



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of Bognor Regis Town Council will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 29th JANUARY 2024.**

All Members of the Policy and Resources Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 29th January from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

DATED this 22nd DAY of JANUARY 2024

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare 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, Other Registrable 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 or Other Registrable 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 11th December 2023 and the Extraordinary Meeting held on 8th January 2024
5. ADJOURNMENT for public question time and statements
6. Clerk's report from previous Minutes
7. To review the Christmas Switch-On event 2023
8. Update on proposals for Events programme for 2024 including ratification of decisions where required
9. Consideration of allocation of Town Force time for external Town Events 2024 – report by Events Officer
10. To consider the purchase of 'D-Day 80' Official Lapel Badges, for all Town Councillors and Town Council staff, to be funded from the Civic Fund
11. To receive the Town Force Report
12. Internal Audit including: -
 - To consider Internal Audit Report 2023/24 (Interim)
 - To review the 2024/25 Annual Audit Plan and to consider any additional items for inclusion
13. To consider the Town Council's Annual Assessment/Review of Risks
14. To receive the report from the Health & Safety Inspection of the Town Council offices and Town Force Lock-Up undertaken by Worknest on 7th December 2023
15. To consider and agree any action in response to repairs required to a wall at the southern end of Gloucester Road
16. To consider the criteria and conditions to be met in relation to ADC match-funding for events supported by the Town Council's Grant Aid process and identify qualifying recipients
17. To consider the agenda and arrangements, including location, for the Annual Town Meeting of Electors scheduled for 11th March 2024
18. To consider dissolution of BRTC 2 Hour Free Parking Liaison Working Party – Min. 76.5 refers
19. Report on Town Centre Issues including any reports on meetings with the BID Management Board
20. To receive and note the Monthly Community Warden report, from the Bognor Regis BID, for November and December 2023
21. Financial Reports including: -
 - To note Committee I&E Reports for the month of December 2023 - previously copied to Councillors. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 - To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 2023, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations
22. Correspondence

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 11th DECEMBER 2023

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, S. Goodheart, Miss. C. Needs, F. Oppler (during Min. 91), P. Ralph, N. Smith and P. Wells

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mr. D. Kemp - DCK Accounting Solutions Ltd
Cllrs. J. Brooks, D. Dawes, R. Nash Mrs. J. Warr and Mrs. G. Yeates in the public gallery

The Meeting opened at 6.33pm

90. WELCOME BY CHAIR

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

91. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Cllr. Oppler arrived at the Meeting

No apologies had been received from Cllr. Woodall and could not therefore be approved.

92. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest

- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting 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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Goodheart declared an Ordinary Interest in Agenda item 6

Cllr. Wells declared an Ordinary Interest as a BID Levy payer

93. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th NOVEMBER 2023

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 20th November 2023 and these were signed by the Chair.

94. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the public gallery, therefore, the meeting was not adjourned.

95. TO CONSIDER A GRANT REQUEST FROM BOGNOR REGIS YOUTH AND COMMUNITY CENTRE FOR EMERGENCY REPAIRS

The Vice-Chair, as the Town Council appointed Representative to the Youth and Community Centre advised Members that the issues had now been resolved and invited Cllr. Goodheart, who is a Trustee for the Centre, to elaborate.

Cllr. Goodheart explained that the situation had been crucial hence the request for grant funding being added to the Agenda. However, having overcome the hurdle themselves, Bognor Regis Youth and Community Centre no longer needed a grant for emergency repairs, but thanks was given to the Town Council for having included the matter for consideration.

96. **TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 8 and 9 (contractual).

97. **ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2024/2025**

The Chair adjourned the Meeting at 6.38pm

Having given a brief summary as to how the 2024/2025 Budget had been drafted, with the level of Precept and savings borne in mind, the Chair invited non-Committee Members, seated in the public gallery, to make comment and ask questions. He reminded those present that the Policy and Resources Committee would recommend a Budget for 2024/2025 to the Full Council Meeting in January, which would provide an opportunity for all Members in attendance at that meeting to make further comment.

Overall, a Member stated that they felt reasonably comfortable with the Budget proposed, agreeing that there should be a limited increase in the Precept whilst living in difficult times, and speaking favorably of Warden provision in the Town Centre.

A query was raised about the level of funding apportioned to Floral Displays with the Accountant explaining that the figure included Town Force time.

In relation to the provision of a Warden, a Member shared their experience of running a business in the Town, and urged fellow Councillors to meet with the current Warden to understand the challenges faced every day. Whilst supportive of continuing to fund Warden provision, the Member wished to see a Service Level Agreement (SLA) in place, to better understand what the Council could expect for their money.

The Chair reconvened the Meeting at 7.07pm

98. **TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2024/2025 INCLUDING ANY RECOMMENDATIONS FROM COMMITTEES**

The Town Clerk's report, including the statement regarding restrictions on voting under Section 106 of the Local Government Finance Act 1992, was **NOTED**.

It was also **NOTED** that all Members of the Council had received a hard copy of the draft Budget proposals, prior to the meeting, which had also included a Budget Summary, together with breakdowns of Income and Expenditure for the financial year ending 31st March 2025.

These had been prepared in liaison with the Town Council's Accountant and the Chair of the Policy and Resources Committee and based on the recommendations from the various Committee Meetings. In addition to the Committee recommendations, provision had been made within the draft Budget proposals for various savings for consideration. A list of these proposals was provided to Members under separate cover. An updated Budget Summary following receipt of the Tax Base from ADC for 2024-25 was subsequently provided to all Members at the meeting.

The Chair presented the Budget proposal highlights for 2024/2025, some of which required a decision whilst others were to be noted having been agreed at a previous meeting.

- 98.1** In discussing the Town Crier, Members remarked upon what an excellent ambassador Jane was for Bognor Regis, going above and beyond the expectations of the role, and putting the Town on the map time after time.
- 98.2** When considering budgets for Partnership Funding and Grant Aid the importance of supporting local groups was balanced against a desire to see groups moving towards becoming more self-sufficient, sourcing funding from elsewhere, rather than continuing to rely on the Town Council's limited resources. Having debated the level of funding for these budget headings, there was an agreed amendment to the figures originally highlighted in the confidential proposal in relation to the Grant Aid Budget.
- 98.3** ***Cllr. Wells declared an Ordinary Interest in the Bognor Regis Heritage & Arts Partnership Board***
- 98.4** Having received a formal request from the Bognor Regis BID for the Council to contribute towards Business Warden provision in the Town, which had previously been circulated, Members were advised of an amendment to the figures in the confidential proposals to reflect this. It was suggested that Warden provision be allocated as hours rather than days, to capitalise on the times when the Warden's presence is most needed in the Town Centre, in addition to the previously mentioned SLA being put in place.
- 98.5** Simultaneous to the request from the BID, the Town Council had also been approached by Arun District Council (ADC) about becoming a funding partner with the proposal for an Arun-wide Business Crime Reduction Partnership (BCRP) initiative, details of which had been circulated to all Members.

Cllr. Wells redeclared an Ordinary Interest as a BID Levy payer and confirmed that he would not take part in the vote on this item

Historic work to formalise a Disc system in the Town, for reporting low-level crime and antisocial behaviour which is then shared online with ADC, Sussex Police and local businesses, was discussed. Some Members personally involved with the Disc system spoke of a perceived apathy amongst business users in the Town who feel that no action comes from

reporting. The need for a Warden who knows the names and faces of regular offenders, possessing the required local knowledge, was stressed. Following further discussion, it was felt that it was not for the Town Council to support this proposal.

Members **DISAGREED** and **RESOLVED** not to support the request from ADC for the Town Council to financially contribute towards a BCRP initiative and did not, therefore, include any provision for this within the 2024/2025 Budget proposals.

- 98.6** In coming to consider a proposal in relation to Boom Community Bank (BCB), the Chair advised Members that a meeting had taken place earlier in the day with representatives from BRTC and BCB. The Town Council's Accountant, Mr. Kemp, was also present at the meeting and was invited by the Chair to explain the options available should Members be receptive to the proposal.

Mr. Kemp outlined a variety of lending options, detailing the associated banking regulations that would apply and the lending parameters that could be set. The level of risk to the Town Council was discussed as was the benefit of this type of loan scheme to the community and the local economy. He went on to explain how any investment from the Town Council would be shown on the balance sheet and would not be classified as expenditure coming from the 2024/2025 Budget. Members noted that this would be funded from the Council's Economic Development Fund.

With Adur & Worthing Councils already involved with BCB, it was suggested that contact be made with them to seek their feedback on the loan scheme.

- 98.7** The proposals considered by the Committee as detailed in the confidential appendix, reflect the items discussed to be incorporated in the draft Budget for recommending to Council. This also included a recommendation to Council in support of Boom Community Bank which is subject to due diligence. It is also proposed that any savings identified as part of the efficiency review and as part of the decisions taken at this meeting will be allocated to the Economic Development Fund.

The Clerk reminded Members that these proposals should all be treated as confidential at this time, as a final draft will need to be presented to Council for approval in the New Year.

- 99.** Following the discussion, Members **RESOLVED** to **RECOMMEND** to **COUNCIL** the draft Budget, as amended and set a Precept for 2024/2025 of £999,504, a reduction from 2023-24 of £10,315 or 1.02% in the Precept, in order to leave the Band D Tax Charge unchanged at £135.95 per Band D Equivalent.
- 100.** Members further **RESOLVED** to **RECOMMEND** to **COUNCIL** that the various budget savings identified (a net saving of £81,000 from the original

computation) be placed in the Economic Development Fund, for such use as may be determined.

- 101. Cllr. Miss. Needs declared a Disclosable Pecuniary Interest in relation to the proposal to increase the Civic Activities Travel Expenses budget in the next financial year**

The Meeting closed at 8.32pm

CONFIDENTIAL APPENDIX
BUDGET PROPOSAL HIGHLIGHTS 2024-2025
DECISIONS FOLLOWING COMMITTEE CONSIDERATION

CIVIC ACTIVITIES

4009 - 102 increased Travel Expenses by **£1.5k** - **AGREED**.

4209 - 102 Town Crier Honorarium of **£2k** added - unanimously **AGREED**.

PROJECTS AND EVENTS

4001/2/3 Efficiency savings reflected in these codes previously agreed - **NOTED**.

BR PARKING SCHEME

4350 - 106 of **£21k** original car parking contribution **£15k** savings and **£6k** for Town Centre Events under 4738 - 301 - unanimously **AGREED**.

GRANT AID - 107

4750 - 107 Grant Aid reduced from **£46k** to **£15k** (increased from original proposal of £10k during the meeting) - reallocated **£21k** to Partnership Funding under 4708 - 108 and balance as **£10k** savings - unanimously **AGREED**.

4757 - 107 BR Seafront Lights Grant - **£9k** removed will now be considered under the new Partnership Funding budget 4708 - 108 - **AGREED**.

4764 - 107 Bognor Regis Heritage & Arts Partnership Board - support with a 3-year funding agreement for **£2k** per annum, commencing on 1st April 2024 previously agreed - **NOTED**.

P&R PARTNERSHIP FUNDING

4702 - 108 Business Wardens reduced from **£21k** - following some discussion, the budget to be set at **£16,683** for 1 year only as annual provision can no longer be relied upon, and subject to a satisfactory Service Level Agreement (SLA) being set up between BRTC and BR BID. The SLA to include ensuring the most efficient use of the paid hours is provided through this service by seeking to deliver this facility by the hour at times when this is most needed rather than by the day - **AGREED**.

4708 - 108 **£21k** for new Partnership Funding (possible 3-year agreements) not identified which organisations yet. This will be done at a future meeting - **NOTED**.

4718 - 108 Ongoing maintenance of UKSPF project for Public Bike Repair Stations added **£325** - previously agreed - **NOTED**.

4719 - 108 Removed budget for ongoing maintenance of UKSPF lighting project previously agreed as this project is no longer viable owing to the inability to source the necessary power supply - **NOTED**.

4042 - 110 Funding for ongoing maintenance/annual service charge for bin in Victoria Drive added **£300** – as previously agreed - **NOTED**.

FLORAL DISPLAYS - 204 CE&E RECOMMENDATION

4311 - 204 In Bloom Competition Expenses increased by **£200** – unanimously **AGREED**.

EVENTS GENERAL - 301 E,P&L RECOMMENDATIONS

4032 - 301 Publicity/Promotion budget reduced from **£10k** to **£2k** to cover the costs associated with the seafront shelter poster sites - replacement frames or perspex/pvc covers – unanimously **AGREED**.

ADDITIONAL E, P&L RECOMMENDATION – NO PROVISION MADE IN DRAFT BUDGET PROPOSALS PROVIDED

Recommendation for a further **£5k** budget to cover any future publicity and promotional needs - **AGREED**. This will be funded from other identified savings rather than as an increase on the budget.

ADDITIONAL E, P & L RECOMMENDATION – NO PROVISION MADE IN DRAFT BUDGET PROPOSALS PROVIDED

Recommendation from E, P&L under Min. 55 from meeting on 6.11.23 - for a further **£1.5k** budget for the provision of windshields for the Promenade Bandstand including costs for the supplier to draw up a risk assessment. Following some discussion Members **DISAGREED** with providing a further budget for this proposal as it was felt that this could be funded from within the extra £5k budget already agreed.

EVENTS - 301 E, P&L RECOMMENDATIONS

- 4736 – 301 **Proms £3k**
- 4737 – 301 **Funshine Days £5k**
- 4740 – 301 **£5k put to 4211-301 for D Day Celebrations**
- 4745 – 301 **Book Day increased to £5k**
- 4746 – 301 **Drive Through Time increased to £5k**
- 4749 – 301 **Sunday Afternoon Concerts £1.5k**
- 4000 – 306 **Christmas Switch-On Event increased to £6k**

All the above Event recommendations were unanimously **AGREED**.

BOOM COMMUNITY BANK PROPOSAL FOR £40,000 GRANT P&R MIN. 81 REFERS 20.11.23

This proposal was discussed in some detail and Members unanimously **AGREED IN PRINCIPLE** to **RECOMMEND TO COUNCIL** that a grant of **£30k** be made to Boom Community Bank to set up a No Interest Loan Scheme (NILS) for the benefit of Bognor Regis residents, subject to the outcome of the due diligence checks, with any shortfall in the Fund being topped up on an annual basis through budgetary provision. Members further **AGREED** to **NOTE** that 15% of the £30k Loan Fund would be allocated as a Deferred Share Investment and therefore not available to be used as part of the No Interest Loan Scheme (NILS).



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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING

HELD ON MONDAY 8th JANUARY 2024

PRESENT: Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, S. Goodheart,
N. Smith, P. Wells and P. Woodall

IN ATTENDANCE: Mrs. R. Vervecken (Civic & Office Manager)
Mrs. J. Davis (Assistant Clerk)
3 members of the public

The Meeting opened at 6.30pm

102. WELCOME BY CHAIR

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

103. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. Miss. Needs, Oppler and Ralph, with the Clerk recommending that the reasons given were acceptable. These absences were therefore **APPROVED** unanimously by Members.

104. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
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- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting 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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Goodheart declared an Ordinary Interest in Agenda item 6 in any discussion relating to Rox Music and Arts Organisation, stating he would not vote on this application owing to his involvement with them. He also declared an Ordinary Interest in the Bognor Regis Heritage & Arts Partnership Board, as a member

Cllr. Wells declared an Ordinary Interest in Agenda item 6 in relation to the Bognor Pier Trust C.I.C., and stated that as a member of the Trust, he would not take part when their application was discussed nor vote. He also declared an Ordinary Interest in the Bognor Regis Local History Society, as a member, on which he would not vote. Cllr. Wells declared a Disclosable Pecuniary Interest in St Wilfrid's Hospice, stating that he would leave the room if necessary, having recently had dealings with them

Cllr. Woodall declared an Ordinary Interest in Agenda item 6 in any discussion relating to the Bognor Regis Carnival, Grandads Front Room C.I.C. or Southdown Music Festival, as a Town Council Representative to these groups

105. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.34pm

The few members of the public present were afforded the opportunity to address Members directly on their Grant Aid applications, including their intentions for use of the funds, should their applications be successful.

One of those seated in the gallery stated that, in his opinion, the Town Council had been very generous in recent years, with the amount of funding made available to outside organisations, applying through the Grant Aid scheme. He felt that it would be sensible for all applicants to be 'self-aware', undertaking their own fundraising throughout the year, whilst also looking at other options, such as match-funding, rather than relying so heavily on the Town Council, for the majority of their revenue, particularly where a Grant Aid application was to cover 'running costs'.

The Chair reconvened the Meeting at 6.45pm

106. CONSIDERATION OF PARTNERSHIP FUNDING AND CRITERIA

Before moving to review the applications, the Chair reminded Members of the discussions that had previously taken place about the Town Council's 2024/25 Budget at the Policy and Resources Committee Meeting held on 11th December 2023, which had included a recommended budget for Grant Aid 2024 and Partnership Funding (Min. 98.2 refers). It was Minuted that "the importance of supporting local groups should be balanced against a desire to see groups moving towards becoming more self-sufficient, sourcing funding from elsewhere, rather than continuing to rely on the Town Council's limited resources".

106.1 Bognor Regis Seafront Lights

Members noted the previous three-year agreement with Bognor Regis Seafront Lights, in which they received £9,000 per annum towards the cost of the provision and maintenance of decorative illuminations along Bognor Regis Seafront, had now come to an end. Members were, therefore, asked by the organisation to consider supporting them financially again, through a new three-year funding commitment.

Members unanimously **RESOLVED** to **AGREE** to enter into a new three-year Partnership Funding Agreement with Bognor Regis Seafront Lights, to continue in their support of the decorative illuminations along Bognor Regis seafront, with a decreasing funding stream, as follows: -

- Year 1 (2024) - £6,000
- Year 2 (2025) - £4,500
- Year 3 (2026) - £3,000

106.2 Southdowns Music Festival

Members unanimously **RESOLVED** to **AGREE** to enter into a three-year Partnership Funding Agreement with the Southdowns Music Festival, to continue to support this popular event within Bognor Regis Town Centre, with a decreasing funding stream, as follows: -

- Year 1 (2024) - £9,000
- Year 2 (2025) - £8,000
- Year 3 (2026) - £7,000

107. CONSIDERATION OF GRANT AID FUNDING FOR 2024

The Chair reported that over £99,000 had been requested from the 39 applications received for Grant Aid 2024, with the decreased budget standing at just £15,000, which inevitably meant many organisations would be left disappointed.

Members considered each application for Grant Aid, with regard given to the criteria set and the document checklist, which detailed what documents had been supplied with each application.

Cllr. Goodheart declared an Ordinary Interest in discussion relating to Bognor Coastal Art Trail, due to previously being involved with them, Bognorphenia C.I.C. as a Trustee, as well as Bognor Regis Local History Society and Bognor Regis Twinning Association, as a member of both organisations

Cllr. Wells redeclared his Ordinary Interest in discussion relating to the Bognor Pier Trust C.I.C., as a member

Following an initial review of all the Grant Aid 2024 applications, Members revisited each application and reaffirmed their decisions.

Members **RESOLVED** to **APPROVE** the Grant Aid 2024 awards, as summarised to Members by the Assistant Clerk, and as attached to the Minutes as **Appendix 1**. Specific conditions were imposed for some grants as detailed (appended to file Minutes).

The Meeting closed at 7.54pm

Extraordinary P&R Committee Meeting 8th January 2024

Appendix 1

Applicant		Amount requested Grant Aid 2024	P&R decision for Grant Aid 2024	Comments
1	4 Sight Vision Support	£7,755.00	£1,000.00	
2	60 Minutes of Classical Music	£4,540.00	£750.00	
3	Age UK West Sussex, Brighton & Hove	£600.00	£0.00	
4	Air Ambulance Charity Kent Surrey Sussex	£500.00	£0.00	
5	Arun and Chichester Citizens Advice	£3,000.00	£500.00	
6	Arun Community Transport	£500.00	£100.00	
7	Arun Counselling Centre	£2,835.00	£0.00	
8	Bognor Coastal Art Trail	£3,000.00	£1,000.00	
9	Bognor Pier Trust C.I.C.	£5,606.89	£1,000.00	
10	Bognor Regis and Chichester District Samaritans	£950.00	£300.00	
11	Bognor Regis Armed Forces Day	£3,000.00	£800.00	
12	Bognor Regis Carnival Association	£6,500.00	£1,200.00	Conditional
13	Bognor Regis Town Show	£4,500.00	£800.00	
14	Bognorphenia C.I.C.	£2,500.00	£1,000.00	
15	Bognor Regis Local History Society	£1,500.00	£300.00	
16	Bognor Regis Seafront Lights (event)	£1,500.00	£0.00	
17	Bognor Regis Shopmobility	£7,500.00	£500.00	
18	Bognor Regis Twinning Association	£900.00	£400.00	
19	CAPITAL Project Trust	£500.00	£0.00	
20	Chestnut Tree House	£690.00	£0.00	
21	Family Support Work	£1,000.00	£300.00	
22	Felpham and Middleton Horticultural Society	£500.00	£0.00	
23	Girlguiding Bognor Regis	£500.00	£500.00	
24	Girlguiding Bognor Regis South District	£200.00	£200.00	
25	Grandads Front Room C.I.C.	£2,820.00	£2,000.00	
26	Home Start Arun Worthing and Adur	£1,000.00	£0.00	
27	My Sister's House C.I.O.	£500.00	£350.00	
28	Neighbourhood Watch (Hawthorn Road North Scheme)	£1,000.00	£0.00	
29	Pregnancy Options Centre	£1,000.00	£0.00	
30	Regis School of Music C.I.O.	£3,000.00	£500.00	
31	Rox Music & Arts Organisation	£7,000.00	£1,000.00	
32	Shore Community Church	£1,000.00	£0.00	
33	Soc!ety Dance Academy Ltd	£2,933.36	£0.00	
34	Southdowns Music Festival	£10,000.00	N/A	refer to Partnership Funding
35	St Wilfrid's Hospice (South Coast)	£1,000.00	£0.00	
36	UK Harvest	£3,000.00	£0.00	
37	West Sussex Guitar Club	£1,500.00	£200.00	
38	Young People's Shop	£2,316.00	£0.00	
39	Youth of Bognor (YoB Camp)	£1,000.00	£300.00	
Total Amount Rewarded			£15,000.00	
			£0.00	(unallocated)

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JANUARY 2024**

AGENDA ITEM 8 - UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2024 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

REPORT BY THE EVENTS OFFICER

**FOR INFORMATION
AND DECISION**

Whilst the programme of events for 2024, and their corresponding budgets, have already been approved, this report is provided to give an overview of the proposals to Members of the Policy and Resources Committee whose Terms of Reference now include 'events', owing to changes to committee structures as agreed at the Council Meeting held on 2nd January 2024.

Book Day - Thursday 30th May 2024 (Change to date)

Budget - £5,000

Book Day returned to Hotham Park in 2023, after a break in 2022 due to budget cuts, and it was very well attended as in previous years. For 2023, Book Day ran in the Easter Holidays to fill a gap in the event programme, however, Easter falls early this year so the event will run during the half term break, on the 30th May.

Book Day is a very popular event with a historically high footfall, the event is themed, and there are activities for children around the theme, storytelling, arts and crafts workshops and the all-important book swap, where children can bring old books and swap them for new ones. The theme for 2024 will be 'Jurassic Park in Hotham Park' as agreed at the Events, Promotion and Leisure Committee Meeting held on 6th November 2023 (Min. 52.1 refers).

Lighting of the Beacon Brazier to mark the 80th Anniversary of D-Day - Thursday 6th June 2024

Budget - £5,000

As part of the 80th Anniversary of D-Day a national beacon lighting event will take place to commemorate the occasion with the Town Council, amongst others, invited to light the beacon on Bognor Regis seafront.

'National Fish & Chip Day' has been moved to June 6th to be part of the commemoration because of the strong links fish and chips had with WWII. Fish and chips are often considered the British national dish and this humble meal was a vital ingredient of the war effort in both the First and Second World Wars. The British Government safeguarded the fish and potatoes during both World Wars to ensure the dish remained a boost to morale and these foods were among the few not to be subject to rationing during both wars. The aim nationally, is to sell 150,000 portions of fish and chips on Thursday 6th June to

mark the number of allied troops that landed in Normandy by sea and air on D-Day.

It is the Officer recommendation that the budget of £5,000 be matched or increased by alternative funding pots sourced by the Events Officer to allow this to be a large scale late afternoon/evening event incorporating all of the elements of the national guidelines and more, possibly involving a road closure along the Esplanade to be filled with concessions providing free fish & chip suppers for the Bognor Regis community, with live music from military bands and similar organisations, culminating in the lighting of the beacon brazier and numerous searchlights placed along the seafront alongside a laser show.

Proms in the Park - Saturday 15th June 2024

Budget - £3,000

Live music performed on the bandstand in the beautiful surroundings of Hotham Park, normally featuring two performances of differing genres, finishing off with the local brass band performing all the Proms classics.

Drive Through Time - Sunday 7th July 2024

Budget - £5,000

The Drive Through Time is a static motor gala held in West Park, with over 200 vehicles on display and live broadcast of the Silverstone Formula One on a big screen. There is also a Craft & Charity fair, live music and a free kidszone. This is a very popular event in the programme and is in its 12th year.

Hampshire Avenue Funweek Tuesday 30th, Wednesday 31st July & Thursday 1st August

Budget - £3,500

Free activities for children daily between 11 – 3 on Hampshire Avenue recreation ground.

Funshine Days - 1st to 24th August 2024 (Tuesdays, Wednesdays & Thursdays)

Budget - £5,000

Free activities for children on the bandstand in Hotham Park and on the Prom. Running Tuesday, Wednesday, and Thursdays for 4 weeks. Everything from magicians to samurai sword workshops, beach cleans to clowns.

Sunday Afternoon Concerts - in partnership with the Rotary Club

Budget £3,000 made up of £1,500 Events Officer recommendation and £1,500 from the 2023/24 Publicity and Promotion Budget to add one additional event.

BRTC worked very successfully with the Rotary Club on a series of events throughout the Summer of 2022 and 2023, to revive the very popular Sunday Afternoon Concerts. These concerts were exceptionally well attended with great feedback and a positive response to their return. It was the Officer recommendation that the collaboration returned for 2024. With an increase in the budget to £3,000 allowing for the additional £1,500 from the 2023/24 Publicity and Promotion Budget this has made provision for an extended programme.

There will be four concerts this year, each with a different genre, and each boasting a soloist vocal and a full live band performance.

These concerts will take place on the bandstand in Hotham Park on the following dates:

Sunday 16th June 2024
Sunday 21st July 2024
Sunday 11th August 2024
Sunday 1st September 2024

Halloween Half Term Event – deferred from 2023

Budget - £2,500 + £2,000 from Publicity and Promotion Budget EMR

Working collaboratively with Rox Music & Arts to revive the very popular Halloween event. The event was deferred from the 2023 programme to allow for a full proposal to be brought to a meeting, including a breakdown of costings and clarification on an element of the event involving the train in Hotham Park – Mins. 22.3 and 26.1 refer.

The Events Officer will liaise with Rox Music and Arts and report back to a future meeting when more details are available.

Christmas Illuminations Switch-On – Saturday 30th November 2024 (Change to date)

Budget - £6,000

The switching on of the Town's Christmas illuminations.

Carols in the Park – Saturday 14th December 2024 (TBC)

Budget – TBC

Carols in the Park was an event run by Rotary Club, Hotham Park Heritage Trust and Friends of Hotham Park. Sadly, the event ceased to run and has not done so for a few years.

The event was exceptionally popular, very well attended and missed by the community.

It is the Officer recommendation that, through collaboration with other organisations including Arun Arts Ltd, BRTC consider bringing back the event for 2024 and that the Events Officer be tasked with seeking partnership support from others to enable this to happen. A report would then be brought back to a future meeting for further consideration by the Committee, once a firmer idea of the level of budget requirement needed is established.

DECISION

Do Members **AGREE** to **SUPPORT** in **PRINCIPLE** the Events Officer entering into discussions regarding working collaboratively with Arun Arts Ltd, and other organisations, to reinstate the Carols in the Park event for 2024? A report will then be brought back to the Committee at a future meeting for a final decision when further details are available.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 29th JANUARY 2024**

AGENDA ITEM 9 - CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR EXTERNAL TOWN EVENTS 2024

REPORT BY THE EVENTS OFFICER

FOR DECISION

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

Members are asked to decide, after considering hours allocated previously, what allocation they wish to make for 2024.

Having looked at the hours used for events in 2023, the suggested hours for 2024 are shown in blue.

EVENT	Total man hours allocated in 2023	Actual man hours used in 2023	Man hours cost to the Council	Suggested allocation for 2024
10k Road Race ***	30	27.75	£ 610.50	30
Carnival ***	50	65	£1,430.00	60
ROX	30	N/A	N/A	15
BRSFL Switch-On	5	4	£88.00	5
BRSFL Illuminated Gala	5	4.75	£104.50	5
Southdowns Music Festival	40	22.75	£500.50	25
Bognorphenia	15	13.25	£291.50	15
BR BID	50	36.75	£808.50	50
Armed Forces Day ***	40	53.5	£1,177.00	40
Rotary Club	30	1.5	£33.00	5
Events Officer discretionary hours	60	11.5	£253.00	45
TOTALS	355	240.75	£5,296.50	295

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

DECISION

Members are invited to **AGREE** the recommended Town Force hours for 2024 external events.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JANUARY 2024**

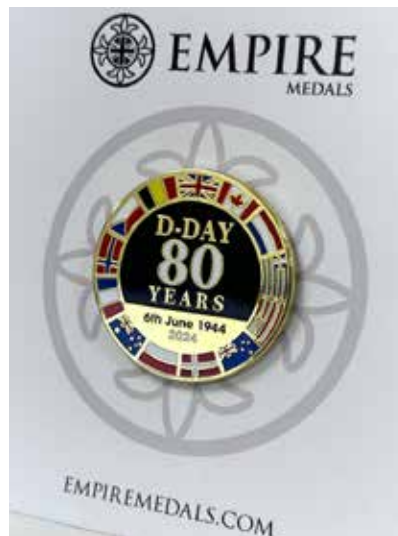
**AGENDA ITEM 10 - TO CONSIDER THE PURCHASE OF 'D-DAY 80'
LAPEL BADGES, FOR ALL TOWN COUNCILLORS AND TOWN COUNCIL
STAFF, TO BE FUNDED FROM THE CIVIC FUND**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

As will be included in the update on proposals for the Town Council's Events programme for 2024, Members will know that the 6th of June 2024 will commemorate the 80th anniversary of the D-Day landings.

The 'D-Day 80' Official Lapel Badge is a commemorative piece designed to honour the anniversary, to be worn with pride during the build up to D-Day on the 6th of June, featuring the flags of all nations involved in the historic event. Badges measure 40mm in diameter, are plated with gold and enamelled for a polished finish, with the reverse side equipped with two secure butterfly clasps and are priced at £7.95 each.



DECISION

Do Members **RESOLVE** to **AGREE** to purchase 31 x 'D-Day 80' Official Lapel Badges, for all Town Councillors and Town Council staff, at a total cost of £252.40 for standard postage, or £255.40 with tracked postage, to be funded from the Civic Fund?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 29th JANUARY 2024**

AGENDA ITEM 11 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Digitising Town Force operations

Following the Committee’s decision to defer any decision on the matter and its request for more information (Min. 31 refers), to date no questions from the Committee have been received. In view of this, occasional admin support is being provided by the Events Admin and Support Officer.

Graffiti

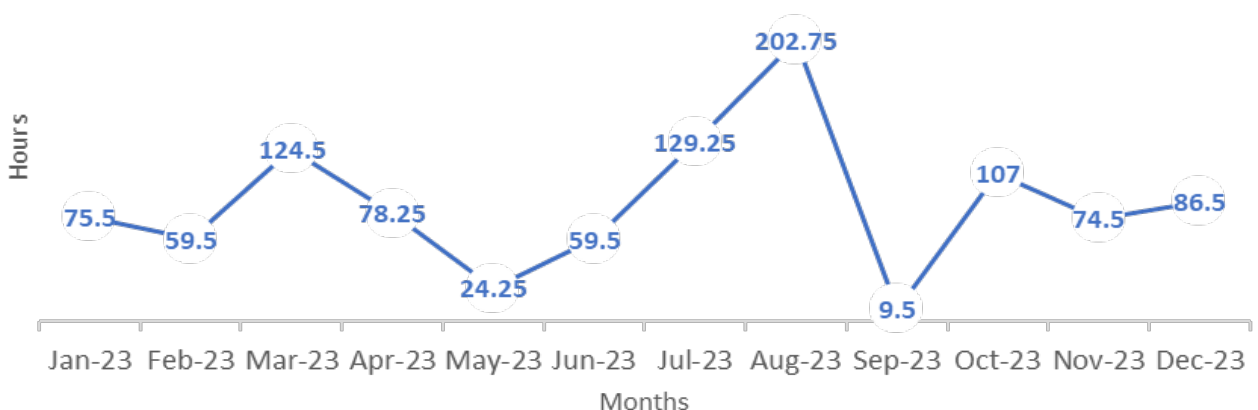
The graffiti situation has been under control since the new year.

Despite prompt notification to WSCC that their funding for removal of offensive graffiti from WSCC assets in 2023/24 ran out in September, no additional funding has been sent to ensure continuity of the service. Therefore, when WSCC requested removal of offensive graffiti from one of their subways in November, an estimate of the cost to remove it was provided. To date no Purchase Order has been received and the graffiti remains uncleared.

Sussex PCC have responded to the Town Council’s letter regarding graffiti and contact will be made with Superintendent Andy Saville, who supervises the Immediate Justice scheme in Sussex, to see how we can work together on reparative activities such as graffiti removal in the Town Council’s area.

The graph below shows TF hours spent on graffiti removal each month:

TOWN FORCE HOURS SPENT ON GRAFFITI REMOVAL IN 2023



Town Force Accommodation

Damage caused by a rental car running into the front of the yard has been repaired and Europcar’s insurance provider settled the Town Council’s claim.

Town Force Equipment and Vehicles

Annual servicing of TF equipment is in progress.

The MEWP is booked for MOT on 23rd January.

The Connect van, purchased in June 2023, has developed a DPF filter fault and currently the filter is unable to regenerate itself. The van supplier has been contacted and a booking made for the fault to be investigated on 1st February. A warranty claim has been submitted and, although it is understood that the DPF filter is excluded from the warranty, the part that is stopping it from regenerating may well be covered. More will be known upon investigation.

The BW66 van had to have a nearside front tyre fitted (due to damage) and new front brake pads and brake discs (as 75% worn). Although this has resulted in the vehicle maintenance budget being slightly overspent, it was felt that these issues could not wait until a new budget was available in April.

The PF18 van has been serviced without any advisories noted.

Town Force Training

All staff successfully passed the 'Safe use of Ladders' course and 'Abrasive Wheels' course.

Annual Asset inspection

Town Force have started the annual check of all Town Council's assets and will subsequently carry out any necessary repairs.

Worknest Health & Safety inspection

Inspection took place on 7th December and the Worknest advisor was complimentary of the measures and processes in place. There are two actions recommended for implementation by March 2024:

1- COSHH-PPE & RPE: Where RPE (respiratory protective equipment) is identified as a control measure, ensure that face fit testing of RPE is carried out to ensure that it provides suitable protection.

There is only one regular job that TF undertake where potential dust exposure could be experienced and that is cutting out paving slabs at the front of the Hardwick Pub to uncover the Christmas tree anchor points once a year. However, the main control measure to prevent dust exposure is wetting the area before cutting. TF staff reported that no dust was created when the slabs were cut out in November 2023 and felt that the existing control measures were sufficient. To establish whether RPE face fitting is reasonably practicable in these circumstances, quotes for RPE and its face fit testing will be obtained.

2- An assessment of the health risk to each employee for each hazardous substance has been carried out. These are generally adequate but it is recommended that assessments for the most hazardous substances are documented using an improved risk assessment format, as discussed at the time of the visit, and that new substances acquired are risk assessed using this format.

This admin task will be carried out over time as and when workload allows.

Horticultural activities

Most bedding plants in Queensway had to be replaced due to harsh weather conditions. There were enough spare plants at the yard to enable this to happen. One planter was found to be suffering from a lack of drainage. It was fully emptied, bigger holes drilled into the base of the planter and a layer of stone added underneath the compost to aid drainage.

The heavily corroded barrier basket brackets in Queensway have now been replaced.

Structural testing of the lampposts carrying hanging baskets is due this year and quotes for the testing are currently awaited.

Following extensive delays, the WSCC contractor has now completed repairs to the Ladybrook Bridge on Felpham Way. This enabled TF to reinstate the sponsored planter that was positioned on the bridge prior to the repairs. It was a WSCC requirement that the new planter was sited south of the bridge which the sponsor was happy with. It is worth noting that there was no loss of sponsorship income as the sponsor accepted an alternative location on Felpham Way. WSCC have been invoiced for the replacement planter and payment is currently awaited.

Summer bedding plants have been ordered.

Shripney Road central reservation

Further to the Committee's decision not to remove the hedge along Shripney Road, to expedite maintenance in order to reduce exposure of TF to verbal abuse from inconvenienced drivers, traffic movement and Sainsbury's footfall figures were provided to the Committee at the last meeting. It was established that there was not a gap long enough to enable TF to carry out the work "out of hours" (please note that 6 hours of daylight hours are needed to cut the grass and hedge). The only solution that presented itself was to engage a contractor with a tractor mounted flail. Use of a tractor will speed up the maintenance and although the inner lanes of the dual carriageway will still have to be shut to enable movements of the tractor, the visit should be much quicker. TF staff will set up, oversee and remove the traffic management system only (as required by New Roads and Streetworks Act 1991). The trial that was originally booked for the 23rd of November had to be cancelled due to flooding of the area has now been re-scheduled for the 8th February.

Sponsored Planters

Talks are in progress with two prospective sponsors.

Planters currently available for sponsorship are: 3 x planters on Felpham Way, Martlets planter, A29/Orchard Way Yucca planter and 2 x Durban Road planters.

WSCC Highways issues

In December, the WSCC Parish & Community Engagement Co-ordinator was contacted with a request for assistance to resolve a number of Highways related issues as it had not been possible to get these dealt with through submission of reports on the WSCC website. The areas of concern were: - Hotham Way central reservation, alleyway between Gravits Lane and Mayfield Road (WSCC

Public Rights of Way no. 3042), Collyers Avenue - Central Avenue footpath (designated Public Rights of Way path number 3035_2) and Home Zone planters. Coincidentally, the Hotham Way central reservation was cleared soon after but the overgrown alleyways and the Home Zone planters remain untouched. WSCC advised that: -

- Alleyway between Gravits Lane and Mayfield Road: The WSCC PRoW Officer visited the site early January and advised that *"there is about 10m of brambles narrowing the path, the vegetation is ground vegetation and as such we will clear it when our contractors are in the area in June as path users can get past it at the moment. Unless an issue is high priority or a health and safety issue we try not to send out contractors to an area outside of their 15 month parish by parish cycle."*
- Collyers Avenue - Central Avenue footpath is owned by WSCC Highways team who have inspected the site and advised that, contrary to the report from a member of the public, the path is clear and safe for use throughout. *"Only the tarmac footpath is highway, the adjacent land is not highway. As the footpath is clear and safe for use we are not able to raise any vegetation/clearance works here."*
- Home Zone planters are owned by WSCC and have received no maintenance since WSCC withdrew the maintenance agreement with Town Force some 12 years ago. Their response to the issue was received on 11th December and stated: *"WSCC will maintain them to ensure they remain safe, and can issue licences if anyone wishes to maintain them. If you would like them removed it would require a Community Highway Scheme."*

Please note that Town Force do not have the capacity to take on more regular work on behalf of WSCC. A one-off clearance of overgrown vegetation or a one-off tidy up of the Home Zone planters does not offer a long-term solution. The vegetation will soon grow back, litter will accumulate, and Town Force would likely be asked to re-attend as a precedent had been set. Whilst it is acknowledged that WSCC have been affected by budgetary cuts, the Town Council have also faced cuts and a lack of resources. There should be no expectation for the Town Council, and its staff, to fill the void left by reductions in service from WSCC.

The WSCC Parish & Community Engagement Co-ordinator is expected to attend the BRTC Planning and Licensing Committee meeting on 30th January and Members may wish to be in attendance to raise Highway related matters with the Officer.

Events

Town Force supported the Christmas Lights Switch On event.

Revenue generating jobs

- Noticeboard repairs and fencing off a tree for Middleton-on-Sea Parish Council;
- Installation of Christmas tree decorations using MEWP for Felpham Village Conservation Society;
- Site visit to the Picturedrome Cinema in relation to suspected water ingress (unconfirmed) for the Pier Co. Ltd.;
- One-off clearance of fly-tipping for the Picturedrome Cinema;

- Graffiti removal for Arun DC Cemeteries Dept.;
- Provision of traffic cones, clearance of car park gullies and weed removal for Bognor Regis Museum;
- Strimming of an allotment plot on behalf of an ex-tenant;
- Renovated bus shelters and cut back overgrown greenery for Pagham Parish Council.

Examples of other jobs

In addition to the routine jobs, TF have also put up/removed Christmas trees at the Station and William Hardwicke, cleaned out a snow machine for the BR BID, removed a broken shutter from the office stationery cupboard, reinstated a planter sign in West Street, removed wreaths from around the War Memorial, completed various jobs at the allotments inc. doubling up of water taps on the original site and serviced BRTC noticeboards.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 29th JANUARY 2024

AGENDA ITEM 12 - INTERNAL AUDIT INCLUDING: -

REPORT BY THE TOWN CLERK

FOR NOTING & DECISION

TO CONSIDER INTERNAL AUDIT REPORT 2023/24 (INTERIM)

A copy of the Internal Audit Report 2023/24 (Interim) is attached for Members' consideration - **Appendix 1**.

I am pleased to be able to report that no significant issues have been identified by the Internal Auditor during his recent visit.

DECISION

The Committee is invited to **NOTE** the Internal Audit Report 2023/24 (Interim).

TO REVIEW THE 2024/25 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

Regulation 3 of the Accounts and Audit Regulations 2015 states that:

"A relevant authority must ensure that it has a sound system of internal control which –

- a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;*
- b) ensures that the financial and operational management of the authority is effective; and*
- c) includes effective arrangements for the management of risk"*

Furthermore, Regulation 5(1) states that the Council:

' . . . must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It is for each authority to decide, given its circumstances, what level of competency is appropriate, and to keep this issue under review.

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

It is a matter for the authority to determine how best to meet the statutory requirement for internal audit, having regard to its business needs and circumstances and the necessary scope and extent of its internal audit. When securing an internal audit service, the Council must make sure that it is fit for the purpose for which it is required at that particular Council.

There are two key principles an authority should follow in sourcing an internal audit provider: independence and competence.

The internal audit enables the Council to confirm, in item 6 of Section 1 of the Annual Governance and Accountability Return, (The Annual Governance Statement) that:

'We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.'

In order to make this statement the Council should be able to confirm that they have arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

Annual Audit Plan for 2024/25

The minimum level of coverage in the Annual Audit Plan is defined by the following eleven key control tests:

1. Proper book-keeping - Appropriate books of account have been properly kept throughout the year including the cash book.

2. Financial Regulations, Standing Orders and Payment Controls - The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.

3. Risk Management - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

4. Budgetary controls - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

5. Income controls - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

6. Petty cash procedure - Petty cash payments were properly supported by receipts, expenditure was approved, and VAT appropriately accounted for.

7. Payroll controls - Salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.

8. Asset control - Asset and investment registers were complete and accurate and properly maintained.

9. Bank reconciliation - Periodic and year-end bank account reconciliations were properly carried out.

10. Year-end procedures - Accounting statements prepared during the year were prepared on the correct income and expenditure basis, agreed with the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.

11. Payment controls - Procedure, approvals and associated issues including VAT identification and recovery.

DECISION

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2024/25 to the Town Council.



Bognor Regis Town Council

Internal Audit Report 2023-24 (Interim)

Stuart J Pollard

*Director
Auditing Solutions Limited*

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2023-24 financial year undertaken both remotely at our offices in advance of / subsequent to and during our on-site visit on 15th January 2024. We thank the Clerk and her staff in assisting the process, providing all necessary documentation to facilitate the conduct of our review for the year to date: we will update this report following our final update visit, the date of which has been agreed as 29th May 2024.

Internal Audit Approach

In commencing the year's review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the IA Certificate in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date this year, the Clerk and Council continue to maintain adequate and effective internal control arrangements with only one issue identified warranting formal comment or recommendation at this stage of our review.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. DCK Accounting Solutions Ltd continue to provide the basic accounting function to the Council, which affords a higher level of security and results in greater segregation of duties than may otherwise have been achievable. The Council and contract accountants use the Omega accounting software to maintain the accounting records with a single cashbook in use for day-to-day transactions, together with a separate Mayor's Charity Account and surplus funds held in a CCLA Public Sector Deposit Fund (PSDF) account.

We have to date: -

- Verified the accurate carry forward of opening balances in the financial ledger for 2023-24 to the detail in the 2022-23 Balance Sheet, Statement of Accounts and certified AGAR;
- Ensured that a comprehensive, meaningful and appropriate cost centre and nominal coding structure remains in place;
- Checked and agreed transactions in the main account cashbook to the underlying bank statements for April, September & December 2023;
- Checked and agreed the year-to-date transactions on the CCLA PSDF and Mayor's Charity accounts; and
- Verified the content and accuracy of bank reconciliations at 30th April & September, plus 31st December 2023, noting that reconciliations continue to be reviewed by a nominated councillor who signs them off, together with the supporting bank statements in accordance with the Council's adopted Financial Regulations (FRs).

Conclusions

We are pleased to record that no matters arise in this area currently warranting formal comment or recommendation. We shall undertake further work at our final visit examining the March 2024 main account transactions and the remaining transactions for the year on the other two accounts. We shall also, following completion of the contract accountant's preparation of the year-end Statement of Accounts, ensure the accurate disclosure of the combined cash and bank account balances in the 2023-24 Statement of Accounts and the AGAR at Section 2, Box 8.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We note that both the SOs and Financial Regulations (FRs), together with the "Standing Orders for Contracts", were last reviewed and adopted in September 2022. We have previously examined the resultant documents considering them appropriate for the Council's requirements.

We have also reviewed the minutes of Full Council and Standing Committee meetings (except Planning and Licensing) reading those for the year to date as posted on the Council's website to ensure that no issues affecting the Council's financial stability either in the short, medium or longer term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred and are pleased to record that no such issues have been identified.

Finally in this area, we are also pleased to note that the 2022-23 AGAR was "signed-off" by the external auditors with no matters of ongoing concern raised. We also note the appropriate disclosure of the Notice of Public Rights for 2022-23 for the requisite 30 working days.

Conclusions

We are pleased to record that no issues arise in this area currently: we shall continue to review the Council's approach to governance issues at future reviews, also continuing our review of minutes for the remainder of the financial year.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion that one would be anticipated;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have previously discussed with officers and the contract accountants the procedural controls in place over the receipt, verification and payment approval of invoiced expenditure, together with the release of funds and are pleased to record that they continue to operate effectively and in line with good working practice. Consequently, we have selected a sample of 37 payments processed in the financial year to 31st December 2023. The test sample totals £331,880 equating to 75% by value of non-pay related payments in the year to that date including all payments in excess of £4,000 plus every 40th payment as recorded chronologically in the Omega cashbooks.

We note that VAT returns continue to be submitted quarterly filing them via the Omega software and have agreed detail of the final 2022-23 and first two quarterly reclaims for 2023-24 to the Omega accounts noting appropriate repayment by HMRC.

Conclusions

We are pleased to record that no issues or concerns have been identified in this area currently warranting formal recommendation.

We shall extend our review of payments covering the remainder of the financial year based on the same criteria at our final visit and report our findings accordingly. We shall also examine the remaining quarterly VAT reclaims for the year.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that similar arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We were pleased to note in our 2022-23 report the formal review and re-adoption of the Council's financial risk register, as recorded in the LCRS software, at the Council meeting in March 2023 and understand that the document will again be reviewed and adopted by the Council prior to the current financial year-end and will ensure such action takes place, also reviewing the resultant document.

The Council is insured by Hiscox with cover effective to 23rd August 2024: we have examined the policy schedule noting that Employer's and Public Liability cover both stand at £10 million, together with Fidelity Guarantee cover at £500,000 all of which we consider appropriate for the Council's present requirements.

Conclusions

There are no matters arising in this area currently warranting formal comment or recommendation: we shall continue to monitor the Council's approach to risk management at future visits also examining the updated risk register, ensuring its adoption prior to 31st March 2024. We do, however, take this opportunity to remind the Council of the "Practitioner's Guide" requirement that financial risk assessments are reviewed and re-adopted formally at least once in each financial year.

Budgetary Control & Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that the Council has given formal consideration of its budgetary and precept requirements for 2024-25 adopting both at the January 2024 meeting and setting the precept at £999,504.

We are pleased to note that periodic budget monitoring reports continue to be presented to and considered by members and have examined the latest position with no unidentified or un-anticipated variances arising warranting further enquiry or explanation: we note that at 31st December 2023 expenditure equates to 79% of the approved budget whilst income stands at 103%.

Conclusions

No issues arise in this area currently: we shall undertake a final review of the year's budget outturn at our final visit assessing the continued appropriateness of the level of retained reserves

at the financial year-end to meet the Council's ongoing revenue spending requirements and potential development aspirations.

Review of Income

In considering the Council's sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span.

We note that members have approved appropriate fees / charges and allotment rents for 2023-24.

We have examined the spreadsheet register of allotment holders kindly provided by the Allotments & In Bloom officer subsequent to our interim visit for 2023-24. We again note that a comprehensive allotment register is in place for rents due for the tenancy year commencing 1st October 2023 also noting that all rents due have been paid at the time of our review, with 7 plots vacant at the present date.

We have made previous reference to the apparent imbalance between the value of plot deposits held as recorded in the allotment register and that recorded in the Omega accounts and were pleased to note at our final 2022-23 review that the two records were in synch, which position remains the case currently. Examination of the current records indicates that the allotment spreadsheet may require updating as, at present, it records the total value of deposits held as £4,480 whilst the Omega control account records a value of £4,680, equating to five plot deposits.

We have been provided with a copy of the Town Force Co-ordinator's spreadsheet record of quotes provided to date in 2023-24 and have checked to ensure that, where work has been completed, an appropriate priced invoice has been raised with no issues arising. We have also examined a sample of other Town Force invoices ensuring that appropriate fees have been charged and are pleased to record that no concerns have been identified in this respect.

We have also reviewed the Sales Ledger "Unpaid accounts by date" report at the present date noting a few unpaid debts dating back to January and February 2023, some of which appear to be subject to repayment by instalment, although full recovery of the total amounts due has not yet been received: we also note the existence of a few "unmatched" receipts. We shall undertake further work in this area at our final visit and, whilst not considering a formal recommendation as appropriate currently, ask that the overall situation in relation to these debts be examined to determine the reason for their continued existence and whether further action is necessary to pursue the few such residual unpaid debts and the exact status of the "unmatched" receipts.

Conclusions and recommendation

We are pleased to record that no significant issues or concerns arise in this area, although we ask that the Allotment and In Bloom officer reviews his spreadsheet record of allotment deposits ensuring that it is brought up-to-date and is in synch with the Omega control account record. We shall undertake further work on the Council's other income streams at our final visit, updating this report accordingly.

R1. The Allotment and In Bloom officer should ensure that the allotment deposit spreadsheet register is updated and brought into synch with the Omega control account detail.

Petty Cash Account

Whilst the amount spent through the Council's petty cash account is relatively low, we are required, as part of the annual AGAR IA certification process, to assess and sign-off on the soundness of controls in this area of the Council's financial activities.

The Council operates a petty cash scheme, with an agreed "imprest" holding of £300 which is "topped up" periodically during the year based on actual spending since the last reimbursement. A spreadsheet control record is maintained and acts as both the Omega nominal ledger posting document and the source document for re-imburement. We have checked and agreed the expenditure incurred and repaid for a three-month period ending in September 2023 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT has been separately identified for periodic recovery.

We have also checked the physical cash holding, together with un-reimbursed vouchers, on the day of this review visit and are pleased to record that the combined value of cash and as yet un-reimbursed payment vouchers matches the £300 imprest holding.

The Clerk also holds a debit card for the current account should the need arise for electronic expenditure, including emergency payments or statutory requirements such as Land Registry applications. We have checked and agreed a small sample of these transactions as part of the previously referenced payments testing.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme with regard to employee contribution percentages. We have previously examined the payroll procedures in place and considered them generally sound again noting that production of the monthly payroll continues to be outsourced to West Sussex County Council who make the physical payments direct to staff, HMRC and the Pension Fund Administrators on behalf of the Council, recovering the gross salary costs each month (including employer's contributions) by invoice.

Consequently, we have, by reference to the Clerk's record of staff in post, the approved point on the NJC pay scale and contracted weekly working hours: -

- Agreed the gross salaries paid to each employee in December 2023, when the 2023-24 national pay award together with arrears backdated to 1st April 2023 was paid with that month's salaries;
- Verified the tax and NI deductions applied for the month to each employee;
- Checked the pension deductions to ensure that they are in line with the nationally agreed percentages based on the gross salary being paid, noting that one employee's deduction was erroneously applied at 9.75% instead of the correct percentage of 6.5%; and

- Where staff are paid for overtime hours worked, agreed the payments made in December 2023 to the underlying timesheets, which we are pleased to note continue to be signed by both staff and an independent certifying officer.

Conclusions and recommendation

As above, in checking the December payroll, we have identified the application of an incorrect pension percentage contribution for one employee, detail of which we have advised the Town Clerk so that it may be followed up with the payroll service provider and amended appropriately. We shall undertake further work in this area at our final review examining a further month's payroll detail and ensuring that no further anomalies exist.

R2. The apparent percentage over-deduction of one employee's pension contribution in the December 2023 payroll should be referred back to west Sussex payroll section for investigation and appropriate corrective action.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

As referred to previously in this report, the Council currently holds surplus funds in a CCLA PSDF account with detail of the year-to-date's transactions verified by reference to the underlying CCLA monthly statements. We are also pleased to record that the Council has a formal and appropriate Treasury Management Policy in place.

We have checked and agreed the first half-yearly PWLB loan repayment instalment as part of the previously referenced supplier payment test sample.

Conclusions

No issues arise in this area currently. We shall continue to monitor the Council's approach to treasury management at future reviews and will ensure, once the accounts are closed and AGAR financial data advised by the contract accountants, the accurate disclosure of the residual loan liability at 31st March 2024 by reference to the detail recorded in the UK Debt Agency website.

Rec. No.	Recommendation	Response
Review of Income		
R1	The Allotment and In Bloom officer should ensure that the allotment deposit spreadsheet register is updated and brought into synch with the Omega control account detail.	
Review of Staff Salaries		
R2	The apparent percentage over-deduction of one employee's pension contribution in the December 2023 payroll should be referred back to west Sussex payroll section for investigation and appropriate corrective action.	

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JANUARY 2024**

**AGENDA ITEM 13 - TO CONSIDER THE TOWN COUNCIL'S ANNUAL
ASSESSMENT/REVIEW OF RISKS**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Copies of the Overall Summary and Action Plan of the Annual Assessment/ Review of Risks for 2023/2024 are attached for Members' consideration as **Appendices 1 and 2**.

DECISIONS

To consider the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2023/2024 and **RECOMMEND** that these be referred to the Town Council for approval.

Once approved by Council, the Action Plan to be signed by the Mayor, as Chair of the Council, and the Town Clerk.



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2023 To 2024

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	20	20	1.0	0	
Clocks	Power to provide public clocks	5	5	1.4	0	
Code of Conduct	Duty to adopt a code of conduct	1	1	1.0	0	
Computing	Power to facilitate discharge of any function	3	3	1.3	0	
Council Meetings		4	4	1.3	0	
Council Property and Document	Duty to disclose documents and to adopt publication scheme	5	5	1.2	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	2	2	1.5	0	
Employment of Staff	Duty to Appoint	9	9	1.1	0	
Entertainment and the arts	Provision of entertainment and support of the arts	13	13	1.0	0	
Financial Management	Duty to ensure responsibility for financial affairs	12	12	1.0	0	
Gifts	Power to accept	1	1	1.0	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	5	5	1.2	0	
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	6	6	1.0	0	
Local functions	N/a - Local group to cover any risks not listed in other groups	3	1	1.0	0	
Meetings of the Council	Duty to meet	5	5	1.0	0	
Newsletters	Power to provide from 'free resource'	5	5	1.0	0	
Planning & Development Contr	Rights of consultation	2	2	1.0	0	
Provision of Office Accommod	Power to provide	5	5	1.2	0	
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.0	0	
Shelters & Seats	Power to provide	3	3	1.0	0	
Street/Footway Lighting	Power to provide	8	8	1.0	0	



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2023 To 2024

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Tourism	Power to contribute to organisations encouraging tourism	4	4	1.0	0	
Village Signs	Power to erect (with Highway Authority approval)	5	5	1.0	0	
Web Sites		18	18	1.0	0	
		Overall totals/ scores	146	144	1.1	0

Completed by: JOANNE DAVIS

Date: 19 - JAN - 2024

Position: ASSISTANT CLERK

How to complete:

- 1. Review each area and the number of uncontrolled risks.*
- 2. Decide which area is at most risk and should be actioned firstly mark this as number One.*
- 3. Repeat on all areas until all uncontrolled areas are allocated.*



Bognor Regis Town Council
Assessment for year 2023 To 2024

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
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There are no risks identified that score over 3. Therefore, there are no actions to be taken for 2023 - 2024.

Submitted to council: _____

No of issues listed: 0

Minute reference: _____

Date: _____

Signed by Chair - Cllr. Francis Oppler _____

Signed by Responsible Finance Officer - Glenna Frost _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
 (not recorded on LCRS .

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JANUARY 2024**

AGENDA ITEM 14 - TO RECEIVE THE REPORT FROM THE HEALTH & SAFETY INSPECTION OF THE TOWN COUNCIL OFFICES AND TOWN FORCE LOCK-UP UNDERTAKEN BY WORKNEST ON 7th DECEMBER 2023

REPORT BY ASSISTANT CLERK

FOR INFORMATION

The annual Health & Safety Inspection and Audit was carried out by the Town Council's consultants, Worknest on 7th December 2023.

A copy of the Safety Action Plan for the Town Hall Offices and Town Force Lock-Up are attached as **Appendix 1**.

It should be noted that many of the identified actions for the Town Hall actually fall within the remit of Arun District Council as Landlord and these matters will be followed up with them.

DECISION

Members are invited to **NOTE** the 2023 Health & Safety Inspection Safety Action Plan for the Town Hall Offices and Town Force Lock-Up.

Assessment/Inspection Visit - 7th December 2023

Bognor Regis Town Council



BRTC Managers: Glenna Frost (Town Clerk), Joanne Davis (Assistant Clerk) & Erika Adams (Town Force Manager)
Worknest Auditor: Victoria Sigrist (Health & Safety Consultant)

Action Status

Bognor Regis Town Council

Audit

Medium

Action Required: Asbestos Management/Survey

Recommendation

It is understood that the premises have been surveyed to identify the presence of asbestos, but no information is available. Contact Arun District Council to establish whether a survey has been carried out and to ensure that all information regarding asbestos in the premises is available.

Status

Not Due

Due

[06 Mar 2024](#)

Bognor Regis Town Council

Audit

Medium

Action Required: Display Screens- Workstations

Recommendation


Review your workstation assessments at least annually or where there are equipment changes or staff changes. Ensure that this includes those staff who work from home.

Status

Not Due

Due

[06 Mar 2024](#)

 Bognor Regis Town Council

 Audit


Medium

Action Required: Electrical Safety- Fixed Wiring

Recommendation A new partial installation was fitted in 2022 by Paine Manwaring and should be tested in 2025. There was no documentation available to confirm that the whole installation has been tested and rated to be satisfactory. This is the responsibility of ADC. Contact ADC for confirmation that the entire electrical fixed wiring installation is satisfactory.

Status Not Due

Due [06 Mar 2024](#)

 Bognor Regis Town Council

 Audit


Medium


Action Required: Fire Safety Overview- Emergency Lighting

Recommendation It is not known whether the emergency lighting system is tested monthly. This is the responsibility of ADC. Contact ADC to confirm whether this is carried out.

Status Not Due

Due [06 Mar 2024](#)


 Bognor Regis Town Council


 Audit

Medium

Action Required: Fire Safety Overview- Fire Extinguishers

Recommendation	An adequate quantity of fire extinguishers has been provided. These all appeared to be CO2 extinguishers, with no water extinguishers present. It is recommended that you replace one CO2 extinguisher in each office area with a water extinguisher, to provide appropriate cover.
Status	Not Due
Due	06 Mar 2024


 Bognor Regis Town Council


 Audit

Medium

Action Required: Fire Safety Overview- In-house Checks

Recommendation	On a monthly basis check that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. It is recommended that this is carried out as part of a monthly workplace check.
Status	Not Due
Due	06 Mar 2024


 Bognor Regis Town Council


 Audit

Medium

Action Required: Legionella Management - General Controls

Recommendation	The premises have been assessed by a competent person to identify potential sources of Legionella growth and dissemination. Legionella management is the responsibility of ADC. It is not known whether temperature monitoring or flushing of infrequently used outlets is carried out. Contact ADC to confirm that all actions identified by the risk assessment have been implemented.
Status	Not Due
Due	06 Mar 2024


 Bognor Regis Town Council


 Audit

Medium

Action Required: Management of H&S - Emergency Plans

Recommendation	Establish plans for emergency incidents such as flood, bomb scare, power outage. Ensure that all staff are trained and understand their role in these plans.
Status	Not Due
Due	06 Mar 2024

 Bognor Regis Town Council

 Audit

Medium

Action Required: Management of H&S - Monitoring Etc

Recommendation

Managers and supervisors must monitor standards of health and safety within their area of responsibility and keep a record. It is recommended that you carry out a documented monthly check of the offices to include clear walkways and exits, position of fire extinguishers, first aid kit.


Status

Not Due

Due

[06 Mar 2024](#)

 Bognor Regis Town Council - Town Force

 Audit

Medium

Action Required: COSHH- Information & Assessment

Recommendation

An assessment of the health risk to each employee for each hazardous substance has been carried out. These are generally adequate but it is recommended that assessments for the most hazardous substances are documented using an improved risk assessment format, as discussed at the time of the visit, and that new substances acquired are risk assessed using this format.


Status

Not Due

Due

[06 Mar 2024](#)


 Bognor Regis Town Council - Town Force


 Audit

Medium

Action Required: COSHH- PPE & RPE

Recommendation	Where RPE is identified as a control measure, ensure that face fit testing of RPE is carried out to ensure that it provides suitable protection.
Status	Not Due
Due	06 Mar 2024

 Bognor Regis Town Council

 Audit

Low

Action Required: Management of H&S - Monitoring Etc

Recommendation	Establish monitoring and performance criteria for health and safety. This will help work to a programme of continuous improvement.
Status	Not Due
Due	03 Jun 2024

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JANUARY 2024**

**AGENDA ITEM 15 - TO CONSIDER AND AGREE ANY ACTION IN
RESPONSE TO REPAIRS REQUIRED TO A WALL AT THE SOUTHERN
END OF GLOUCESTER ROAD**

REPORT BY ASSISTANT CLERK

FOR DECISION

Members may be aware of the damage to the wall that borders the car park at the southern end of Gloucester Road. Unfortunately, being on a sharp bend, there is a history of damage at this location and the most recent incident happened some months ago.



Whilst there is increasing pressure for repairs to be made to the wall, there is uncertainty as to who is responsible for this. It is understood that Arun District Council and Butlin's, both have links to the car park, however responsibility for the ongoing repair and maintenance of the wall does not seem to be clear.

This floral wall was funded solely by Bognor Regis Town Council as a project managed by the Marketing, Tourism and Events Officer following initial discussions with ADC, Butlin's and BRTC back in 2000. Correspondence in February 2002 between the Marketing, Tourism and Events Officer and Transport and Car Parks Manager at ADC indicated that written approval from Butlin's as landowner for the scheme enabling the Town Council to undertake the works had been obtained. The wall was finally built by members of the Town Force team in March/April 2003.

If Butlin's are the landowners of the area where the wall is located does the responsibility of ongoing repair and maintenance of the wall lie with them? Or as referenced in the Town Council's Environment, Development and Leisure Committee Minutes from September 2003, is the responsibility down to ADC? The Minutes reference receipt of an email from the ADC Transport and Car

Parks Manager confirming that ADC would take responsibility for the ongoing maintenance/repair of the wall under the overall agreement that the District Council has with Butlin's as the wall is on their land. As ADC Officers who dealt with this matter at the time are no longer with the District Council, and Resort Directors from Butlin's have also moved on, it may be difficult to obtain a definitive answer.

An initial approach has been made to ADC by the Clerk to try to seek some clarity on this issue and if further information is available in time for the meeting, Members will be updated.

In the meantime, Members are asked to consider whether they wish for Officers to actively investigate the possibility of working in partnership with ADC and Butlin's to share the cost of progressing this to a satisfactory conclusion and get this long outstanding matter resolved and the wall rebuilt.

An estimated cost for rebuilding the wall would be in the region of £2k to £2,5k plus VAT which would include labour and materials.

DECISION

Members are asked to consider how they wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JANUARY 2024**

AGENDA ITEM 16 - TO CONSIDER THE CRITERIA AND CONDITIONS TO BE MET IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS AND IDENTIFY QUALIFYING RECIPIENTS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

BACKGROUND

Members may recall that at the Meeting held on 30th January 2023 the Clerk reported on the match-funding budget provision of £25,000 that had been made in the 2022-2023 financial year by Arun District Council to be used for Town Centre events in 2023 and it was understood by the Clerk that this would be the last year this funding would be available.

The District Council confirmed that, as in the previous year, these funds were accessible to the Town Council under the same criteria whereby it was used to enhance significant events put on by other event organisers that the Town Council already supported through its Grant Aid process, and which helped to promote tourism by bringing people into the Town.

Of the £25,000 match-funding available, it was agreed to split the monies with £12,500 allocated to the Policy and Resources Committee to be used as match-funding against Grant Aid already awarded to event organisers for 2023, and the other £12,500 match-funding being used to enhance the 2023 Town Council events by the inclusion of elements to bring people into the Town (Min. 133 refers).

At the Meeting held on 27th March 2023, consideration was given to the criteria and decision as to which event organisers should be invited to apply that year, and it was agreed that the eligible event organisers for 2023, to whom Grant Aid had already been awarded, would need to meet the following (Min. 155 refers): -

- The event is to have an impact on the Town that the Council has confidence will happen and already be established and supported by the Town Council through its Grant Aid process to be eligible.
- The money is to be used to bring a new element to the existing event that will help promote tourism and increase footfall in the Town for which they have already been awarded Grant Aid.
- The funding would not be for the purposes of supporting running costs such as security, first aid, insurance etc.
- The use of any additional funding awarded be solely used towards any new element of their existing event that is focused within the Town only.
- Evidence of evaluation or feedback that has been received from previous years events that have been held by their organisation and details of the number of people attending is to be provided with the application. This will assist the Town Council in their evaluation of the benefits to tourism and increased footfall in the Town by enhancing their event with additional match-funding.

Members unanimously agreed that Bognor Regis Carnival Association and Southdowns Music Festival, as established events in the Town that are supported through the Town Council's Grant Aid process for 2023, be written to and invited to apply for this additional funding, up to the value of the Grant Aid award previously received. They were asked to explain what they would do differently, or what extra element they would bring to their event, if successful in securing additional funding. They were also encouraged to put forward one or more differently costed options to enhance their event so that when considering the applications, the Town Council could seek a maximum return for the investment.

An Extraordinary Meeting was then arranged, on 19th April 2023, at which the applications received, in line with the criteria and conditions set by the Committee in relation to ADC match-funding for events supported by the Town Council's Grant Aid process, were considered. Subsequently, £1,380 was awarded to Bognor Regis Carnival Association and £3,000 to Southdowns Music Festival, with the remaining funds from ADC match-funding being placed in Earmarked Reserves, to be utilised in the next financial year (Min. 168 refers).

THIS FINANCIAL YEAR

There is currently £1,680 ADC match-funding remaining in Earmarked Reserves from 2021-22, and £8,120 from 2022-23, providing a total pot of £9,800 additional funding for events supported by the Town Council's grant aid process.

In recognising the importance of increasing footfall by encouraging people back into the Town, last year it was agreed that the qualifying Grant Aid recipients be written to and invited to apply for this additional funding.

The Committee may wish to consider the Grant Aid 2024 recipients listed below and determine whether they consider them to be offering an established event that is located within the Town Centre: -

Bognor Pier Trust CIC (requested £5,606.89 - awarded £1,000)

Aiming to repeat last year's highly successful Punch and Judy Festival again in 2024, on the lawns of the Royal Norfolk Hotel, with an enlarged puppetry theme and clowns. It is hoped that this will become an annual event. Applied for Grant Aid to support costs associated with the set-up and running of the Bognor Regis Puppet Fest 2024, including wet weather marquees, extra promotional material and contribution to performers.

Bognor Regis Armed Forces Day (requested £3,000 - awarded £800)

The event will mark the 80th Anniversary of D-Day, the largest ever invasion, launched on the South Coast. Veterans receiving their HM Forces Veterans Badges will be given a VIP Day out, with particular honour paid to the 260 men and women of Bognor Regis, who gave their lives during the period of the D-Day invasion. Air displays are being arranged with a WWII Hawker Hurricane having been allocated by the RAF and participation by the Chinook Display Team from RAF Odiham, is expected.

AGENDA ITEM 16

Applied for Grant Aid towards costs of BR Armed Force Day 2024, including catering for dignitaries and Veterans, event insurance, road closure sign changes, first aid, BRTC PA and sound engineer, event announcer and contribution of £500 toward flying display director (estimated to be £1,500).

Bognor Regis Carnival Association (requested £6,500 - awarded £1,200)

The theme for 2024 is "flower power - the Summer of Love", with 60/70s music. Following the same format as last year, stopping at the Arcade in the High Street for some dancing and then on to West Park for an all-day disco all day and arena fun, together with stalls including food and bar. Running from 1pm until 8pm. Applied for Grant Aid to help maintain and improve the new Carnival format including route through Town Centre and extension of hours in West Park and the entertainment offered.

Southdowns Music Festival (requested £10,000 - awarded £9,000 in Partnership Funding)

The two new innovations for 2023 (Southdowns Beer & Cider Festival plus `Up & Coming stage) were very popular and the organisers believe that they brought extra people to Town, putting Bognor Regis on the music and cultural map. Applied for Grant Aid towards costs for Music Festival 2024 including marquee hire, security/first aid, artist fees, stage hire, marketing and outreach projects aimed at promoting positive mental health.

Having looked at the list of potential recipients, it may not be possible to fully utilise the £9,800 of match-funding available for the purpose intended. The final allocation of the match-funding will therefore need to be considered with any remaining funds going into Earmarked Reserves to be used next year.

DECISIONS

Members are asked to **AGREE** the criteria for this match-funding.

Members are asked to **AGREE** which of the potential Grant Aid recipients meet this criteria to enable Officers to contact qualifying Grant Aid recipients to invite their applications.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JANUARY 2024**

**AGENDA ITEM 17 - TO CONSIDER THE AGENDA AND ARRANGEMENTS,
INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF
ELECTORS SCHEDULED FOR 11th MARCH 2024**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

The level of attendees is not usually high at the Annual Town Meeting of Electors unless there is a 'hot topic' on the agenda and the Council Chamber usually allows ample space to accommodate the low number of attendees. There were 9 members of the public present last year, not all of whom were Electors. In addition, 7 Town Councillors attended of which only 3 were Electors for the Town.

The appropriate legislation states that the Annual Parish Meeting - called the Annual Electors Meeting in Bognor Regis - must be held between March 1st and June 1st and it is usual for the meeting to be held in March in Bognor Regis. Normally at this time of year the Town Council considers the arrangements for the Annual Electors Meeting that must be held each year.

A copy of the agenda for last year's meeting is attached as **Appendix 1** for information. Consideration will need to be given to what items Members wish to be included to stimulate the debate this year.

At the Online Community Open Forum held on 3rd July 2023, numerous members of the public raised concerns around policing in the Town, including antisocial behaviour and the number of Police Officers 'on the beat'. Whilst Councillors took onboard the comments made, and responded where appropriate, it was also suggested by a Member that the Sussex Police and Crime Commissioner be invited to attend the Electors Meeting, so that members of the public could put such questions to them. Alternatively, Members may wish to consider inviting the new District Commander (Arun and Chichester), Chief Inspector Will Keating-Jones, to the Electors Meeting on 11th March 2024.

DECISIONS

The Committee is invited to: -

Consider the arrangements for this year's meeting and **AGREE** the location and confirm the time that the meeting should commence.

To consider items for inclusion on the agenda.



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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ANNUAL TOWN MEETING OF ELECTORS FOR 2023

The Annual Town Meeting of Electors will take place at **The Town Hall, Clarence Road, Bognor Regis, West Sussex** at **6.30pm for a 7.00pm start** on **Monday 13th MARCH 2023**. The Chairman of the Meeting will be the Town Mayor.

The Meeting is primarily intended for persons registered as local government electors for the Town & Parish of Bognor Regis. However, all members of the Public and Press are most welcome to attend. Any matters affecting the Parish may be discussed. County and District Councillors are being invited to attend. **Only persons registered as local government electors for the Town & Parish of Bognor Regis are entitled to vote at the Meeting.**

A G E N D A

1. Welcome by the Town Mayor and introduction of Councillors present
2. To approve and sign the **Minutes** of the Town Meeting of Electors held on Monday 14th March 2022 and any **Matters Arising**
3. To receive the **Annual Report** of the Council
4. To receive the **Accounts** of the Town Council year ending 31st March 2022 and Budget for 2023-2024
5. To consider **Resolutions** of which written notice has been given by **Friday 10th March 2023**
6. To welcome the Honorary Secretary, Dr Anya Chapman from the National Piers Society, to give a presentation on '2023 the Year of the Pier'
7. Bognor Regis Town Council's programme of events for the year
8. Open Forum with questions to Councillors/Attendees

A handwritten signature in black ink, appearing to be 'Glenna Frost', written over a horizontal line.

DATED this 27th day of February 2023

Town Clerk

Town Mayor

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JANUARY 2024**

**AGENDA ITEM 18 - TO CONSIDER DISSOLUTION OF BRTC 2 HOUR
FREE PARKING LIAISON WORKING PARTY - MIN. 76.5 REFERS**

REPORT BY ASSISTANT CLERK

FOR DECISION

At the Policy and Resources Committee Meeting held on 31st July 2023, Members unanimously agreed the appointment of a Liaison Working Party to discuss the 2 Hour Free Car Parking Scheme. Cllrs. Goodheart, Nash, Miss. Needs, Waterhouse and Woodall were subsequently appointed as the Town Council Representatives, and liaison was ongoing in relation to appointing the partnership representatives.

As reported at the Committee meeting held on 20th November 2023, in view of the Town Council no longer being a financial partner in this scheme the need for this Working Party would need to be considered and was referred to the next meeting for dissolution (Min. 76.5 refers).

DECISION

Do Members **RESOLVE** to **DISSOLVE** the BRTC 2 Hour Free Parking Liaison Working Party owing to the fact that they are no longer a financial partner in this scheme?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 29th JANUARY 2024**

**AGENDA ITEM 19 – REPORT ON TOWN CENTRE ISSUES INCLUDING ANY
REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

The BR BID Board Meeting was held on the 30th November 2023 and the following issues were discussed:

Budget update:

The agreed 2024-25 Budget had been circulated in advance and the Chair reported that difficult financial decisions had had to be made to ensure the ongoing financial viability of the BID in delivering its core commitments as detailed in the business plan. Details of the BID's 2024-25 budget will be shared with all businesses through the annual billing statement sent out with all 2024-25 levy bills by ADC.

Well Known Town:

The BR BID Team delivered "shop local" campaign, celebrating and promoting indies and the Town offer at Christmas. BRTC's Lights Switch-On event, supported by the BID, had been well attended.

There had been significant investment in the 'Love Bognor Regis' website, funded through a successful application to UKSPF, developing the hub and content for a campaign showcasing 'STORIES' about Bognor Regis People, Places and Progress.

Following approval at the Economy Committee Meeting held on 20th November 2023, the Board received an update on Arun District Council's five-year ADC Visitor Strategy. This visitor strategy identifies eight priorities, including a major piece of work around visitor accommodation and support for delivering the wayfaring project in Bognor Regis. Elected Members had also supported a further one-year campaign promoting Arun through the "Sussex By The Sea" brand. This includes cross promotion with 'Love Bognor Regis'.

Welcoming Town:

Sales of the 2 Hour Free Parking discs had launched well, with all participating businesses supplied with stock and signage in time for the 25th November go-live date.

Following the completion of community consultation stipulated by WSCC, the bench at High Street (Eastern End) would be considered by BRTC's Planning & Licensing Committee scheduled on 19th December 2023. Board Members noted the implications of removing the bench for the wider community and acknowledged that, while time consuming, the wider community consultation required by WSCC was democratic, appropriate and necessary. As no members of the community had responded to the survey, it was entirely appropriate that the final decision be made by their democratically Elected Members in an appropriate public forum, lest a decision that impacts all residents in and visitors to that area is seemingly decided by the preferences expressed by four businesses.

An update was given about ongoing, persistent antisocial behaviour at Station Square, with the potential to improve existing CCTV being explored. Funding was also being sought to replace dense foliage with a low-level planting scheme. Stakeholder partners had been updated on all activity.

Transforming Town:

An overview was given of progress on the Alexandra Theatre and Premier Inn, and the implications of recent ADC Economy Meeting decisions with respect to the ex-Brewers Fayre site, remaining Regis Centre site and The Arcade.

Over 150 designs had been submitted through excellent community engagement with the Wayfaring Workshops. In accordance with the project timeline, the design phase would be completed by 31st March 2024, and it was hoped that the first phase of installation could be expedited to September 2024. This would see delivery of Route 1, from the train station to Butlin's via Station Road, London Road, the eastern end of High Street and Clarence Road, and through The Arcade and Place St Maur heading east along the Promenade.

Empowering Business:

Board Members gave positive feedback on the new BID Team update format using Microsoft Sway, an app included in the BID's Microsoft 365 subscription. They were particularly pleased with the navigation option which allowed users to easily identify key projects of interest identified by graphics and images, enabling them to access information in bite-sized chunks.

BID Operations:

The Board congratulated the BID Team for their efforts in the BID securing accreditation by The BID Foundation on the first submission, with no requests for further information. This was a significant achievement and provides impartial evidence of the BID's organisational credibility and clear governance.

New pages had been set up on the BID's website to host all company and governance information, and a separate page for project-specific information.

Next Meeting:

The next Full Board Meeting (AGM) is scheduled to take place on 7th March 2024.

The BID publishes regular updates on all of its activity, which Members are welcome to access outside of formal reporting. Members can subscribe to all BID Communications using the form at the bottom of every page of the BID website. Alternatively, links to the latest BID Updates are publicised in the "News" section on the homepage of the BID website (www.brbrid.org).

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 29th JANUARY 2024**

AGENDA ITEM 20 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, FOR NOVEMBER AND DECEMBER 2023

REPORT BY THE ASSISTANT CLERK

FOR NOTING

As valued funding partners for the 7/7 Community Warden service, the purpose of this report is for the BID (who carry out the day-to-day management of the third-party contract) to provide regular updates including key performance indicators for the information of BRTC Elected Members.

Attached as **Appendices 1** and **3** is an overview for the months of November and December 2023. A summary of business interactions for each month are attached as **Appendices 2** and **4**. It should be noted that businesses in the core retail area are much bigger targets for business crime hence the frequency of interactions with the Community Warden.

It does not yet reflect all locations the Community Warden has covered as part of their patrol. The BID is currently trialling a new "tracking" facility to evidence the Warden's routes, which will be shared at the earliest opportunity.

DECISION

Members are asked to **NOTE** the Monthly Community Warden Report, from the Bognor Regis BID, for November and December 2023.



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 19.01.24

As valued funding partners for the 7/7 Community Warden service, the purpose of this report is for the BID (who carry out the day to day management of the third party contract) to provide regular updates including key performance indicators for the information of BRTC Elected Members.

CONTRACT DELIVERY REPORTING MONTH: NOVEMBER 2023

Number of days in month: 30

Total number of hours contracted (number days x 8 hours per day) : 225 (allowing 30 min lunch break)

Total number of hours delivered (recorded on invoice) : 248

Explanation for any variation between contracted hours and delivered hours:

Extra support for businesses (including extended shift during BRTC Lights Switch On Event, 25.11.23)

KEY PERFORMANCE INDICATORS:

Number of engagements with business representatives: 929

Number of businesses engaged with: 49

Number of incidents reported on DISC: 4

£ value of stock recovered: £2,240.07

Number of public realm issues reported: 0

Any other feedback:

Please note that statistics now reflect interactions with 7 day per week wardens. Interactions reported here are where the warden has physically entered a business premises to check all is well, or responded to a call for support from a specific business. It does not yet reflect all locations the Community Warden has covered as part of their patrol.

Distribution of 'Interaction With' for each 'Employer'

Interaction With	Employer	Count of Interaction With
SWL Community Warden	Poundland	82
	Boots Uk Ltd Store (47 London Rd)	68
	Morrisons	61
	Sports Direct	58
	Savers Health & Beauty Ltd	57
	JD Sports	49
	Tesco Express (Station Rd)	46
	New Look Retailers Ltd	31
	Kids Stuff Limited	29
	Superdrug Stores Plc	28
	Unique Workwear Printing	27
	SOURCED	26
	Holland & Barrett Ltd	25
	Costa Coffee (London Road)	24
	Peacocks	24
	Edinburgh Woollen Mill	23
	Cards Direct	22
	Robert Dyas Ltd	19
	Iceland Frozen Foods Ltd	18
	Grandads Front Room CIC	18
	Bon Marche	16
	The Cat and Rabbit Rescue Centre	15
	The Works Stores Limited	14
	Greggs Plc	14
	Scope	12
	Cash Converters	11
	Claire'S Accessories (Uk) Ltd	11
	W H Smith Plc	11
	Reynolds Ltd + Storage + Funeral Directors	10
	Coconut Fancy Dress	8
	Grapetree	8
	Network Rail	7
	Chestnut Tree House	7
	Subway	7
	Yours Clothing	6
	Silver News	5
	Trident Menswear	5
	Meridian Beds	4
	Consol Sun Centre	4
	Dexters Pharmacy	4
Card Factory	3	
Clark's Shoes	3	
Bubbles Bargain World	2	
JW Sports Ltd	2	
Library	1	
Shoe Zone Limited	1	
CEX	1	
London Stores	1	
London Road Coffee Shop	1	
SWL Community Warden Total		929
Grand Total		929



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 19.01.24

As valued funding partners for the 7/7 Community Warden service, the purpose of this report is for the BID (who carry out the day to day management of the third party contract) to provide regular updates including key performance indicators for the information of BRTC Elected Members.

CONTRACT DELIVERY REPORTING MONTH: DECEMBER 2023

Number of days in month: 31

Total number of hours contracted (number days x 8 hours per day) : 232.5 (allowing 30 min lunch break)

Total number of hours delivered (recorded on invoice) : 224

Explanation for any variation between contracted hours and delivered hours:

No provision on Christmas Day.

KEY PERFORMANCE INDICATORS:

Number of engagements with business representatives: 998

Number of businesses engaged with: 53

Number of incidents reported on DISC: 11

£ value of stock recovered: £1,548.64

Number of public realm issues reported: 0

Any other feedback:

Please note that statistics now reflect interactions with 7 day per week wardens. Interactions reported here are where the warden has physically entered a business premises to check all is well, or responded to a call for support from a specific business. It does not yet reflect all locations the Community Warden has covered as part of their patrol.

Distribution of 'Interaction With' for each 'Employer'

Interaction With	Employer	Count of Interaction With
SWL Community Warden	Poundland	90
	Boots Uk Ltd Store (47 London Rd)	85
	Sports Direct	80
	Morrisons	65
	Kids Stuff Limited	57
	JD Sports	52
	Savers Health & Beauty Ltd	42
	New Look Retailers Ltd	41
	Claire'S Accessories (Uk) Ltd	39
	Peacocks	39
	Holland & Barrett Ltd	32
	Superdrug Stores Plc	28
	Cards Direct	25
	Costa Coffee (London Road)	24
	Robert Dyas Ltd	22
	Unique Workwear Printing	22
	The Works Stores Limited	22
	Yours Clothing	21
	Edinburgh Woollen Mill	20
	Tesco Express (Station Rd)	18
	London Road Coffee Shop	17
	W H Smith Plc	16
	Grandads Front Room CIC	13
	Network Rail	12
	Bon Marche	11
	Card Factory	10
	Grapetree	10
	Meridian Beds	10
	Chestnut Tree House	7
	Clark's Shoes	7
	Cafe Central	6
	Scope	6
	Greggs Plc	6
	Iceland Frozen Foods Ltd	5
	Coconut Fancy Dress	5
	Dexters Pharmacy	4
	The Cat and Rabbit Rescue Centre	4
	SOURCED	4
	Boutique Roma	3
	Shoe Zone Limited	3
Silver News	2	
Cash Converters	2	
The Salvation Army	1	
Bubbles Bargain World	1	
Stonepillow	1	
Polkadot Stripes	1	
British Heart Foundation	1	
3 Store	1	
Timpson Ltd	1	
Rspca Sussex Chichester And District Branch	1	
Reynolds Ltd + Storage + Funeral Directors	1	
Subway	1	
Mobility And Comfort Limited	1	
SWL Community Warden Total		998
Grand Total		998

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 29th JANUARY 2024**

AGENDA ITEM 21 - FINANCIAL REPORTS INCLUDING: -

REPORT BY ASSISTANT CLERK

FOR DECISION

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF DECEMBER 2023 - COPIED TO COUNCILLORS**

The financial reports for the month of December 2023 are being copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF NOVEMBER AND DECEMBER 2023 UNDERTAKEN BY THE CHAIR OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS**

BACKGROUND

As part of the Council's Financial Regulations under the Accounting and Audit (Internal and External) heading it states as follows:

'On a monthly basis and at each financial year end, the Chair or Vice-Chair of the Finance Committee shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions and noted by the Finance Committee.'

In line with this requirement, the Chair of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of November and December 2023.

DECISIONS

To **NOTE** receipt of the financial reports for the month of December 2023.

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 2023, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JANUARY 2024**

AGENDA ITEM 22 - CORRESPONDENCE

FOR INFORMATION

1. The Sussex Police and Crime Commissioner – Wishing you all a safe and happy festive season – Circulated to all Councillors 22.12.2023
2. Arun Weekly Bulletin – Circulated to all Councillors 22.12.2023
3. Arun Weekly Bulletin – Circulated to all Councillors 29.12.2023
4. Heather Perrott next international film at Picturedrome Cinema – Circulated to all Councillors 30.12.2023
5. Correspondence from Derrick Chester regarding the setting of the Town Council Budgets 01.01.2024
6. VAAC Funding Focus January 2024 – Circulated to all Councillors 02.01.2024
7. WSCC Minutes Cabinet Meeting 28th November 2023 – Circulated to all Councillors 02.01.2024
8. West Sussex Mind 03.01.2024
9. St Wilfrid's Hospice newsletter – Circulated to all Councillors 05.01.2024
10. GTR Planned Tube strikes will affect some Great Northern, Thameslink and Southern services within London next week – Circulated to all Councillors and on social media 05.01.2024
11. The Sussex Police and Crime Commissioner – Police operation tackles high street crime – Circulated to all Councillors 05.01.2024
12. Sussex Alerts – The Little Book of Big Scams – Circulated to all Councillors and on social media 07.01.2024
13. Clerks & Councils Direct January 24 issue no 151 08.01.2024
14. NALC Jobs listings 08.01.2024
15. GTR Update following the cancellation of London Underground industrial action – Circulated to all Councillor and on social media 08.01.2024
16. Sussex Alerts – Met Office Amber Cold Warning – Circulated to all Councillors and on social media 08.01.2024
17. WSCC newsletter – Circulated to all Councillors 08.01.2024
18. Sussex Alerts – Newsletter for Neighbourhood Watch supporters – Circulated to all Councillors 08.01.2024
19. NALC Newsletter 10.01.2024
20. West Sussex Mind 2024 Self-Harm Training for Professionals and Volunteers 10.01.2024
21. VAAC fortnightly e-bulletin – Circulated to all Councillors 11.01.2024
22. Parish Online Newsletter 11.01.2024
23. Sustainability Bulletin: January 2024
24. NALC Chief Executive's Bulletin 11.01.2024
25. St Wilfrid's care and compassion this February donation request 11.01.2024
26. Sussex Alerts Recruitment for 999/101 contact handlers – Circulated to all Councillors and on social media 11.01.2024
27. Futurform – Rock salt prices 12.01.2024
28. The Sussex Police and Crime Commissioner – Additional funding helps to bolster Sussex's Immediate Justice scheme – Circulated to all Councillors 12.01.2024
29. NALC Job Listings 15.01.2024

30. Correspondence from David Hewings – who are these Bognor Regis Heros – Circulated to all Councillors and on social media 15.01.2024
31. Bognor Regis BID Get involved in how your town looks and feels! – Circulated to all Councillors 15.01.2024
32. NALC Events – Previously forwarded to all Councillors 16.01.2024
33. West Sussex Mind News update 16.01.2024
34. The Regis News 16.01.2024
35. NALC Newsletter 17.01.2024
36. NALC Chief Executive's Bulletin – Circulated to all Councillors 18.01.2024
37. Sussex Alerts Extended Amber Cold Weather Alert – Circulated to all Councillors 18.01.2024
38. Bognor Regis Town Centre: Occupancy rates, usage and footfall reports for 2023 – Circulated to all Councillors 18.01.2024
39. Vision ICT Newsletter 19.01.2024
40. Twinning minutes for January and February agenda 19.01.2024
41. WSCC Budget 2024/25 – Circulated to all Councillors 18.01.2024
42. Environment & climate change newsletter – January '24 edition – Circulated to all Councillors 19.01.2024
43. WSCC Met Office Amber Wind Warning posted on social media 19.01.2024
44. Sussex Alerts Fraud Newsletter – Circulated to all Councillors and on social media 19.01.2024
45. Charity lunch invitation from Natasha Mills (MSH) – Circulated to all Councillors 19.01.2024
46. SSEN moves to Yellow Alert status in central southern England ahead of Storm Isha - Circulated to all Councillors and on social media 19.01.2024
47. The Sussex Police and Crime Commissioner Sussex Police 101 waiting time sees huge improvement – Circulated to all Councillors 19.01.2024
48. NALC Job listings 22.01.2024
49. Storm Isha update for central south England from SSEN Distribution – Circulated to all Councillors and on social media 22.01.2024
50. WSALC Locum required – Southwater Parish Council 22.01.2024
51. WSCC Cabinet Agenda 30 January 2024 – Circulated to all Councillors 22.01.2024