

21/07/2026



BEXHILL-ON-SEA TOWN COUNCIL

CIVIC HISTORY BOOKLET

REPORT TO FULL COUNCIL ON POTENTIAL NEXT STEPS

Introduction

The Town Council staff are nearing the completion of the Civic History Booklet, first commissioned in June 2023¹. The booklet runs to 72pp with colour illustrations throughout. It has been adapted from a previous Civic History booklet, *Bexhill Charter Trustees* (2007) by David M. Dyer, and now features additional content from the Town Council's recent Civic History. The decisions to **produce** and **print** the booklet have been undertaken; however, there has never been a clear decision on a **method of distribution** for it once complete. The purpose of this report is to explore those next steps.

Printing

It was resolved to print 100 copies of the Civic History Booklet in time for Bexhill Day (15.08.26) at the most recent Engagement and Communications Committee meeting (08.07.26). Three quotes have been obtained for this. The total spend falls within budget and under the threshold for financial scrutiny by the Town Council, so a decision on which supplier to select will be made in-house by the Town Clerk and RFO. All three suppliers state a delivery time of between 5-7 days from order, subject to finalised artwork being submitted.

Two Potential Distribution Pathways

- a) **Distribute the booklet for free to the public.** Copies could be made available from the Town Council Hub and other locations in the Town (e.g. Bexhill Museum, Bexhill Library, the Town Hall). Staff and Councillors could also give the booklet away at our Town Council events.
- b) **Sell the booklet at selected outlets in the Town.** We would need to identify willing retailers, track stock levels for a potential reprint, and honour any reorders. If we were to donate profits, the destination of such funds would also need to be decided with care.

It is also worth noting that these pathways are not exclusive.

¹ Minute 00079., Bexhill-on-Sea Town Council Engagement and Communications Committee, 14.06.23



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Recommendation

Copies of the Civic History Booklet will be available in time for Bexhill Day to view at the Town Council gazebo. If, on the day, any resident shows particular interest in Bexhill's civic history or engages in detailed conversation about the work of the Council, staff / Councillors could consider presenting a copy to them as a goodwill gesture (perhaps subject to a maximum of 10 gratis copies on the day). Remaining copies could then be divided between participating outlets and our Town Council Hub.

The retail option presents a significant challenge: the Town Council's facility to undertake cash and card transactions is currently non-existent, and selling in some outlets and giving it away in others would be confusing and potentially frustrating for residents.

For this reason, and to avoid the financial complications created by the generation of profit, it would perhaps be favourable for the booklet to be distributed gratis by us. In the Hub's case, we could reserve copies for special guests or particularly interested residents and install a 'browsing copy' for the public. In the case of Bexhill Museum, copies could be made available to them to choose to sell in exchange for a small donation to the Museum Collection Care Fund.

Once we have distributed all copies from the Hub, or enough updates are pending to the booklet (whichever comes first), the Council could make a decision on whether to update or simply reprint the booklet.

At the Meeting, Councillors are invited to determine the direction of the project by either accepting this recommendation or suggesting an alternative.