed with the organisation by the organisers. A great event and a lovely setting in the park. My thanks to Kirsten and all the people who volunteered to make the show a success."



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.

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.

Accommodation for the band travelling from Weil am Rhein has now been secured via the Twinning Association and host families. A Member had suggested that he was able to secure accommodation in the previous meeting (Min 9.3 refers) but unfortunately this was not possible in the end.

A second band has been booked for the evening and once the sets from each band have been received the programme for the night will be printed.

Due to exceptional and unforeseen circumstances the Andy Beaumont band was unable to perform on the evening. Musikverein Haltingen Concert Band, from the German Town of Weil am Rhein kindly extended their set and played for a longer time slot and gave an exceptional performance with a wide and varied programme, executed faultlessly.

The event was down on numbers to previous years, possibly due to Goodwood Revival taking place on the same weekend. However, over 1,000 people filled the park to enjoy the event with a large number

[remaining on into the evening to watch the big screen broadcast of the BBC Last Night of the Proms.](#)

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 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:

| | | |
|-----------------------------------|----------------------------|----------------------------|
| Seaside Classics | | |
| Monday 5 th August | Soft Play Bus | Bandstand |
| Tuesday 6 th August | Balloon Modelling | Bandstand |
| Wednesday 7 th August | Punch & Judy | Bandstand |
| Thursday 8 th August | Sandcastle Comp | Bandstand |
| Friday 9 th August | Malcolm The Magician | Bandstand |
| H₂O Week | | |
| Monday 12 th August | Driftwood Creations | Bandstand |
| Tuesday 13 th August | Dreamcatchers | Bandstand |
| Wednesday 14 th August | Tj Board Hire | Bandstand |
| Thursday 15 th August | Kite Boarding Live Demo | Bandstand |
| Friday 16 th August | Tj Board Hire | Bandstand |
| Performance & Art | | |
| Monday 19 th August | Storytelling & Art | Bandstand |
| Tuesday 20 th August | Capoeira Dance | Bandstand |
| Wednesday 21 st August | Sport Hula Hoop | Bandstand |
| Thursday 22 nd August | Tai Chi | Bandstand |
| Friday 23 rd August | Street Dance | Bandstand |
| Music & Movement | | |
| Monday 26 th August | <i>Bank Holiday Monday</i> | <i>Bank Holiday Monday</i> |
| Tuesday 27 th August | Circus & Slackline | Bandstand |

| | | |
|-----------------------------------|-------------------|------------|
| Wednesday 28 th August | BMX & Skateboard | Skate Park |
| Thursday 29 th August | Ukulele Workshop | Bandstand |
| Friday 30 th August | Drumming Workshop | Bandstand |

Kite Boarding Live Demo on 15th 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.

The Funshine Days completed another successful and well attended programme over the Summer with lots of positive feedback;

Hi,

we wish to thank the council for arranging yesterday's event with Chris Connaughton the Storyteller. Our granddaughter was spellbound as he brought the story of Alice in Wonderland to life together with craft materials to make your own Madhatter's hat and rabbit ears hat. A great use of our local council tax. It was a magical day despite the strong wind and showers threatening to blow the craft materials to Felpham! She wanted to stay for both morning and afternoon sessions (and we enjoyed it all too, of course!).

Yours

David Howard

Absolutely brilliant x My 4 year old loved it!

Lovely time making "dream catchers" ♡

We loved it!!! Thank you so so much!!!

I have 3 worn out very happy girls 🧸

FANTASTIC :) :)

Due to very inclement weather the H₂O week had a few days that needed to be rescheduled to later in the programme, this resulted in the scheduled Kite Surfing Demo being on the last day of the Funshine Days and what a fantastic way to close the programme. A 2-minute film was produced via Drone and Go Pro, which had footage of the 4x British Kite Surfing Champion on the Bognor Regis Coast, it has had over 10,000 views on the BRTC Facebook page alone.

<https://vimeo.com/358757079/bb23fe7e0c>

Facebook comments on the video, with the first one from a follower in the USA:

We were there a year ago. We walked the boards & beach frequently with our mate

Very nice, beach looks beautiful! 😊

Brilliant 😊❤️

Fabulous video..... 🧸😊🧸

Love it. More!

That's great. Looks really inviting, except the scary face on the train 🧸

Roller Rink - 10th & 11th 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 10th-11th 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.

A Member had informed the Committee at the last meeting that he may be able to source a marquee to cover the rink for the entire event (Min. 9.5 refers). However, unfortunately this has not come to fruition and as there is no money remaining in the budget the event will continue in the open air.

Security and First Aid provision has been secured and booked and the costs will kindly be covered by the BID. The BID has however confirmed that they will not now be providing any other elements to enhance the event as previously discussed.

The Roller Rink has been rebooked and will take place in the October Half Term over the weekend of the 26th & 27th.

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.

At the last Events, Promotion and Leisure Committee Meeting on the 11th 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).

A meeting is scheduled to take place with BRTC, ADC and the BID to look at the Switch-On and the ways in which partnership working can enhance the event. The current budget of £2,500 leaves little room for expenditure to enable a celebrity to switch-on the lights as previously discussed (Min. 85.4 refers). However, this may be something that could be discussed at the forthcoming meeting with ADC and the BID.

Budgets will not allow for a celebrity to switch on the lights for 2019, should Members wish to increase the budget for the 2020 event then please see Officer recommendations in Agenda item 8 where budgets are to be agreed for the 2020 programme.

Working in partnership with the BID, Alexandra Theatre and Southern Rail (pending outcome of a meeting taking place on the 10th October) the Switch on for 2019 will follow the following format:

- Father Christmas & Elves in a Grotto with 300 presents located on the train station concourse (TBC). Tickets will be sold in advance and in specified timeslots to ensure no one is waiting for more than 30 minutes
- Willow Lantern making workshop at the Alexandra Theatre
- A Christmas Carol by Charles Dickens will be performed by a master storyteller throughout the day in varied locations
- Coles rides in London Road and other street entertainers throughout the day
- A yellow brick road will lead the cast of the Spillers Pantomime and children who wish to partake in the lantern parade from the Grotto down to outside of the arcade, led by a drumming band, where the lights will be turned on
- The Rotary Club Sleigh will be in attendance throughout the event.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 7th OCTOBER 2019**

AGENDA ITEM 7 - CONSIDERATION OF A REQUEST BY A COUNCILLOR TO CHARGE AN ENTRY FEE FOR ADULTS AT BOGNOR REGIS TOWN COUNCIL EVENTS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

A Member has requested that this Committee consider charging an entry fee for adults for the Bognor Regis Town Council events. Before the debate is opened by the Member proposing this, Cllr. Mrs. Erskine, Members are asked to consider the following points when reaching their decision.

Currently the events run by BRTC are primarily aimed at children, the only two events that have an adult theme are Proms in the Park and the Drive Through Time. However, as per the ADC, Events, Policy and Procedures 2018 (Section.5), restricted access through ticketing for the whole of a public open space is not permitted and therefore we would certainly be unable to ticket for the Drive Through Time.

Other points for consideration:

- If a charge is to be levied, the standard of the offer would need to be higher and therefore associated budgets would need to be adjusted accordingly.
- The events would need to be ticketed in advance as it would not be practical to sell tickets at the event.
- The impact on staff resources will also need to be considered not only for the sale of the tickets but extra staff would be required at the event to ensure those entering have paid. There is also the issue of refunds, should the event not go ahead.
- Events that are held in public parks would require an area to be cordoned off. This would be especially difficult to manage with a big screen event and would also generate more cost. Town Force hours would also need to be extended to allow time to erect screens etc.
- Historically BRTC events have been free, as they are funded by public funds raised through the Town Council precept.
- Free access makes our events accessible to all including those from areas of deprivation.
- Should Members wish to make a charge, can they please advise how much the entry fee should be.

In light of the points above, it is therefore the Officer recommendation that our Town Council events remain free for all to enter.

Members are invited to advise how they wish to proceed.

DECISIONS

Do Members wish to charge an entry fee for adults?

If so, can Members please advise what cost the entry fee should be.

Can Members further advise how the issue relating to the impact on staff resources can be addressed.

BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 7th OCTOBER 2020

AGENDA ITEM 8 - PROPOSALS FOR EVENTS PROGRAMME FOR 2020
AND REQUIRED BUDGETS

REPORT BY THE EVENTS OFFICER

FOR INFORMATION
& DECISION

Celebrations and Commemorations To Mark The 75th Anniversary Of VE Day - 8th to 10th May 2020

Members are asked to agree what format they would like the event to take and to agree the budget for the 2020 event. The Officer recommendation is that a budget of £3,000 would be required.

It is the Officer recommendation that the event be located in Hotham Park on Friday 8th May (Bank Holiday), as opposed to any other day over the 3-day course of events, so that the national guidelines can be followed (see letter from Bruno Peek LVO OBE OPR - Pageantmaster VE Day 75 attached as **Appendix 1**) with the following elements incorporated into the event:

2.55pm - The Last Post is played

3.00pm - The Playing of Battle's O'er and VE 75 Years (a new tune written for the anniversary)

3.00pm - The Nation's Toast to the Heroes of World War 2

6.55pm - Cry for Peace - Town Crier

The event would include bands performing music from the era on the bandstand, along with food concessions selling traditional food. There would also be space for people bringing their own picnics, and we could suggest/promote that attendees wear vintage clothing to add more of a feel to the event. Event time 2.30pm - 7.00pm.

DECISION

Members are invited to **AGREE** the **RECOMMENDATION** for the 2020 budget for the VE Day event, considering the Officer recommendation of **£3,000**.

Book Day - 28th May 2020

Budget for 2019 - £3,500

Members are asked to advise what book theme they would like for the 2020 Park Day and to agree the budget for the 2020 event. The Officer recommendation is that, based on the 2019 event and the increase in costs across the board, a budget of £4,000 would be required.

DECISIONS

What suggestions do Members have for the theme for the 2020 event?

Members are invited to **AGREE** the **RECOMMENDATION** for the 2020 budget for the Book Day event, considering the Officer recommendation of **£4,000**.

Drive Through Time - 19th July 2020

Budget for 2019 - £3,500

This is the 9th 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 2020, 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 or the Place St Maur.

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

The Officer recommendation is that, based on the 2019 event, lack of sponsor and increase in costs across the board, a budget of £4,000 would be required.

DECISIONS

Do Members **AGREE** with the Officer recommendation to relocate the Drive Through Time to the seafront Esplanade and Prom for 2020 or do Members wish an alternative location?

Members are invited to **AGREE** the **RECOMMENDATION** for the 2020 budget for the Drive Through Time event, considering the Officer recommendation of **£4,000**.

Proms in the Park - 27th June or 12th September 2020 schedule (TBC)

Budget for 2019 - £2,500

The dates suggested are the 27th June, or the 12th 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 2019 event, an increase in the budget is required to a new amount of £3,500, if Members are wanting to go for the later date and broadcast the BBC Last Night of the Proms.

DECISIONS

Do Members **AGREE** to schedule this event in June or September 2020?

If a September event is preferred, do Members **AGREE** to tie in with the live BBC broadcast via a big screen?

Members are invited to **AGREE** the **RECOMMENDATION** for the 2020 budget for the Proms in the Park event, considering the Officer recommendation of **£3,500** if the September date is chosen and a screen is required.

Or

Alternatively, Members are invited to **AGREE** a budget of **£2,500** as without the need for a big screen, the current level of funding would be sufficient.

Funshine Days - 3rd to 28th August (weekdays) 2020

Budget for 2019 - £6,500

Due to increasing costs across the board it is the Officer recommendation that the budget for the 20 days of Funshine Days be increased to £7,000, which will allow daily cost of £350.00 per event as opposed to the current amount of £325.00.

DECISION

Members are invited to **AGREE** the **RECOMMENDATION** for the 2020 budget for the Funshine Days, considering the Officer recommendation of **£7,000**.

Christmas Illuminations - 21st November 2020

Budget for 2019 - £2,500

The Officer recommendation is that, based on previous events and the increasing costs across the board, a budget of £3,500 would be required. However, should Members wish to look at a celebrity attending to turn on the lights then a further £2,000 would need to be added to the budget.

DECISIONS

Do Members wish to budget for a celebrity attending to turn on the lights?

Members are invited to **AGREE** the **RECOMMENDATION** for the 2020 budget for the Christmas Switch-On, considering the Officer recommendation of **£3,500** for the event increasing to **£5,500** if Members decide they wish a celebrity to attend.



Dear parish and town council,

PARTICIPATION IN VE DAY 75

We have pleasure in outlining plans for **VE Day 75**, being organised to celebrate and commemorate the 75th Anniversary of VE Day.

The 8th May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on 8th May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, **VE Day 75**, will cover the weekend of 8th - 10th May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The charity for **VE Day 75** is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows:

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through www.veday75.org. As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

FRIDAY 8TH MAY 2020

3pm – Battle's O'er & VE 75 Years

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open **VE Day 75** by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle's O'er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. Those pipers taking part can register their involvement at the VE Day 75 website – www.veday75.org.

3pm – The Nation's Toast to the Heroes of WW2

To coincide with the playing of Battle's O'er thousands of pubs throughout the UK, Channel Islands and the Isle of Man will encourage customers to raise a glass at 3pm and take part in The Nation's Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – www.veday75.org.

6.55pm – A Cry for Peace Around the World

Town Criers around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The 'Cry', which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – www.veday75.org.

7pm – Ringing out for Peace

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Those churches taking part can register their involvement on the VE day website – www.veday75.org.

7pm onwards – Parties and Celebration

Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – www.veday75.org.

SATURDAY 9TH MAY 2020

Parties and celebrations continue.

SUNDAY 10TH MAY 2020

10.30am – Church Services of Celebration and Commemoration

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of times. Churches wishing to take part should register their involvement on the VE Day 75 website – www.veday75.org.

Tribute to the Millions & the Last Post

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at www.veday75.org, and involve a local bugler or trumpeter to play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – www.veday75.org.

We do hope that you will take part in **VE Day 75** and look forward to receiving your registration on the VE Day 75 Website - www.veday75.org to enable us to keep in touch with you and update you on progress.

My warmest regards,



Bruno Peek LVO OBE OPR
Pageantmaster VE Day 75
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Email: brunopeek@mac.com
Website: www.veday75.org

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 7th OCTOBER 2019**

AGENDA ITEM 9 - CONSIDERATION OF A REQUEST BY A COUNCILLOR TO AGREE A STRATEGY REGARDING DECORATION OF THE TOWN CENTRE FOR THE SUMMER/WINTER INCLUDING; GUIDELINES ON WHAT THE DECORATIONS SHOULD BE, HOW DISPLAYED, FOR HOW LONG, AGREE AN ASSOCIATED BUDGET AND TO MAKE A SUITABLE RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE FOR ANY APPROPRIATE BUDGET

REPORT BY THE PROJECTS OFFICER

FOR DECISION

A Member has asked that this Committee consider having a uniformed and specific policy for decorations in London Road and High Street.

Before the debate is opened by the Member proposing this, Cllr. Mrs. Erskine, Members are asked to consider the following point when reaching their decision.

Currently the only decoration displayed during the summer season in London Road and High Street is bunting. At the meeting of this Committee on the 5th August 2019, Members agreed not to request a specific budget for the provision of bunting for next season - Min. 29 refers. Therefore, if Members wish to reconsider the use of bunting as part of this debate, it will be governed by the 6-month rule and cannot be re-visited at this meeting.

DECISIONS

Do Members **AGREE** to a strategy regarding decoration of the Town Centre for the summer/winter months?

If Members are minded to proceed, Members are asked to **AGREE** a budget for **RECOMMENDATION** to the Policy and Resources Committee.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 7th OCTOBER 2019**

**AGENDA ITEM 10 - CONSIDERATION OF THE TOWN COUNCIL
INVESTIGATING THE POSSIBILITY OF RUNNING A LOTTERY - MIN.
20.2 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the last Events, Promotion and Leisure Committee Meeting, Members agreed to consider the possibility of running a lottery (Min. 20.2 refers).

For the Town Council to be able to run a lottery it must first obtain a licence from Arun District Council. The current cost for this is £40 for the application and an annual renewal cost of £20 per annum. The lottery should be run to benefit good causes/charities within the local community. It is also recommended that anyone running a lottery becomes a member of the Lotteries Council, an independent arbitrator at a cost of £350.

The easiest way for a local authority to administer a lottery would be via a lottery platform provider, it should be noted that staff do not have the resources or capacity to administer a lottery "in-house".

A platform provider would provide the following services:

- Create a bespoke online website
- Take responsibility for the administration of weekly draws
- Handle banking/payments
- Handle customer queries via a local telephone number or email

Responsibility of marketing and promotion would be the responsibility of BRTC and the chosen "good causes".

The estimated set up cost is £5k.

Tickets cost £1.00 each and draws are held weekly. Players select 6 numbers between 0 and 9 and are required to match the numbers drawn in order, for example:

Winning numbers - 3 6 6 0 3 4

Player chooses - 3 6 6 0 0 2 - wins £250

Jackpot £25k for 6 numbers

£2k for 5 numbers

£250 for 4 numbers

£25 for 3 numbers

A free ticket for 2 numbers

Usual/recommended breakdown of ticket sales:

Ticket cost £1

50p to good causes via operator (BRTC)*

10p to operator (BRTC)*

20p covers prize fund

10p to platform provider

**these amounts can be differently weighted however; it should be noted that players would expect the majority of money to go to good causes not to BRTC*

Should Members wish to proceed with a Town Council Lottery a recommendation will need to be made to the Policy and Resources Committee to identify a specific budget for associated costs.

DECISIONS

Do Members **AGREE** to run a Town Council Lottery?

Do Members **AGREE** to appoint a platform provider to administer the lottery?

If the Committee is minded to proceed, Members are asked to **AGREE** a specific budget for associated costs for **RECOMMENDATION** to the Policy and Resources Committee.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 7th OCTOBER 2019**

**AGENDA ITEM 11 - CONSIDERATION OF POSSIBLE UTILISATION OF
THE BEACON - MIN. 25 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

At the last Events, Promotion and Leisure Committee Meeting, Members agreed to defer this item pending the Town Force Manager's report to the Policy and Resources Committee on the future fuelling of the beacon (Min. 25 refers).

Members should note that at the Policy and Resources Committee Meeting held 30th September 2019 (Min. 65 refers), Members ratified expenditure for the refurbishment of the gas burner and this method will be used for all future beacon lightings.

Members have previously discussed the possibility of utilising the beacon, other than purely for beacon lighting events.

Members are invited to advise how they wish to proceed.

DECISION

Members are invited to advise how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 7th OCTOBER 2019**

**AGENDA ITEM 13 - UPDATE ON PROPOSAL TO LOOK AT THE
FORMATION OF A JOINT PARTNERSHIP/TOURISM BOARD FOR EVENT
ORGANISERS - MIN. 31 REFERS**

REPORT BY THE PROJECTS OFFICER

FOR DECISION

This report will be tabled at the meeting.

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|-----------------|
| DECISION |
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**BOGNOR REGIS TOWN COUNCIL
EVENTS, PROMOTION AND LEISURE COMMITTEE - 7th OCTOBER 2019**

AGENDA ITEM 14 - TO DISCUSS THE FUTURE STORAGE OF LAMPS, RIGGING, GENERATOR ETC, FOR THE BILLY BULB MASCOT AS REFERRED FROM COUNCIL AT THEIR MEETING 2nd SEPTEMBER 2019 - MIN. 90.3 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

The following was referred to this Committee from the Council Meeting held 2nd September 2019 - Min. 90.3 refers:

A Member commented that Billy had looked brilliant at the recent Illuminations Gala and asked that his congratulations be passed on to all those involved. The Councillor went on to remind Members that the Council had already purchased lamps, rigging, generator etc, currently held in storage by the Member, and asked what was to happen with this equipment. It was AGREED that the issue should be referred to the Events, Promotion and Leisure Committee as an Agenda item at the next meeting.

If Members wish, arrangements may be made for Town Force to collect all the equipment and store at the Town Force Lock-up.

DECISION

Members are asked to advise how they wish to proceed.