



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 25th MARCH 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 25th March 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 18th DAY of MARCH 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 29th January 2024
5. ADJOURNMENT for public question time and statements
6. Clerk's report from previous Minutes
7. Update and consideration of proposals for Town Centre Events – Report from the Events Officer (if available)
8. Final update and ratification of expenditure on Events Programme for 2023
9. To receive the Town Force Report
10. To ratify release of 2024-2025 Partnership Funding for CCTV, Bognor Regis Seafront Lights (Year 1 of 3), Southdowns Music Festival (Year 1 of 3), Bognor Regis Heritage & Arts Partnership Board (Year 1 of 3), Bognor Regis Regeneration Board, and Town Centre Warden
11. Balance of Partnership Funding 2024-2025, and to consider a request from Arun Arts Ltd.
12. To Note that the allocation of Grant Aid Funding awarded to the Town Show has been declined and consider any reallocation
13. To consider request from the RN Association for the Council to reconsider its position in relation to the level of 2024 Grant Aid funding awarded to the Armed Forces Day Event
14. To consider 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 – Min. 123 refers
15. To consider the Town Council's participation in Bognor Regis Carnival and Bognor Regis Seafront Lights' ILLUMINATE Bognor event, as proposed Cllr. Wells, and to identify an appropriate budget if necessary
16. To consider any recommendations from the Environmental and Leisure Committee in relation to expenditure of the Publicity and Promotions Budget and to agree future process
17. Report on Town Centre Issues including any reports on meetings with the BID Management Board
18. To receive and note the Monthly Community Warden report, from the Bognor Regis BID, for January and February 2024
19. To receive and consider a draft Service Level Agreement in relation to Business Wardens – Mins. 97 and 98.4 refer
20. To consider adoption of the Wayfinding Strategy referred from Council Meeting held on 4th March 2024 – Min. 170 refers
21. Councillors' Allowances – to Note the increase in the Basic Parish Allowance following the recent review of ADC's Independent Remuneration Panel. Also to consider whether to increase BRTC's Councillors' Allowances up to a maximum of £663.80 per annum (equating to 10% of the District Basic Allowance) with effect from 1st April 2024
22. Rolling Capital Programme including: -
 - To ratify expenditure of £620.83 excluding VAT for a replacement alarm system at the Town Force lock-up
23. Financial Reports including: -
 - To note Committee I&E Reports for the month of February 2024 - 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 January and February 2024, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations

24. Correspondence

25. To resolve to move to Confidential Business (S.O. 3d) – (contractual)

26. Town Force: Note of outstanding debtors

Agenda item **26** will contain confidential items and require a resolution to exclude public and press.

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 29th JANUARY 2024

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, S. Goodheart (during Min. 110), Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, P. Wells and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
2 Members seated in the public gallery
3 members of the public

The Meeting opened at 6.32pm

108. 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.

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

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

110. 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. Wells declared an Ordinary Interest in Agenda item 16 as a member of the Bognor Pier Trust CIC

Cllr. Goodheart arrived at the Meeting

Cllr. Woodall declared an Ordinary Interest in Agenda item 16 as the Town Council appointed Representative to the Bognor Regis Carnival Association

Cllr. Goodheart declared an Ordinary Interest in the event that Rox was discussed

111. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th DECEMBER 2023 AND THE EXTRAORDINARY MEETING HELD ON 8th JANUARY 2024

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 11th December 2023 and the Extraordinary Meeting held on 8th January 2024 and these were signed by the Chair.

112. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.34pm

Two members of the public spoke in relation to Grant Aid 2024 applications that they had each submitted to the Town Council and referenced the level of funding that they had been awarded. Both speakers stated that without additional funding from the Town Council, it may not be possible for their events to go ahead.

Another member of the public spoke about the lack of lighting during the Christmas period in Queensway, Hotham Park, and along the seafront, including the bandstand. They also asked that the matter of inadequate lighting on Place St Maur be considered as a future Agenda item.

In response to the points raised concerning Grant Aid 2024 funding, Members commented that the Town Council was not the only stream of funding available to event organisers and suggested that these other avenues be explored. The possibility of helping other organisations, supported by Grant Aid, to obtain match-funding was also raised with comment made that whilst this was something that the Town Council would welcome requests for, this funding would always be subject to the Council's resource availability.

A Member seated in the public gallery briefly mentioned the Christmas Switch-On, to be discussed under Agenda item 7. However, the Town Clerk informed Members that, unfortunately, the Events Officer was unwell and would, therefore, be suggesting that the item be deferred until the Officer was able to attend a future meeting. Following a query from a Councillor, the Chair invited Members to email any feedback in reference to the Switch-On event to him, which he would then collate and pass on to the Events Officer to assist with the review. The same Member also mentioned a meeting that was due to be held to discuss the Christmas lights. The Clerk confirmed this to be the case and asked Members to email any questions for the contractor to her, prior to the meeting.

Referring to the request from the member of public for there to be more lighting on Place St Maur, the Vice-Chair suggested that Cllr. Goodheart, District Councillor for Hotham Ward, took this matter up with Arun District Council with a proposal that lighting could be attached to the hoarding that would likely be installed during the forthcoming redevelopment work to the theatre, adjacent to Place St Maur. Cllr. Goodheart was of the opinion that an approach from the Town Council would be stronger.

The Chair reconvened the Meeting at 6.51pm

113. CLERK'S REPORT FROM PREVIOUS MINUTES

113.1 20th November 2023 – Min. 76.2 New location for the Model Bathing Machine

Unfortunately, notification had been received by the Local History Society from the General Manager of The Royal Norfolk Hotel to inform them that after thorough consideration, as a company they had decided to decline the request to locate the Model Bathing Machine on a pole in the corner of the grounds of the hotel. The management had come to the conclusion that the proposed "object" was too large and may compromise the dignified manner their hotel had always maintained in Bognor Regis. Whilst respecting their decision, the news was very disappointing for the History Society who had already spent a significant amount of money on professional and planning application fees based on a previous verbal consent.

The project would therefore now be put into abeyance until an alternative location could be identified.

113.2 20th November 2023 – Min. 76.6 Community Banking Hub

Following Members previous agreement to write to Arun District Council, as Landlord of Bognor Regis Town Hall, to request that they consider the provision of a community banking hub in the building, the following response had been received from Karl Roberts, Interim Chief Executive and Director of Growth: -

“As you will be aware, the Council has decided to conduct a review of our future accommodation needs including the Town Hall. We now anticipate that this work will largely be undertaken during 2024. As a result, it would be prudent not to commit to any specific project involving the possible use of some of the Town Hall before the outcome of that review is known. I trust your members will appreciate the logic of such a decision at this time.”

113.3 20th November 2023 – Min. 76.7 Two-Hour Free Parking Disc Scheme

Following Members decision to disagree with entering into a new two-year agreement, based on the proposals for changes to the scheme in Bognor Regis, it was reported at the last meeting that a request had been received from ADC to nominate two named BRTC representatives to sit on the ADC Working Party with the first meeting of this Working Party taking place on Monday 5th February 2024. As the Town Council were no longer funding partners in the Free Parking Scheme, confirmation was being sought by the Clerk regarding whether this was still applicable. Confirmation had been received from ADC that the decision made by the ADC Environment Committee on the 7th September 2023 still stood and the Town Council were invited to nominate two named representatives to sit on this Working Party. The decision regarding the named representatives had already been taken by the Council at the Extraordinary Town Council Meeting on 3rd October 2023 – Min. 98 refers where it was agreed that the Mayor and the Chair of the Policy and Resources Committee would be the Town Council Representatives. ADC has been advised accordingly.

113.4 20th November 2023 – Min. 77 Graffiti in the Town and letter to Sussex PCC

Members were reminded that it was agreed to write a letter to the Sussex PCC to highlight the Council’s concerns in relation to the ongoing issue of graffiti in the Town. In response the Clerk had been advised that a copy of the Council’s letter had been forwarded to the new District Commander (Arun and Chichester), Chief Inspector Will Keating-Jones so that he was aware, and he would arrange to meet with Town Council officers to discuss how we can work together on this issue. Whilst there is no additional funding available through the Sussex PCC at this time, it was suggested that an approach could be made to the Community Safety Partnership for extra funding. The new Immediate Justice project was also referenced which is being supervised by Superintendent Andy Saville which he would be happy to discuss with the Town Council. The Town Force Manager will make contact to see if this is something that can be progressed. A copy of the Clerk’s

letter and the full response received from The Office of the Sussex Police & Crime Commissioner had been copied to Councillors under separate cover for their information.

113.5 11th December 2023 – Min. 98.5 Arun-wide Business Crime Reduction Partnership (BCRP)

Following Members decision not to support the request from ADC for the Town Council to financially contribute towards a BCRP initiative, the Clerk advised the ADC Community Safety Officer, Wellbeing and Communities of the decision taken and supplied an excerpt from the Minutes of the meeting for their reference and to reflect some of the discussion held. A response was received from the ADC Officer as follows: -

"I note the comment that "some members personally involved with the Disc system spoke of a perceived apathy amongst business users in Town who feel no action comes from reporting." This is a shame, as the proposed scheme is targeted at changing that by having a BCRP Manager who would drive action and feedback from relevant agencies to highlight the importance of reporting business crime and outcomes.

We will take a collective discussion at the next meeting to see whether this proposal can proceed as it was set out, or if an alternative arrangement may be taken forward."

113.6 8th January 2024 – Mins 106.1 and 106.2 Partnership Funding and Criteria

Following the decision taken at the last meeting to support Bognor Regis Seafront Lights and Southdowns Music Festival with a new three-year Partnership Funding Agreement on a decreasing scale, both organisations had been written to with details of the Committee's decision and provided with a new 'Funding Agreement' for signing. The Chairman of Southdowns Music Festival had already returned a signed copy of the agreement which had been countersigned and a copy returned for their records. A signed copy of the agreement from Bognor Regis Seafront Lights was awaited.

113.7 30th October 2023 – Town Council Min. 116 'Class B' Membership to the Bognor Regis BID

Following agreement at the September Town Council Meeting that the Council apply to become a 'Class B' member of the Bognor Regis BID, Members considered at their meeting in October the appointment of a Representative to be nominated as a 'Class B' member to the Bognor Regis BID, on behalf of the Town Council, and a Reserve Representative, to act as the named proxy, should the Representative be unavailable. Having submitted the application to the Bognor Regis BID along with a cheque for £120 as the voluntary membership fee including VAT, correspondence had been received from the Bognor Regis BID Ltd Board of Directors in response. The letter indicated that Directors interpreted the Town Council's application as more appropriate to "D" class Membership.

However, their membership document reflects that “To maintain political neutrality, no application for “D” class membership will be approved for individuals holding an elected public office.” As a stakeholder partner, rather than a commercial entity, and in light of the existing formal representation on the BID Board, Directors agreed that BRTC’s application for voluntary levy payer status was unnecessary and outside the BID’s remit to represent business interests.

As such, Directors unanimously declined to accept the membership application and the voluntary membership fee returned. The full response received from Bognor Regis BID Ltd Board of Directors had been copied to Councillors under separate cover for their information.

113.8 2nd January 2024 – Town Council Min. 146 BRTC 2024/25 Precept and Annual Budget Turnover requirement to qualify to be a Member of NALC Super Councils’ Network

Members were reminded that the Town Council’s Precept requirement for 2024/25 was set at £999,504 at the last Council Meeting held on 2nd January 2024 compared to £1,009,819 in the previous year. Having received correspondence from the Policy Manager at NALC seeking confirmation of the Council’s Precept level for this year, it had been confirmed that owing to the reduction in the Precept, BRTC no longer qualified to be on the NALC Super Councils’ Network for the 2024-25 financial year. The Super Councils’ Network is for the largest local councils which have an annual Precept of over £1m or an annual turnover of over £1.5m.

114. TO REVIEW THE CHRISTMAS SWITCH-ON EVENT 2023

In the absence of the Events Officer, it was **AGREED** to **DEFER** this item until the next meeting with Members asked to email any feedback to the Chair prior to this, which would be passed on to the Events Officer.

115. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2024 INCLUDING RATIFICATION OF DECISIONS WHERE REQUIRED

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

Having spoken favorably about previous Carols in the Park events, Members unanimously **AGREED** to **SUPPORT** in **PRINCIPLE** the Events Officer entering into discussions regarding working collaboratively with Arun Arts Ltd, and other organisations, to reinstate the 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.

116. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR EXTERNAL TOWN EVENTS 2024 – REPORT BY EVENTS OFFICER

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

The fact that the Town Council supported local events with Town Force time was welcomed, with comment made that it was important for the public to know that the Council also supports events in kind, on top of monetary funding.

Members unanimously **AGREED** the recommended Town Force hours for 2024 external town events.

117. 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

The Assistant Clerk's report was **NOTED**.

Whilst the lapel badges to commemorate this significant anniversary were considered a good idea, with a limited budget in the Civic Fund, Members **DISAGREED** that the Town Council should purchase one for all Councillors and staff. Instead, the link to buy the lapel badges would be circulated to all Members with anyone wishing to have one of the badges purchasing it themselves.

118. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was **NOTED**.

A Member expressed astonishment at the high number of hours that the Council's Town Force team spent removing graffiti in the Town during the month of August 2023.

119. 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

The Town Clerk's report, and the Internal Audit Report 2023/24 (Interim), was **NOTED**.

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and unanimously **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2024/25 to the Town Council.

120. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

The Assistant Clerk's report including the appendices was **NOTED**.

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

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

121. 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

The Assistant Clerk's report, and the attached 2023 Health & Safety Inspection Safety Action Plan for the Town Hall and Town Force Lock-Up, was **NOTED**.

122. TO CONSIDER AND AGREE ANY ACTION IN RESPONSE TO REPAIRS REQUIRED TO A WALL AT THE SOUTHERN END OF GLOUCESTER ROAD

The Assistant Clerk's report was **NOTED**.

The long-term damage to the wall in Gloucester Road was discussed, including the persistent ambiguity as to who had responsibility for its repair and maintenance.

With the estimated cost for rebuilding the wall in the region of £2K-£2.5K plus VAT, including labour and materials, it was unanimously **RESOLVED** to give the Town Clerk Delegated Authority to actively investigate the possibility of working in partnership with ADC and Butlin's. It was hoped that an agreement could be reached to share the cost of progressing this to a satisfactory conclusion and get this long outstanding matter resolved and the wall rebuilt.

123. TO CONSIDER THE CRITERIA AND CONDITIONS TO BE MET IN RELATION TO ADC MATCHFUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS AND IDENTIFY QUALIFYING RECIPIENTS

The Assistant Clerk's report was **NOTED**.

Cllrs. Wells and Woodall redeclared their Ordinary Interests

The Chair summarised the criteria previously used, as set out in the report, that would qualify event organisers as being eligible to potentially receive match-funding. The funds available, totaling £9,800, were to be 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.

Members agreed that the considerations upon which last year's further grant funding was released, were applicable to the match-funding on offer this year. The eligible event organisers for 2024, to whom Grant Aid had already been awarded, would need to meet the following: -

- 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 **AGREED** that Bognor Pier Trust CIC, Bognor Regis Armed Forces Day, 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 2024, be written to and invited to apply for this additional funding, up to the value of the Grant Aid award previously received. They would be 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 would also be encouraged to put forward one or more differently costed options to enhance their event so that when considering the applications, the Town Council can seek a maximum return for the investment.

124. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 11th MARCH 2024

The Assistant Clerk's report including the appendix was **NOTED**.

In view of the low level of attendees at Electors Meetings in recent years, it was not deemed necessary to source a large venue at cost when the Town Hall would likely accommodate the numbers expected.

Following concerns raised by members of the public around policing in the Town, shared with Councillors during an Online Community Open Forum in July 2023, it had been suggested that the Sussex Police & Crime Commissioner be invited to speak at the next Annual Town Meeting of Electors. However, it was proposed to invite the new District Commander (Arun and Chichester) from Sussex Police, Chief Inspector Will Keating-Jones, as an alternative to the PCC.

Other suggested speakers included Karl Roberts, ADC's Interim Chief Executive and Director of Growth, to provide an update on the Alexandra Theatre, the Resort Director from Butlin's, and the Lord-Lieutenant of West Sussex.

Members **RESOLVED** to **AGREE** that Chief Inspector Will Keating-Jones be invited in the first instance, to introduce himself as the new District Commander (Arun and Chichester) and to take questions at the Annual Town Meeting of Electors, with the other suggested invitees kept in mind. The meeting will be held in the Council Chamber at Bognor Regis Town Hall on 11th March 2024, whereby doors will open at 6.30pm and the meeting to commence at 7pm.

125. TO CONSIDER DISSOLUTION OF BRTC 2 HOUR FREE PARKING LIAISON WORKING PARTY – MIN. 76.5 REFERS

The Assistant Clerk's report was **NOTED**.

Members unanimously **RESOLVED** to **DISSOLVE** the BRTC 2 Hour Free Parking Liaison Working Party owing to the fact that they are no longer a financial partner in the scheme.

Cllr. Oppler left the Meeting

126. REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

The Assistant Clerk's report was **NOTED**.

127. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, FOR NOVEMBER AND DECEMBER 2023

The Assistant Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of November and December 2023, was **NOTED**.

128. FINANCIAL REPORTS INCLUDING: -

The Assistant Clerk's report was **NOTED**.

128.1 To note Committee I&E Reports for the month of December 2023 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of December 2023.

128.2 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

The verification of bank reconciliations as detailed was **NOTED**.

Cllr. Oppler returned to the Meeting

129. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the list previously circulated.

The Clerk read aloud an email received from the Bognor Regis Carnival Association in relation to the level of funding that they had been awarded by the Town Council following their application to Grant Aid 2024 to support their event. The email stated that having been awarded less money than they had applied for, it was possible that the Carnival would not go ahead this year unless the Town Council were able to offer further funding to them.

Cllr. Goodheart left the Meeting

As the request could not be immediately discussed, owing to it not being on the Agenda, the Clerk suggested that an Extraordinary Meeting of the Policy and Resources Committee be called to allow the request to be considered quickly.

Following a vote, Members **DISAGREED** that an Extraordinary Meeting should be called to consider the request from the Bognor Regis Carnival Association for more funding from the Town Council. Cllr. Woodall **ABSTAINED** from voting and asked that this be recorded in the Minutes.

The Meeting closed at 7.44pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

AGENDA ITEM - 7. UPDATE AND CONSIDERATION OF PROPOSALS FOR TOWN CENTRE EVENTS

REPORT BY EVENTS OFFICER

FOR DECISION

TOWN CENTRE EVENTS PROPOSAL

BUDGET £6,000

REMIT: TO INCREASE FOOTFALL INTO THE TOWN CENTRE

To increase the footfall and to encourage return visitors to the Town it is suggested that two events take place within the school summer holidays as opposed to just one, one at the start of the holidays and one at the end.

As footfall over the weekends is already quite high, and with Mondays and Fridays being Butlins changeover days, it is the Officer recommendation that the two events take place midweek.

Suggested dates are Wednesday 31st July and Wednesday 21st August taking place in the Town Centre; High Street within a road closure from York Road to Lyon Street, with extensions up into London Road

The event proposal is two mobile bike events, with Europe's leading stunt team, with a selection of World champions and British Champions performing.

Event 1: The first event will comprise of the UK's leading freestyle BMX bike stunt team performing breathtaking stunts including backflips, tailwhips and 360 spins. Four performances of 30 minutes each throughout the day. FREE meet & greet, athlete signed posters and show giveaways happen after every performance. The world's best athletes will be in attendance, performing all the tricks the crowd want to see.



AGENDA ITEM 7

Event 2: The second event would be run in a similar way, but the stunt show would be completely different. The **Pedal Power V Parkour** show pitches the Parkour athlete against the Mountain bike Trials rider with both athletes doing their best to win over the crowd in an effort to be crowned the crowd's favourite. The only show of its kind in the UK. The show combines two wheeled stunt riders and free runners in a choreographed performance where you can expect to see double backflips from free runners featured on **Britain's Got Talent**. Four performances of 30 minutes each throughout the day. FREE meet & greet, athlete signed posters and show giveaways happen after every performance. The world's best athletes will be in attendance.



Running alongside both events will be a participation have-a-go area '**Action Wheels**' which is suitable for participants from 2 years of age right through to adults. There will be a wide range of equipment for ages and sizes. The course is set out so that there is something fun for everyone. This operates all day with short breaks while the stunt show team are performing.



AGENDA ITEM 7

The cost of all four shows across the two days with full First Aid & Security is £6,000.00.

Members are asked if they **AGREE** for the Mobile Bike Events to be booked. Or would Members like the Events Officer to look into any other options for the Town Centre events that may be proposed by Members.

DECISION

Do Members **AGREE** for the Mobile Bike Events to be booked in at a cost of £6,000.00 or wish to suggest an alternative event?

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024

AGENDA ITEM 8 - FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2023

REPORT BY THE EVENTS OFFICER

FOR INFORMATION AND NOTING

Members are asked to note the combined finances for the main Town Council events in 2023 namely, Drive Through Time, Proms in the Park, Coronation, Book Day, Hampshire Avenue Fun Week, Funshine Days incorporating World Oceans Day and the Christmas Light Switch-On event.

The total combined budget for the above events was £43,327.00 and when expenditure of £46,524.56 and income of £3,201.92 are taken into account, the result is an underspend of £4.36 (as shown in the breakdown attached to this report as **Appendix 1**).

FOR NOTING

Members are asked to **NOTE** the finances for the main Town Council events in 2023 resulting in an underspend of £4.36.

2023 EVENT	BUDGET	EXPENDITURE	INCOME	UNDERSPEND	OVERSPEND
FUNSHINE DAYS	£5,000.00	£5,214.00			£214.00
PROMS IN THE PARK	£3,000.00	£2,771.09	£333.79	£562.70	
CORONATION	£15,000.00	£15,197.53	£150.00		£47.53
BOOK DAY	£4,000.00	£4,881.94	£450.00		£431.94
DRIVE THROUGH TIME	£4,000.00	£6,411.85	£2,018.13		£393.72
HAMPSHIRE AVENUE FUN WEEK	£5,327.00	£5,306.10		£20.09	
SWITCH ON	£7,000.00	£6,742.05	£250.00	£507.95	

£43,327.00 £46,524.56 £3,201.92 £1,090.74 £1,087.19

TOTAL COMBINED BUDGETS	£43,327.00
TOTAL EXPENDITURE	£46,524.56
TOTAL INCOME	£3,201.92
TOTAL UNDERSPEND	£4.36

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

AGENDA ITEM 9 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Immediate Justice Scheme (IJS)

An online meeting with Chief Inspector Will Keating-Jones (District Commander for Arun and Chichester) and Superintendent Andy Saville (Immediate Justice Lead) was held on 16th February 2024. The Town Council was represented by the Town Clerk, Assistant Clerk and Town Force Manager.

The Town Force Manager informed the Police representatives of the struggles faced by Town Force, in keeping the town clear of graffiti over the last 12 months, and the lack of Police support in tackling this blight. Chief Inspector Will Keating-Jones responded by stating that summer 2023 had been a challenging one for the force, not only due to the absence of a District Commander but also due to a lack of resources where most of the Police Officers had to be deployed on the frontline to deal with emergencies. However, the situation was now improved following a successful recruitment campaign (80-100 new Officers recruited) and a new Grading Policy in place.

Superintendent Andy Saville provided an overview of the IJS which can also be accessed here: - <https://www.sussex-pcc.gov.uk/our-priorities/partnership-working/immediate-justice/>. IJS, through its Out of Court Disposal options, makes offenders undertake visible, practical and meaningful activities, such as graffiti removal, litter picking or maintaining public spaces, repairing the harm and damage they have caused. The reparative/restorative activity can only be undertaken with the offender's agreement and should it be declined, there are alternative, harsher means of dealing with the offender (going to court or paying a fine for example). Brighton & Hove was chosen as a test location and since July 2023, there have been 66 cases with only 3 offenders refusing to engage which was felt to be a success by the Police. IJS for 12–17-year-olds is already in operation in Sussex, with plans to roll it out to adults from the beginning of May 2024. Sussex Police has already received £1 million of government funding to develop and deliver IJS in this financial year, with another £1 million promised for the next financial year. Please note that the Town Council received funding of £3,000 through Arun's Antisocial Behaviour Team (as reported at the 5th June 2023 meeting).

Chief Inspector Will Keating-Jones emphasised the importance of reporting crime as the force is data driven and patrols will only be allocated to areas once they have been identified as crime hotspots.

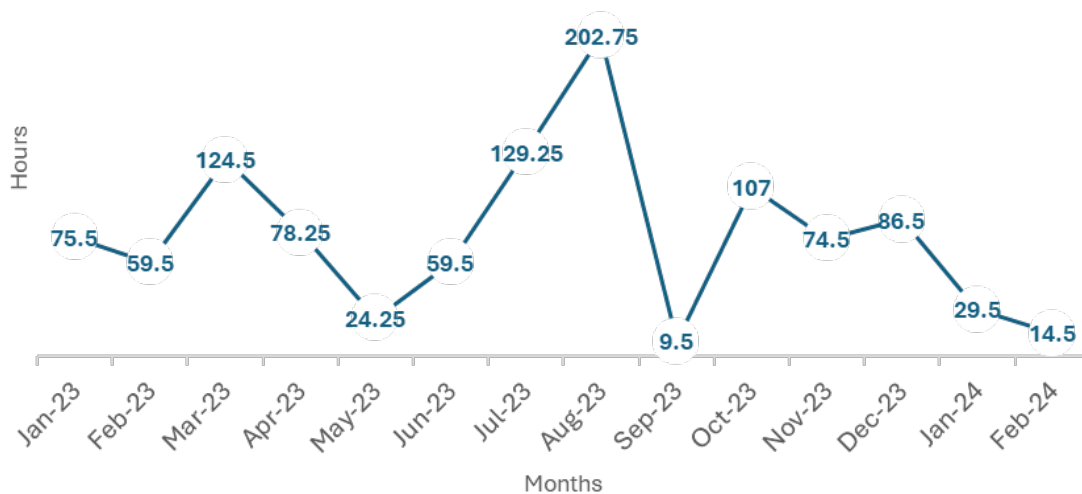
With the graffiti situation being under control since the New Year, those present agreed to monitor the situation and, in the meantime, devise a plan of action should an outbreak occur. The Town Council will be provided with a single point of contact, most likely a PCSO backed up by a warranted Police Officer.

Graffiti

Town Force removed a large tag from the rooftop of Wannops in the High Street using the cherry picker. The team has also dealt with small incidents that they noticed on their travels around the town.

The three WSCC subways are full of graffiti which will cost in excess of £3,500 to remove. WSCC are being put under pressure to either provide Town Force with additional funding to remove or to arrange removal through another contractor. It has been made clear to WSCC that the Town Council is not in a position to cover the removal cost.

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



Town Force Accommodation

The neighbouring unit has suffered water ingress into their office and upon closer investigation, it would seem that the water may have been coming from the gulley of the TF unit, where it meets the side wall of the neighbouring unit. TF carried out a temporary repair which initially seemed to have worked. Unfortunately, a week later, water started getting in again. A builder attended and quoted £3,500 to waterproof the gulley. Just as the quote was received, the tenant of the neighbouring unit has asked their own maintenance team to investigate and fix the problem. The TF Manager continues to liaise with the Director of the Company.

With the landlines going digital in 2025, the burglar alarm at the yard had to be upgraded to operate through either a SIM card or broadband. Due to the system being 20+ years old and suffering from intermittent issues, it was more economical to have a new alarm system installed than to upgrade the current one. Members are asked to ratify this expenditure under Agenda item 22 later in the meeting.

Town Force Equipment and Vehicles

All TF equipment has now been serviced.

The MEWP passed its MOT and the 6 monthly LOLER inspection. Works identified include a new switch for the legs needing to be installed and the oil changed to resolve the machine's slow response in cold temperatures.

Following some issues with the Connect van, Hendy Ford forced a regeneration of the dpf filter and advised that the vehicle should be driven along Charles Purley Way at high revs, once a week, to keep the filter clear. Despite this practice being implemented, the filter clogged up again 3 weeks later. The van was able to clear the blockage, but the engine light remained on. Hendy Ford were consulted and asked to investigate as there may be an underlying issue. It is booked in for 20th March.

Annual Asset inspection

Town Force have now concluded the annual check of all Town Council's assets, with some repairs already undertaken.

Three BRTC noticeboards have been cleaned up and refurbished.

Olby's Clock in the High Street has been serviced, with TF assisting the contractor by providing and operating the MEWP. Some surface rust was noticed during the service, so the team returned a few days later, prior to the expiry of the WSCC MEWP licence, to rub down and apply Hammerite where necessary.

The hat above Bonito Lounge has been cleaned and fixing bolts checked for tightness.

Horticultural activities

Following completion of structural testing of the lampposts carrying hanging baskets in Queensway and Aldwick Road, an application for third party attachments was submitted to Enerveo. The Annual check of the hanging basket brackets revealed some surface rust which will be tended to once the weather conditions and workload allows, but certainly prior to the installation of the hanging baskets.

TF have cut grass in all areas except for the Squareabout and Rowan Way roundabout which remain too wet for the ride on mower.

The following planters have had to be re-built due to their poor condition: Martlets planter, Upper Bognor Road planter and a Felpham Way planter.

Further to the In Bloom Working Group's decision to allocate the balance of their 2023/24 Environmental Projects budget to Town Force, replacement lavender for Orchard Way roundabout and new shrubs for Durban Road planters have been ordered, with their planting scheduled for the end of March. The Working Group also expressed their wish for the remaining sum to go towards refurbishing the Longford Road planter and replacing a boat on Orchard Way roundabout – there is confidence that both projects can be completed within the set budget.

The Town Clerk has secured a deal with Butlin's to enable Town Force to re-build the Gloucester Road wall. The Town Council is providing labour through Town Force whereas Butlin's are covering the cost of materials. To ensure completion before the Easter holidays, Town Force's plan of works had to be reorganised and two staff members even agreed to change their annual leave.

The work has already begun, please see the photos below:



Shripney Road central reservation

The use of a tractor, to carry out the maintenance, necessitated a number of changes to the traffic management system (TMS). The right-hand lane of the dual carriageway on the Tesco side had to be closed, rather than narrowed, to enable movements of the tractor. This meant that a significant number of advance warning signs had to be positioned around Orchard Way roundabout to give the road users prior notice of the lane closure. Additional signage was hired in for the trial cut and the team was briefed on the changes in some depth. To speed up setting up of the TMS, some of the signs were positioned face down on the grass verges the day before. Prior notice of the works was given to Tesco and Sainsbury's Store Managers and extra advance warning signs were placed around the area of works four days in advance. The Town Force Manager was on site first thing to monitor the traffic flow around Orchard Way roundabout and although there were queues of cars where two lanes narrowed into one, the traffic was moving. There was no verbal abuse on the day which was probably helped by the wet weather conditions. It took the tractor two and half hours to do the hedge and grass cutting, half the time compared to when TF cut it. All team members agreed this was the way forward and wished for this method to remain. Photos from the day:



Sponsored Planters

Ultimate Smart Repairs Ltd. have joined the floral sponsorship scheme and sponsor a planter on Felpham Way. NL Autos, Mamma Mia Restaurant and Highfield Launderette have renewed their agreement for another three years.

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

Revenue generating jobs

- Door repairs for Middleton-on-Sea Parish Council;
- Removal, emptying and cleaning of hanging baskets for the Picturedrome Cinema;

- Site visit to the Picturedrome Cinema to investigate damage to the ceiling of screen 4, check the dome for water ingress (confirmed) and subsequent emptying buckets of water for the Pier Co. Ltd.
- Annual inspection of the Picturedrome gutters and flat roof areas and gutter clearance for the Pier Co. Ltd.

Examples of other jobs

In addition to the routine jobs, TF have also attended to the weather station to investigate loss of power to the Met Office equipment, assisted with a sort out of events equipment stored at the yard, cleaned the Welcome signs, completed various jobs at the allotments and serviced BRTC noticeboards.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

AGENDA ITEM 10 - TO RATIFY RELEASE OF 2024-2025 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 1 OF 3), SOUTHDOWNS MUSIC FESTIVAL (YEAR 1 OF 3), BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (YEAR 1 OF 3), BOGNOR REGIS REGENERATION BOARD, AND TOWN CENTRE WARDEN

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Provision has been made by the Town Council for the following revenue partnership contributions in the 2024-2025 budget and as we are about to enter the next financial year, the Committee is asked to ratify the release of these partnership contributions as has been done at this time in previous years.

- £2,000 - CCTV
- £6,000 - Bognor Regis Seafront Lights (BRSFL) (year 1 of 3-year agreement)
- £9,000 - Southdowns Music Festival (SMF) (year 1 of 3-year agreement)
- £2,000 - Bognor Regis Heritage & Arts Partnership Board (BRHAPB) (year 1 of 3-year agreement)
- £4,500 - Bognor Regis Regeneration Board (BRRB)
- £16,683 - Town Centre Warden (in partnership with BR BID)

DECISION

The Committee is invited to **RATIFY** the release of the 2024-2025 Partnership Funding of £2,000 for CCTV, £6,000 for BRSFL, £9,000 for SMF, £2,000 for BRHAPB, £4,500 for BRRB, and £16,683 BR BID for Town Centre Warden, as agreed as part of the Town Council's budget provision for the next financial year.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

**AGENDA ITEM 11 - BALANCE OF PARTNERSHIP FUNDING 2024-2025, AND
TO CONSIDER A REQUEST FROM ARUN ARTS LTD.**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

The 2024/25 Budget approved by Council made provision for £21,000 in partnership funding from funds diverted from Grant Aid.

At the Extraordinary Meeting of the Policy and Resources Committee held on 8th January 2024, prior to discussing Grant Aid 2024 applications, consideration was given to partnership funding. Members unanimously resolved to enter into 3-year decreasing Partnership Funding Agreements with Bognor Regis Seafront Lights and Southdowns Music Festival who were allocated Year 1 funds of £6,000 and £9,000, respectively, for 2024/25 (Min. 106 refers).

This, therefore, leaves a balance of £6,000 in the Partnership Funding 2024/25 Budget.

On the 9th of February 2024, an email was received by the Town Clerk from the Marketing Manager for the Regis Centre & Alexandra Theatre to advise that they are looking to run a town-wide Theatre Trail event in July. The email went on to ask whether this was the type of event that would match the Town Council's funding pot, and what would be required from them, in terms of a proposal, to apply.

In relation to how future partnership funding would be allocated, Members are invited to consider and agree the criteria, to enable the Clerk to respond to the email received and confirm whether they would be eligible to apply.

DECISION

Members are invited to consider and **AGREE** the criteria in relation to how future partnership funding will be allocated.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

AGENDA ITEM 12 - TO NOTE THAT THE ALLOCATION OF GRANT AID FUNDING AWARDED TO THE TOWN SHOW HAS BEEN DECLINED AND CONSIDER ANY REALLOCATION

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Extraordinary Meeting of the Policy and Resources Committee, held on 8th January 2024, £800 of Grant Aid 2024 funding was awarded to the organisers of the Bognor Regis Town Show.

On the 1st of February 2024, the Town Clerk received an email from the event organisers to advise that, unfortunately, the Town Show would not be going ahead in 2024 due to the lack of funding, however it was hoped that the event would take place in 2025.

The organiser wished to thank the Council for the offer of £800 and hoped that by “putting the money back in the pot early enough” then others could benefit from it. Whilst totally appreciative that any decision regarding the reallocation of these funds is in the gift of Councillors, the organiser has expressed a desire to see the £800 reallocated to another Grant Aid 2024 recipient, Bognor Regis Armed Forces Day.

DECISIONS

Members are asked to **NOTE** that £800 of Grant Aid 2024 funds allocated to the Bognor Regis Town Show has been declined by the organisers, as the event will not be going ahead in 2024.

Following consideration, Members are invited to **RESOLVE** to **AGREE** the reallocation of any of the £800 returned to the Grant Aid 2024 Budget.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

AGENDA ITEM 13 - TO CONSIDER REQUEST FROM THE RN ASSOCIATION FOR THE COUNCIL TO RECONSIDER ITS POSITION IN RELATION TO THE LEVEL OF 2024 GRANT AID FUNDING AWARDED TO THE ARMED FORCES DAY EVENT

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Extraordinary Meeting of the Policy and Resources Committee on 8th January 2024, Members considered Grant Aid 2024 applications. The total amount of Grant Aid 2024 funding available for allocation was £15,000 (a budget cut of 67% compared to previous years).

Bognor Regis Armed Forces Day had requested Grant Aid 2024 funding of £3,000, an increase of 100% compared to their previous Grant Aid applications. Following consideration of all applications, Members agreed to award £800 to Armed Forces Day (Min. 107 refers) from the Grant Aid 2024 budget.

Having subsequently notified all applicants of the outcomes, an email was received from a representative of the local RN Association in relation to the Grant Aid funding awarded to Bognor Regis Armed Forces Day.

In essence, the email advised that attendees at the Veterans Breakfast Club at the RAFA Club on 8th February were informed that Bognor Regis Town Council were reducing funding for Bognor Regis Armed Forces Day from £3,000 down to £800. The email went on to say how “disheartening”, “appalling” and “shameful” this decision was and urged the Council to reconsider the funding.

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

AGENDA ITEM 14 - TO CONSIDER 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 – MIN. 123 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Following the Policy and Resources Committee Meeting held on 29th January 2024, the Town Clerk wrote to the four organisations that had been identified by Members as being potential recipients of a share of the additional £9,800 match-funding that was available, detailing the following agreed criteria that would need to be met to enable their organisation to be considered to receive a further Grant Aid award: -

- 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.

Organisations were asked to submit their proposals clearly identifying how best they could use additional match-funding to bring a new element/s to their planned 2024 event that the Town Council has already supported through Grant Aid. Organisers were also requested to supply differently costed options for their proposals so that when considering the applications, the Town Council could seek a maximum return for the investment. It was also pointed out in the invitation to apply that as this is matched funding, their proposal should not exceed the amount for which they had already been awarded Grant Aid.

Applications received will be available at the meeting.

DECISION

Members are asked to consider the applications received and **AGREE** the allocation of the funds.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

AGENDA ITEM 16 - TO CONSIDER ANY RECOMMENDATIONS FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE IN RELATION TO EXPENDITURE OF THE PUBLICITY AND PROMOTIONS BUDGET AND TO AGREE FUTURE PROCESS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Publicity and Promotion Budget 2023/24

At the Policy and Resources Committee Meeting, held on 15th December 2022, there was a lengthy discussion about the proposal to increase the Publicity and Promotion Budget to £10,000 to be used for items/events that had yet to be identified. Of concern was exactly what the £10,000 was intended to be spent on.

With there being no specific plans for how an increased Publicity and Promotion Budget of £10,000 would be spent, the Chair suggested and sought agreement from the Committee that the expenditure from this budget would ultimately be subject to ratification by the Policy and Resources Committee before it could be spent. Members resolved to agree this proposal and confirmed that if a satisfactory justification could be given for any expenditure by the Events, Promotion and Leisure Committee, then the additional money from the increased Publicity and Promotion Budget would be released (Min. 113 refers).

On 27th March 2023, following recommendation by the Events, Promotion and Leisure Committee, the Policy and Resources Committee approved expenditure of £600, funded from the Publicity and Promotion Budget 2023/24, for “Monthly Social Media Geocaching Competition with prizes” (Min. 157 refers).

For a variety of reasons, the proposal as recommended did not progress. Therefore, at the Environmental and Leisure Committee Meeting, held on 18th March 2024, Members agreed to recommend that the £600 identified be reallocated and spent on producing posters for the seafront shelters to promote events in the town that are supported by the Town Council.

DECISION

Do Members **APPROVE** the recommendation from the Environmental and Leisure Committee to reallocate £600 from the Publicity and Promotion Budget 2023/24 to cover the costs of producing posters, displaying a list of events supported by the Town Council, to be displayed in available seafront shelter poster sites?

Publicity and Promotion Budget 2024/25

When the budget for 2024/25 was approved, there was no indication from Members as to whether expenditure from the Publicity and Promotion Budget would continue to be subject to ratification by the Policy and Resources Committee before it could be spent.

AGENDA ITEM 16

At the Environmental and Leisure Committee Meeting, held on 18th March 2024, Members agreed to recommend to the Policy and Resources Committee expenditure of up to £3,000 for the production of 2024 events leaflets, to be funded from the Publicity and Promotion Budget 2024/25, unless the requirement for a recommendation is subsequently deemed unnecessary by them.

DECISION

Do Members **APPROVE** expenditure of up to £3,000 for the production of 2024 events leaflets, to be funded from the Publicity and Promotion Budget 2024/25, as recommended by the Environmental and Leisure Committee or, do Members deem the requirement for recommendation to be no longer necessary?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

**AGENDA ITEM 17 - REPORT ON TOWN CENTRE ISSUES INCLUDING ANY
REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

The Bognor Regis BID Board AGM was held on the 7th March 2024, at which the formal requirements of the BID's Articles of Association, and financial reporting were covered. There was also a summary of BID delivery for the 2023-2024 financial year, with a more informal presentation to BID businesses about plans for the 2024-2025 financial year in the closing session.

The Annual Report and fully audited accounts for 2022-23 are now available to view and download from the [Bognor Regis BID's website](#). To view the BID's objectives for 2024-25, visit: <https://www.brbid.org/objectives>.

Next Meeting:

The next Full Board Meeting is scheduled to take place on 13th June 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.brbid.org).

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024

AGENDA ITEM 18 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, FOR JANUARY AND FEBRUARY 2024

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 January and February 2024. 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.

DECISION

Members are asked to **NOTE** the Monthly Community Warden Report, from the Bognor Regis BID, for January and February 2024.



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 14.03.24

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: JANUARY 2024

Number of days in month: 31

Total number of hours contracted (number days x 8 hours per day) : 248

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

Explanation for any variation between contracted hours and delivered hours:

No variance

KEY PERFORMANCE INDICATORS:

Number of engagements with business representatives: 931

Number of businesses engaged with: 69

Number of incidents reported on DISC: 8

£ value of stock recovered: £2,922.59

Number of public realm issues reported: 0

Any other feedback:

Jan-24

Employer	Interaction Type	Count of Rows
Boots Uk Ltd Store (47 London Rd)	Walk-through	87
Sports Direct	Walk-through	77
Poundland	Walk-through	62
Kids Stuff Limited	Walk-through	55
Morrisons	Walk-through	44
Savers Health & Beauty Ltd	Walk-through	38
JD Sports	Walk-through	38
Holland & Barrett Ltd	Walk-through	32
Peacocks	Walk-through	31
Claire'S Accessories (Uk) Ltd	Walk-through	31
Cards Direct	Walk-through	30
New Look Retailers Ltd	Walk-through	30
Edinburgh Woollen Mill	Walk-through	26
Tesco Express (Station Rd)	Walk-through	26
Network Rail	Walk-through	26
Robert Dyas Ltd	Walk-through	21
London Road Coffee Shop	Walk-through	21
Superdrug Stores Plc	Walk-through	21
Unique Workwear Printing	Walk-through	19
Costa Coffee (London Road)	Walk-through	19
Meridian Beds	Walk-through	16
Yours Clothing	Walk-through	15
W H Smith Plc	Walk-through	13
Bon Marche	Walk-through	13
Scope	Walk-through	12
The Works Stores Limited	Walk-through	12
Boutique Roma	Walk-through	8
Clark's Shoes	Walk-through	7
Grapetree	Walk-through	7
Greggs Plc	Walk-through	6
Poundland	Radio message	6
Grandads Front Room CIC	Walk-through	5
Dexters Pharmacy	Walk-through	5
Card Factory	Walk-through	5
Iceland Frozen Foods Ltd	Walk-through	5
Morrisons	Radio message	5
JD Sports	Radio message	4
Boots Uk Ltd Store (47 London Rd)	Radio message	4
Shoe Zone Limited	Walk-through	4
Sports Direct	Radio message	3
Tesco Express (Station Rd)	Radio message	3
Coconut Fancy Dress	Walk-through	3
British Heart Foundation	Walk-through	2
Halifax Plc (London Rd)	Walk-through	2
Mobility And Comfort Limited	Walk-through	2
Cash Converters	Walk-through	2
CEX	Walk-through	2
London Stores	Walk-through	2
Timpson Ltd	Walk-through	2
Reynolds Ltd + Storage + Funeral Directors	Walk-through	2
Savers Health & Beauty Ltd	Radio message	2
Consol Sun Centre	Walk-through	1
Holland & Barrett Ltd	Radio message	1
Chestnut Tree House	Walk-through	1
JW Sports Ltd	Walk-through	1
Poundland	Visit	1
Reynolds Ltd + Storage + Funeral Directors	Visit	1
Cards Direct	Visit	1
Greggs Plc	Radio message	1
Cancer Research UK	Walk-through	1
Silver News	Walk-through	1
Robert Dyas Ltd	Radio message	1
Pinks Parlour	Email	1
Bubbles Bargain World	Walk-through	1
Nicholas & Co Fine Jewellery	Radio message	1
Subway	Walk-through	1
W H Smith Plc	Radio message	1
Superdrug Stores Plc	Visit	1
Robert Dyas Ltd	Visit	1



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 14.03.24

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: FEBRUARY 2024

Number of days in month: 29

Total number of hours contracted (number days x 8 hours per day) :232

Total number of hours delivered (recorded on invoice) : 216

Explanation for any variation between contracted hours and delivered hours:

Holiday Leave

KEY PERFORMANCE INDICATORS:

Number of engagements with business representatives: 972

Number of businesses engaged with: 68

Number of incidents reported on DISC: 6

£ value of stock recovered: £1,173.74

Number of public realm issues reported: 0

Any other feedback:

Employer	Interaction Type	Count of Rows
Poundland	Walk-through	97
Sports Direct	Walk-through	89
Boots Uk Ltd Store (47 London Rd)	Walk-through	83
Kids Stuff Limited	Walk-through	73
Morrisons	Walk-through	61
JD Sports	Walk-through	56
New Look Retailers Ltd	Walk-through	50
Claire'S Accessories (Uk) Ltd	Walk-through	42
Savers Health & Beauty Ltd	Walk-through	38
Holland & Barrett Ltd	Walk-through	34
Peacocks	Walk-through	33
Robert Dyas Ltd	Walk-through	28
Edinburgh Woollen Mill	Walk-through	25
Cards Direct	Walk-through	24
Superdrug Stores Plc	Walk-through	23
Unique Workwear Printing	Walk-through	22
W H Smith Plc	Walk-through	17
Coconut Fancy Dress	Walk-through	16
Network Rail	Walk-through	13
Scope	Walk-through	12
London Road Coffee Shop	Walk-through	10
Meridian Beds	Walk-through	10
Yours Clothing	Walk-through	8
Costa Coffee (London Road)	Walk-through	8
Grapetree	Walk-through	8
Cafe Central	Walk-through	8
Tesco Express (Station Rd)	Walk-through	8
Grandads Front Room CIC	Walk-through	6
Bon Marche	Walk-through	5
The Works Stores Limited	Walk-through	5
Clark's Shoes	Walk-through	4
Boutique Roma	Walk-through	4
Iceland Frozen Foods Ltd	Walk-through	3
Shoe Zone Limited	Walk-through	3
Morrisons	Radio message	3
Lloyds Pharmacy	Walk-through	3
Poundland	Visit	2
Boots Uk Ltd Store (47 London Rd)	Visit	2
Boots Uk Ltd Store (47 London Rd)	Radio message	2
Dexters Pharmacy	Walk-through	2
Greggs Plc	Walk-through	2
The Salvation Army	Walk-through	2
Chestnut Tree House	Walk-through	2
Heygates Bookshop	Walk-through	2
Savers Health & Beauty Ltd	Radio message	1
Poundland	Radio message	1
Superdrug Stores Plc	Radio message	1
Tesco Express (Station Rd)	Radio message	1
British Heart Foundation	Walk-through	1
Specsavers	Walk-through	1
Card Factory	Walk-through	1
Holland & Barrett Ltd	Radio message	1
Iceland Frozen Foods Ltd	Visit	1
Kids Stuff Limited	Street issue report	1
Mobility And Comfort Limited	Walk-through	1
Cash Converters	Walk-through	1
Greggs Plc	Visit	1
Shoe Zone Limited	Visit	1
Grandads Front Room CIC	Visit	1
Robert Dyas Ltd	Radio message	1
Sports Direct	Radio message	1
EE	Walk-through	1
Kids Stuff Limited	Radio message	1
Rspca Sussex Chichester And District Branch	Walk-through	1
Timpson Ltd	Walk-through	1
Polkadot Stripes	Walk-through	1
Grandads Front Room CIC	Radio message	1
JD Sports	Radio message	1

BOGNOR REGIS TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024

AGENDA ITEM 19 - TO RECEIVE AND CONSIDER A DRAFT SERVICE LEVEL AGREEMENT IN RELATION TO BUSINESS WARDENS – MINS. 97 AND 98.4 REFER

REPORT BY THE ASSISTANT CLERK

FOR DECISION

During Budget discussions at the Policy and Resources Committee Meeting, held on 11th December 2023, Members considered the formal request from the Bognor Regis BID for the Council to contribute towards Business Warden provision in the Town. A Member, seated in the public gallery, was supportive of continuing to fund Warden provision, however, they wished to see a Service Level Agreement (SLA) in place, to better understand what the Council could expect for their money (Min. 97 refers).

When approving the Draft Budget proposals, to be recommended to Council for adoption, the inclusion of the previously mentioned SLA being put in place was agreed (Min. 98.4 refers).

In liaison with the Bognor Regis BID, Officers have drawn up a Draft Service Level Agreement (attached as **Appendix 1**) for Members perusal and invite any suggested changes.

DECISION

Having considered the Draft Service Level Agreement for Business Warden provision in the Town, Members are asked to **APPROVE** the final Agreement between the Bognor Regis BID and Bognor Regis Town Council.

SERVICE LEVEL AGREEMENT

THIS SERVICE LEVEL AGREEMENT (the "Agreement") is dated this XX day of XX, 2024

CLIENT: Bognor Regis Town Council, The Town Hall, Clarence Road, Bognor Regis, PO21 1LD (the "Client")

CONTRACTOR: Bognor Regis BID Ltd, The Track, Bognor Regis, PO21 1QH (the "Contractor")

BACKGROUND

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

SERVICES PROVIDED

1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services"):

Deliver and manage all aspects of the Bognor Regis BID Business Crime Reduction Partnership, including but not restricted to:

Management of the warden contract, including but not restricted to:

- daily interactions with the warden
- provision of a "base" for rest periods and secure equipment storage
- regular meetings with the third-party contract provider

Detailed reporting on KPIs, including:

- number of hours worked
- number of individual interactions with business representatives
- name and number of businesses engaged with
- value of stock recovered and number of both crime and public realm reports submitted.

2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

TERM OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force until 31st March 2025.

PERFORMANCE

4. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY

5. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in GBP.

PAYMENT

6. The Client will pay the Contractor for the Services as follows (the "Payment"):
 - One-off payment of £16,683 from 1st April 2024, or a date thereafter
7. The Contractor will be responsible for all income tax liabilities and National Insurance or similar contributions relating to the Payment and the Contractor will indemnify the Client in respect of any such payments required to be made by the Client.

CONFIDENTIALITY

8. Confidential information (the "Confidential Information") refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private or proprietary to the Client and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
9. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorised by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.
10. All written and oral information and material disclosed or provided by the Client to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor.

OWNERSHIP OF INTELLECTUAL PROPERTY

11. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.
12. The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Contractor will be responsible for any and all damages resulting from the unauthorised use of the Intellectual Property.

RETURN OF PROPERTY

13. Upon the expiry or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

CAPACITY/INDEPENDENT CONTRACTOR

14. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.

RIGHT OF SUBSTITUTION

15. Except as otherwise provided in this Agreement, the Contractor may, at the Contractor's absolute discretion, engage a third-party sub-contractor to perform some or all of the obligations of the Contractor under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.
16. In the event that the Contractor hires a sub-contractor:
 - the Contractor will pay the sub-contractor for its services and the Payment will remain payable by the Client to the Contractor.
 - for the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Contractor.

AUTONOMY

17. Except as otherwise provided in this Agreement, the Contractor will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. Operating within the requirements of the BCRP operating Protocols and Policies, the Contractor will work autonomously and not at the direction of the Client. However, the Contractor will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT

18. Except as otherwise provided in this Agreement, the Contractor will provide at the Contractor's own expense, any and all tools, machinery, equipment, raw materials, supplies, workwear and any other items or parts necessary to deliver the Services in accordance with the Agreement.

NO EXCLUSIVITY

19. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

NOTICE

20. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

- Bognor Regis Town Council, The Town Hall, Clarence Road, Bognor Regis, PO21 1LD
- Bognor Regis BID Ltd, The Track, Bognor Regis, PO21 1QF

or to such other address as either Party may from time to time notify the other.

INDEMNIFICATION

21. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

MODIFICATION OF AGREEMENT

22. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorised representative of each Party.

TIME OF THE ESSENCE

23. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

24. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

25. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

ENUREMENT

26. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

TITLES/HEADINGS

27. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GENDER

28. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

GOVERNING LAW

29. This Agreement will be governed by and construed in accordance with the laws of England.

SEVERABILITY

30. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

31. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day of _____, 2024.

Bognor Regis BID Ltd.

Per: _____ (Signature)

Company Representative's Name: _____

Bognor Regis Town Council

Per: _____ (Signature)

Company Representative's Name: _____

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

**AGENDA ITEM 20 - TO CONSIDER ADOPTION OF THE WAYFINDING
STRATEGY REFERRED FROM COUNCIL MEETING HELD ON 4th MARCH 2024
– MIN. 170 REFERS**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Following a presentation from the Bognor Regis Regeneration Board, on the Bognor Regis Wayfinding Strategy, at the Council Meeting held on 4th March 2024, Members were invited to consider adoption of the Strategy.

Some Councillors voiced reservations in supporting the Strategy without first being able to ask more specific questions, particularly regarding any financial commitment which may be required of the Town Council, upon adoption, or staff resources this may then demand.

Following discussion, Members agreed to refer consideration of adoption of the Wayfinding Strategy, to the next Policy and Resources Committee Meeting. It was further agreed that Members should provide, in writing, any specific questions as soon as possible to the Town Clerk, to enable answers to be collated and circulated to all Councillors, prior to consideration of adoption at the Policy and Resources Committee Meeting (Min. 170 refers).

Whilst no further questions were raised by Members, BRTC Officers did respond with further queries. Attached as **Appendix 1** is a summary report from the Bognor Regis Regeneration Board, that covers the verbal questions raised by Members (MQ) and the written queries of BRTC staff (OQ).

DECISION

How do Members wish to proceed?



Bognor Regis Wayfinding Strategy – Q&A
BRTC Policy & Resources Committee, Monday 25th March 2024, 6.30pm

Further to the Council meeting of 4th March 2024, at which Members resolved to defer adoption of the Wayfinding Strategy to the Policy & Resources Committee meeting of 25th March 2024, we agreed to provide written answers to the questions raised by Members both at the 4th March meeting and later by email. An email was sent requesting written questions and circulated to Members on 5th March 2024. Whilst no further questions were raised by Members, BRTC officers did respond with further queries. In summary this report will cover the verbal questions raised by Members (MQ) and the written queries of BRTC staff (OQ).

WHAT DOES ADOPTION BY BRTC MEAN?

Adoption of the Wayfinding Strategy as BRTC policy would mean that the Council is an active supportive partner in the scheme. The strategy is designed to develop a consistent visual narrative within Bognor Regis to foster better navigation, town centre permeability, active travel, a welcoming experience, pride in place and place identity.

Adoption of the strategy does not commit the Council to any liability or resource outlay; this would only occur if the Council itself chose to lead on an aspect of the Strategy and this would be subject to the normal decision making process. It is anticipated that the Council would then utilise the placebrand, colour palette and final designs in its own placemaking initiatives but each and any of these would be subject to separate consideration and decision making from BRTC.

HOW CAN THE WAYFINDING STRATEGY BE USED BY BRTC?

1. **Direct delivery** – BRTC may choose to take a lead position delivering additional wayfinding routes identified within the strategy, although this is not a requirement of adoption. As adoption would give the Council access to the design elements, the Council may also choose to examine monetisation of these through the production of place-based merchandise such as tote bags, postcards, etc. Each and any of these direct delivery options would be subject to Council's decision making, with the normal background, feasibility and resourcing considerations prepared by BRTC.
2. **In Partnership** – If BRTC adopt the Strategy as policy this would allow other partners using the Strategy, for example the Bognor Regis BID, to seek Council's support. For example, in written support for funding applications or through redesign or repurposing of any BRTC-held public assets. Again, each and any of these partnership approaches would be subject to Council's decision making, with evaluation & assessment by BRTC officers in the normal way.
3. **Through Policy Position** – BRTC could use the Strategy to inform and influence their responses to proposed development or improvements in the town centre. For example, through their response to planning applications, project proposals, transport schemes and event planning.

CURRENT STATUS

Route 1 - Bognor Regis Station to Butlin's Day Visitor Entrance via London Road/The Arcade/Place St Maur & the Promenade (and additionally via High Street East/Clarence Road to the Promenade) is in hand via a two stage process:

1. **Design Stage** – The community led design stage has been fully funded by a grant award from the UK Shared Prosperity Fund. Holding workshops and attending events since August 2023, we have gathered over 180 individual designs and engaged with over 250 members of the

public and business owners. There is no resource implication for BRTC in the completion of this stage of the project. There will be a public exhibition held to display the final designs along with the community contributions which informed them. Funding does not allow for 3D modelling; the application criteria was specific and we must deliver as detailed in our bid.

- 2. Implementation Stage** – Implementation of the installations along Route 1 has been fully funded by a grant award from UK Shared Prosperity Fund. The enhancement of public assets has been identified as the most cost effective and sustainable way of delivering new navigation signage featuring community design and heritage information, ensuring further elements are not added to clutter the street scene. The materials used have been chosen for their resilience to the coastal location and vandalism. It is easy to clean, robust and long lasting. The public assets identified are already subject to maintenance and insurance liability by the existing owners/licence holders. Agreements and permissions will be sought so that where existing assets are improved, the ownership, maintenance and insurance liabilities will be retained by the existing owners/licence holders along with their current remit to retain or replace; this work is scheduled to take place over the next few months. There are no public assets identified for installations along Route 1 within the ownership of BRTC and there will therefore be no impact on the Council in terms of resourcing or decision making in the completion of this stage of the project.

PARTNERSHIP WORKING

The Strategy was developed through consultation and partnership, with BRTC Members and Officers contributing to its development and providing funding support (£2,400). The BRBID are active partners in giving policy support for the strategy, both through joint bid submissions to funding streams and through its own design approach to town centre activation projects.

Arun District Council has made a commitment to ‘investment in refreshed signage and street furniture which will carry the new designs’ [Arun District Visitor Strategy, page 24, Economy Committee, 20th November 2023]. Surveys have demonstrated that ADC own the majority of public assets including signage and street furniture within the town centre; their endorsement of the strategy and stated commitment will ensure that opportunities to expand the route provision will be taken as resourcing and funding allow. As we seek to deliver the additional routes identified within the Strategy we will engage further with key stakeholders such as ADC and the University of Chichester regarding partnership work to identify funding opportunities.

NEXT STEPS

The Board will continue to examine opportunities for further funding of the remaining routes identified within the scheme. Funding streams which are focused on community, culture, placemaking and town centre support will be assessed for ‘best fit’ eg. National Lottery Projects Grants. Any match funding which may be sought from private or public sector partners would be subject to their own resource evaluation and decision-making process. As the design stage will be complete, the routes already identified can be delivered efficiently, on a route by route basis, should additional funding be secured. Costs would be evaluated at the point of bid application.

WHAT IF BRTC DON’T ADOPT THE STRATEGY?

There is existing partnership support for the strategy as described above. Those organisations will have access to the wayfinding designs and colour palette to support further enhancement and amplification of the scheme within Bognor Regis. The Board will continue to work with those partners and its members to implement the remaining routes.

Rebecca White
Executive Director
19th March 2024

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

AGENDA ITEM 21 - COUNCILLORS' ALLOWANCES – TO NOTE THE INCREASE IN THE BASIC PARISH ALLOWANCE FOLLOWING THE RECENT REVIEW OF ADC'S INDEPENDENT REMUNERATION PANEL. ALSO TO CONSIDER WHETHER TO INCREASE BRTC'S COUNCILLORS' ALLOWANCES UP TO A MAXIMUM OF £663.80 PER ANNUM (EQUATING TO 10% OF THE DISTRICT BASIC ALLOWANCE) WITH EFFECT FROM 1st APRIL 2024

REPORT BY THE ASSISTANT CLERK

FOR DECISION

BACKGROUND

The policy of the Town Council in the past has been to pay Members an allowance known as the 'Basic Parish Allowance' to recognise the time and effort they put into their parish duties. When paying this allowance, the Town Council has to have regard to any recommendations from the District Council's Parish Independent Remuneration Panel.

Members will recall that Councillors' Allowances including whether to continue paying the Basic Parish Allowance during this administration and continuation of payment of a travelling and subsistence allowance to Members whilst on agreed Town Council duties outside of the town was considered at the Annual Town Council Meeting held on 22nd May 2023. Following discussion, continuation of both allowances was subsequently agreed (Min. 25 refers).

Notification of the increase in the District Council's Basic Allowance was reported at the Annual Meeting along with confirmation that a complete review of the Members' Allowances Scheme; Parish Councillors' allowances would be undertaken by the Council's Independent Remuneration Panel following the May 2023 Elections. It was further reported that once the outcomes of the review to be carried out by the Panel were known, these would be shared with Members at a future meeting.

It has been four years since the last full review of the Members' Allowances Scheme was undertaken and the Independent Remuneration Panel (IRP) has now concluded its latest review. A report went to the ADC Audit & Governance Committee on 18th February 2024 with a recommendation then made to ADC Full Council on 13th March 2024 for final adoption, which was approved.

The recommendation from the IRP in relation to the District Council's Basic Allowance is that it be increased to £6,638 with effect from 1st April 2024. In relation to Town and Parish Council Allowances, the recommendation from the IRP is that no change is proposed but Members were asked to note that the Parish Basic Allowance is linked to the District Basic Allowance (10%) and is also subject to being inflated in line with officer pay.

AGENDA ITEM 21

In accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003, the appropriate Parish Council Scheme therefore allows for all elected Town/Parish Councillors to receive a Basic Parish Allowance equating to 10% of the District Council's Basic Allowance.

Therefore, the maximum that may be payable to each Town Councillor with effect from 1st April 2024 is £663.80 per annum.

The current Town Council budget allows for an annual figure of £548.16 to be paid to each Councillor. The allowance is paid monthly in arrears via WSCC Payroll Services and is taxable. This level of increase equates to an additional £115.64 per annum, per Member.

Should Members wish to consider that the allowance be increased to £663.80 per annum then the budget will need to be adjusted for the next financial year to account for the increase. It should be noted that any decision to increase the allowance will therefore result in a budget overspend in 2024-25, until the budget can be amended accordingly in 2025-26, which may ultimately result in a potential increase in the Precept.

DECISIONS

Members are asked to consider and **RESOLVE** whether an increase to the Councillors' Allowance to the limit of £663.80 per annum equating to 10% of the District Council's Basic Allowance is approved in line with the recommendation by the District Independent Remuneration Panel (IRP) payable from 1st April 2024.

Members are also asked to **NOTE** that in agreeing to increase the Councillors' Allowance this will result in a budget overspend until the budget can be amended next year.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024

AGENDA ITEM 22 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY ASSISTANT CLERK

FOR RATIFICATION

To ratify expenditure of £620.83 excluding VAT for a replacement alarm system at the Town Force lock-up

As reported under Agenda item 9, with the landlines going digital in 2025, the burglar alarm at the yard had to be upgraded to operate through either a SIM card or broadband. Due to the system being 20+ years old and suffering from intermittent issues, it was more economical to have a new alarm system installed than to upgrade the current one.

DECISION

The Committee is therefore invited to **RATIFY** the £620.83 excluding VAT expenditure for the item as noted above.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th MARCH 2024**

AGENDA ITEM 23 - FINANCIAL REPORTS INCLUDING: -

REPORT BY ASSISTANT CLERK

FOR DECISION

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF FEBRUARY 2024 – PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of February 2024 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 JANUARY AND FEBRUARY 2024 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 January and February 2024.

DECISIONS

To **NOTE** receipt of the financial reports for the month of February 2024.

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2024, 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 - 25th MARCH 2024**

AGENDA ITEM 24 - CORRESPONDENCE

FOR INFORMATION

1. Sussex Alerts Are you scam Savvy? – Circulated to all Councillors and on social media 26.02.2024
2. Sussex Alerts Thinking of booking a holiday this year? Make sure you take steps to avoid falling victim to holiday fraud – Circulated to all Councillors and on social media 26.02.2024
3. St Wilfrid's Hospice Final Week to Purchase Early Bird tickets – Circulated to all Councillors 26.02.2024
4. NALC Event – Circulated to all Councillors 27.02.2024
5. Parish Online Newsletter 27.02.2024
6. Sussex Alerts Residents Fraud News Letter – Circulated to all Councillors and on social media 28.02.2024
7. NALC Newsletter 28.02.2024
8. Sussex Alerts think fraud notification – Circulated to all Councillors 29.02.2024
9. Clerks & Councils Direct issue 152
10. NALC Chief Executive's Bulletin – Circulated to all Councillor 29.02.2024
11. WSCC Environment & climate change newsletter February '24 edition – Circulated to all Councillors 01.03.2024
12. VAAC Funding Focus March issue - Circulated to all Councillors 01.03.2024
13. St Wilfrid's Hospice newsletter Leap Year Legend – Circulated to all Councillors 01.03.2024
14. Sussex Alerts Booking holidays safely – Circulated to all Councillors and on social media 01.03.2024
15. The Sussex Police and Crime Commissioner – Cross-border working is vital in tackling rural crime – Circulated to all Councillors 01.03.2024
16. Next International film at Picturedrome Cinema – Circulated to all Councillors 02.03.2024
17. NALC Job listings 04.03.2024
18. The Regis News 04.03.2024
19. WSCC Cabinet Agenda 12th March 24 – Circulated to all Councillors 04.03.2024
20. WSCC News Release Local leaders meet to address West Sussex water issues through strategic intervention – Circulated to all Councillors 05.03.2024
21. West Sussex Mind March 24 News update 05.03.2024
22. Sussex Alerts Sussex Police are hiring – Circulated to all Councillors and on social media 05.03.2024
23. Sussex Alerts Residents survey – Circulated to all Councillors and on social media 05.03.2024
24. NALC Events previously circulated to all Councillors 05.03.2024
25. NALC Newsletter 06.03.2024
26. Local Government Association March Sustainability Bulletin 06.03.2024
27. VAAC March E-bulletin – Circulated to all Councillors 06.03.2024
28. Sussex Alerts Staying Safe Online – March – Circulated to all Councillors and on social media 06.03.2024
29. Letter to Karl Roberts & Philippa Dart addressing the pedestrianised area in the Arcade 06.03.2024

AGENDA ITEM 24

- 30.** Letter to Joe Russell-Wells regarding the Town Council's exclusion from the Arun Flood Forum 06.03.2024
- 31.** Letter to Nick Gibb MP addressing concerns about the ongoing flooding situation in Bognor Regis 06.03.2024
- 32.** BRBID AGM March – Circulated to all Councillors 07.03.2024
- 33.** NALC Chief Executive's Bulletin – Circulated to all Councillors 07.03.2024
- 34.** WSCC News Release seeks help from local residents to combat flooding – Circulated to all Councillors 07.03.2024
- 35.** BRBID Annual Report 2022-23 and plans for 2024-25 – Circulated to all Councillors 08.03.2024
- 36.** The Sussex Police and Crime Commissioner - Supporting victims and witnesses of crime – Circulated to all Councillors 08.03.2024
- 37.** Sussex Alerts Spring into action with our crime prevention webinars – Circulated to all Councillors and on social media 09.03.2024
- 38.** NALC Job listings 11.03.2024
- 39.** Stonepillow March Newsletter – Forwarded to Cllrs. Oppler and Barrett (Patron & Representative) 11.03.2024
- 40.** VAAC Fundraising Training with Lucy Stone – Circulated to all Councillors 12.03.2024
- 41.** Letter to Karl Roberts & Philippa Dart request for repairs to the exterior of the Town Hall are considered 12.03.2024
- 42.** Health watch West Sussex Priorities for Healthwatch West Sussex – Circulated to all Councillors 12.03.2024
- 43.** NALC Newsletter 13.03.2024
- 44.** St Wilfrid's Hospice E-News – Circulated to all Councillors 13.03.2024
- 45.** Nalc Chief Executive's Bulletin – Circulated to all Councillors 14.03.2024
- 46.** WSCC March Environment & Climate Change newsletter – Circulated to all Councillors 14.03.2024
- 47.** West Sussex Mind 14.03.2024
- 48.** Sussex Alerts Sussex Police Alerts – Circulated to all Councillors 15.03.2024
- 49.** Travellers update in Chichester Area – Circulated to all Councillors 15.03.2024
- 50.** The Sussex Police and Crime Commissioner Your Story Matters – a new campaign – Circulated to all Councillors 15.03.2024
- 51.** WSCC High Volume of Highway Enquiries – Circulated to all Councillors 15.03.2024
- 52.** St Wilfrid's Hospice fundraising information – Circulated to all Councillors 18.03.2024
- 53.** SSE March newsletter 18.03.2024
- 54.** Office for national statistics Local authority update March 2024 Newsletter 19.03.2024
- 55.** WSCC News Release Recycling Centres to extend opening hours from 1 April 2024 – Circulated to all Councillors and on social media 19.03.2024
- 56.** NALC Events – Previously circulated to all Councillors 19.03.2024
- 57.** Email received from resident in relation to Newsletter content 19.03.2024
- 58.** VAAC March E-bulletin – Circulated to all Councillors 20.03.2024
- 59.** NALC Newsletter 20.03.2024
- 60.** Email received from resident in relation to Newsletter content 20.03.2024
- 61.** PSDF update email 21.03.2024
- 62.** Response from Joe Rusell-Wells, Group Head of Environment & Climate Change ADC re; Town Council representative on the Arun Flood Forum

AGENDA ITEM 24

- 63.** Citizens Advice Arun & Chichester March's edition of ACCA News – Circulated to all Councillors 21.03.2024
- 64.** Chief Executive Bulletin – Circulated to all Councillors 21.03.2024