



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

ANNUAL TOWN MEETING OF ELECTORS FOR 2024

The Annual Town Meeting of Electors will take place at **The Town Hall, Clarence Road, Bognor Regis, West Sussex** at **6.30pm for a 7.00pm start on Monday 11th MARCH 2024**. The Chair of the Meeting will be the Mayor.

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

A G E N D A

1. Welcome by the Mayor and introduction of Councillors present
2. To approve and sign the **Minutes** of the Town Meeting of Electors held on Monday 13th March 2023 and any **Matters Arising**
3. To receive the **Annual Report** of the Council
4. To receive the **Accounts** of the Town Council year ending 31st March 2023 and Budget for 2024-2025
5. To receive the **Accounts** of the Bognor Pier Company Ltd. year ending 31st December 2023 (if available)
6. To consider **Resolutions** of which written notice has been given by **Friday 8th March 2024**
7. To welcome the joint Interim Chief Executive and Director of Growth at Arun District Council, Karl Roberts, to give a presentation and update on the Alexandra Theatre project
8. Bognor Regis Town Council's programme of events for the year
9. Open Forum with questions to Councillors/Attendees

DATED this 26th day of February 2024

Town Clerk

Mayor



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

MINUTES AND REPORT OF THE TOWN MEETING OF THE ELECTORS OF BOGNOR REGIS HELD ON MONDAY 13th MARCH 2023

PRESENT (BRTC)

Cllr. J. Barrett - Town Mayor (in the chair)
Cllr. J. Brooks
Cllr. S. Goodheart
Cllr. M. Stanley
Cllr. Mrs. J. Warr
Cllr. B. Waterhouse
Cllr. P. Woodall
(Note: Cllrs. Brooks, Goodheart, Stanley and Mrs. Warr are also Arun District Councillors)

IN ATTENDANCE

Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Dr. A. Chapman (National Piers Society)
9 members of the public

COPIES OF DOCUMENTS AVAILABLE FOR THE PUBLIC

Notice and Agenda for the Meeting
Minutes of the Town Meeting of Electors held on 14th March 2022
Audited Accounts to 31st March 2022
Proposed Expenditure for the year 2023-24
Schedule of Councillors' Attendance at Meetings

The Meeting opened at 7pm

1. WELCOME BY THE TOWN MAYOR AND INTRODUCTION OF COUNCILLORS PRESENT

The Town Mayor welcomed everyone to the meeting and attention was drawn to the evacuation procedure in the event of a fire. Councillors present introduced themselves. Apologies for absence were noted from Cllr. Miss. C. Needs. Apologies from Mrs. G. Frost (Town Clerk) were also noted.

2. **TO APPROVE AND SIGN THE MINUTES OF THE TOWN MEETING OF ELECTORS HELD ON MONDAY 14th MARCH 2022 AND ANY MATTERS ARISING**

The Minutes of the Town Meeting of Electors held on Monday 14th March 2022 were considered, agreed as a true record and signed by the Town Mayor as presiding Chairman.

A member of the public requested an answer in relation to the accounts of the Town Council for 2021-2022, specifically why the Bognor Pier Company Ltd. had seen such a substantial drop in turnover, which he had queried at the Annual Town Meeting of Electors on 13th March 2022 (Min. 9. refers). The Assistant Clerk responded to say that, in the absence of the Town Clerk, an answer would be sought following her return, and emailed directly to the member of the public.

3. **TO RECEIVE THE ANNUAL REPORT OF THE COUNCIL**

The Town Mayor gave his report (appended to Minutes as **Appendix 1**).

A member of the public gave a vote of thanks to Cllr. Barrett for his year as Town Mayor.

4. **TO RECEIVE THE ACCOUNTS OF THE TOWN COUNCIL YEAR ENDING 31st MARCH 2022 AND BUDGET FOR 2023-2024**

The Town Council's Accounts to year ending 31st March 2022 were duly noted and accepted. The Chairman of the Policy and Resources Committee, Cllr. Waterhouse gave the Chairman's report on the budget (appended to Minutes as **Appendix 2**).

5. **TO CONSIDER RESOLUTIONS OF WHICH WRITTEN NOTICE HAS BEEN GIVEN BY FRIDAY 10th MARCH 2023**

The following **Resolution** had been received:

5.1. *This Annual Meeting of Electors*

Urges Arun District Council to treat the proposed improvements to the Regis Centre theatre (which are not regeneration) as the first stage of a regeneration process that will take in the rest of the site. The Hothampton Car Park site and other areas (such as a new Medical Centre, The Pier and the local fishing industry) to achieve cultural, economic and social regeneration;

Calls on Arun Council to engage with those who submitted regeneration ideas at Arun's request and others to examine their ideas and sources of inward private and other investment in this process;

Calls on Arun Council to undertake the public consultation it promised concerning Bognor's Regeneration;

Calls on Bognor Regis Town Council also to adopt this Motion and to undertake a Consultation if Arun does not.

Proposed Mr. Cosgrove Seconded Cllr. Brooks.

Mr. Cosgrove spoke for his Motion. In his opinion, the District Council had not delivered true regeneration for the Town, in more than 20 years. He cited historical consultations, including the 2003/2004 Bognor Regis Regeneration Strategy and the 2014 proposals by St. Modwen, who retracted their proposals, after not making any progress with ADC, in delivering their strategy. The Leader of the District Council invited proposals to be considered in 2021, of which a large number were received, but in Mr. Cosgrove's opinion, nothing had been progressed, with many ideas simply dismissed. The Regis Centre 'Levelling Up' fund, was put forward by Mr. Cosgrove as another example of unsubstantial regeneration, with only approximately 14 extra seats being provided in the auditorium. He believed this would do nothing in ensuring larger acts are bought to the Town, considering £12-14 million would be spent on the project. Concerns were raised over the Premier Inn Hotel proposals and the need for 'proper' regeneration at locations such as the Pier being emphasised. Mr. Cosgrove asked those present for support in conveying to ADC that real, substantial, income-generating regeneration was long overdue in Bognor Regis, with the current plans in place, not sufficient in helping to achieve this.

As a seconder, Cllr. Brooks, also spoke for the Motion.

Cllr. Brooks told those present that he had been a resident in this Town since the 1960's, and that for years, Bognor Regis had been promised regeneration. He stated that it was his belief that of the 12 projects submitted to the Leader of ADC in 2021, none had been seriously considered. Of these projects, one of the proposals dismissed related to beach and sea access, which had long been desired for Bognor Regis. He concurred with Mr. Cosgrove's feelings on the disappointment of the small increase in seating for the Regis Centre and cited further the lack of a large community hall within the Town's boundaries, which, he stated, most other towns and parishes possess. Cllr. Brooks asked those present for support in urging ADC to relook at the presentations submitted, as potential sites and ideas for future regeneration, as there is still plenty of land to develop and enhance.

Considerable discussion on this Motion followed, with many agreeing that the regeneration schemes proposed for Bognor Regis, have not been good enough. Some Councillors present highlighted that although these schemes may not be quite what is required, it should be acknowledged that they are at least making some improvements from what was already in place, which was a real lack of any regeneration.

Other comments were made regarding 'consultation fatigue' and the need for ADC to 'get on' with proposals which are going forward, whilst continuing to look at 'key areas' in the Town. Regarding the plan for the Premier Inn Hotel on the site of the Old Fire Station (Clarence Road), those present were keen to ensure the public were consulted fully on the proposals, at an early point whereby changes could still be proposed and implemented.

A vote was taken on all aspects of the Motion, and the result was 6 in favour, and 0 against.

Accordingly, the Resolution was **RESOLVED**.

A courtesy Non-electors vote was taken, 9 in favour, 0 against and 1 abstention.

6. **TO WELCOME THE HONORARY SECRETARY, DR ANYA CHAPMAN FROM THE NATIONAL PIERS SOCIETY, TO GIVE A PRESENTATION ON '2023 THE YEAR OF THE PIER'**

Dr. Chapman thanked the Town Council for the invitation to attend and give a presentation. She advised that the National Piers Society was established in 1979, as a national charity to protect and promote seaside piers, and now has in the region of 1,000 members. With the popular 'Pier of the Year' awards in full swing and other trips organised for its members, the future of piers in the UK, is now far more promising. There are currently 63 piers around the country, with it being nearly 30 years since the loss of the last pier. For 2023, the charity is partnering with 'Year of the Coast', with the 'Year of the Pier' acting as the main attraction for what will be a celebration of our coasts, with many seaside towns holding events, between now and November 2023, to mark this important occasion, including some online events. Another exciting exhibition taking place this year is the 'Piers on Poster', which is free to attend, and will feature an array of vintage posters of UK piers. A commemorative book will soon be released, and a new initiative called the 'Piers Passport' encourages their members to visit as many piers as possible around the country.

Dr. Chapman stated that Bognor Regis' pier was 157 years old and is to be featured in their upcoming book 'The Piers that Never Were', with 3 piers apparently never coming to fruition in Bognor Regis. She further advised that Bognor Regis Pier Society had been contacted on a few occasions, but sadly had not yet signed up to participate in the 'Year of the Pier' events. She emphasised the importance of the support of towns such as Bognor Regis, with this initiative, and encouraged Bognor Regis to reconsider partaking in this celebration of our piers, if at all possible.

Following the presentation, Dr. Chapman asked if there were any questions.

One Councillor present queried whether there were any local examples she knew of, where the pier's structure had helped with implementing beach access? Dr. Chapman stated that this had been achieved in Southport, who had incorporated a ramp, halfway down the pier to allow for access to the beach.

A member of the public confirmed he would speak with the pier's current owner, to ascertain whether Bognor Regis could and would be willing to take part in the 'Year of the Pier' initiative.

The Town Mayor thanked Dr. Chapman for her presentation.

7. **BOGNOR REGIS TOWN COUNCIL'S PROGRAMME OF EVENTS FOR THE YEAR**

The Chairman of the Events, Promotion and Leisure Committee, Cllr. Brooks gave a brief report on some of the upcoming events planned for 2023.

Book Day - Hotham Park

Taking place on Wednesday 5th April, the day which returns as a 'standalone' event this year, will feature a 'giant' Easter bunny and fox, interactive Easter trail, face painting, 'Bubblemania', laser tag, circus skills and much more.

Live-screen broadcast of the Coronation of King Charles III – Hotham Park

The Chairman was delighted to advise that the Events Officer had obtained £10,000 worth of additional funding for this event from the National Lottery, to enable two days' worth of entertainment, over Saturday 6th and Sunday 7th May. This will include a family film showing after the Coronation, as well as 'The Big Lunch' and a host of other activities, with further plans in place for a special lighting of the Town Council's beacon to commemorate this historic event.

8. **OPEN FORUM WITH QUESTIONS TO COUNCILLORS/ATTENDEES**

The Town Mayor invited members of the public and Councillors to put any questions to the Council.

A member of the public asked Councillors to consider funding summer activities for children within the Town, using Councillor Ward Allocations which were used, in the past, to fund playschemes. On this issue, another Member present suggested that any Ward Allocations which have not been used by Councillors with poor attendance at meetings, should be allocated to more 'present' Councillors to make use of within their Wards, rather than being swallowed into the Town Council's reserves.

In response, a Councillor stated that Councillor Ward Allocations had not been included within the Town Council's budget for the 2023/2024 municipal year.

The Chairman of the Policy and Resources Committee was asked about a grant to the Pier Company, in relation to the Picturedrome Cinema, reflected in the Town Council accounts year ending 31st March 2022, which were reported earlier in the Meeting. The Chairman of the Committee advised that he would source the relevant information and email the member of the public directly.

A Councillor had questions which came from the earlier discussed Motion, specifically regarding the recently completed Place St Maur development and its effectiveness for holding outdoor events. One dual-hatted Councillor advised that all but one question were for ADC to answer, with one to be directed to WSCC. The Assistant Clerk clarified that the issue of suitability for holding outdoor events has been questioned and chased up on numerous occasions. Town Council Officers have been assured by ADC that answers to these questions will be made available to Members at the Meeting of the Events, Promotion and Leisure Committee taking place next Monday 20th March 2023.

There were many comments regarding anti-social behaviour and graffiti around the Town. It was concurred by those present that the Town Council should consider using the homepage of their website to signpost those wanting to report graffiti, perhaps using the 'What 3 Words' app. Although Bognor Regis BID and WSCC have engines for reporting this, it was felt that many would approach the Town Council in the first instance for information. With other comments suggesting providing a specific wall for graffiti artists to use, Cllr. Greenway (WSCC Councillor for Bersted - present in the public gallery) advised that this idea is being considered by the Bognor Regis Youth & Community Centre. He further advised that if the Town Council encouraged residents to report graffiti, it would mean areas outside of the Wards would also be reported through the Town Council. He suggested signposting to ADC in the first instance. The above comments were noted.

The presence of youth provision was highlighted as an important vehicle for deterring anti-social behaviour. The Town Council was praised for investing extra funding and research into ensuring the continuation and improvement of youth provision in the Town. A member of the public commented that the youth groups desperately need this extra funding and support to allow for more staff and more sessions to be held, to get potential young offenders off the streets and doing something they can really engage in.

Discussion turned to the Town Council's 2023 Newsletter, which had recently been distributed to all households within the five Wards. A member of the public commented on the font, which he felt was too small for some to read. It was suggested that the Town Council could consider seeking sponsorship for next year's Newsletter, to help offset the cost of producing and delivering the newsletters, whilst offering interested businesses the chance of invaluable promotion to residents all around the Town.

Another member of the public commented on the publicity of Bognor Regis online, and particularly through YouTube and other 'vlogging' sites. He warned that with many people using these platforms to look at potential holiday destinations, Bognor Regis should have a more active and positive presence, particularly as a seaside resort, wanting to attract tourists.

Other questions raised related to the Picturedrome Cinema, and the ongoing works. A Councillor confirmed that an update had been requested at a recent Town Council Meeting, and with new resources being put into finishing the improvements promptly, a formal answer concerning deadlines will be coming imminently, through the Town Clerk.

The last subject raised for discussion again related to anti-social behavior and in particular, problematic roads within the Wards. A member of the public shared details of a local petition that had been started, seeking to improve traffic conditions and speeding issues experienced in Linden Road (from Town Cross Avenue), which was having a negative impact on residents of these and surrounding roads. The petition sought to implement CCTV, one-way systems and speed bumps to deter anti-social behaviour, speeding and the immense flow of traffic these roads, and their residents, have to endure. A dual-hatted Councillor, advised that he was aware of the problems in Linden Road, having recently met with Officers from WSCC and WSCC Councillor Francis Oppler, to assess what could be done. Unfortunately, it would seem that speed bumps are not a viable option, due to buses using this route. The same Councillor shared that another meeting was due to take place, and Cllr. Woodall, as a Councillor for the Ward in question, asked to be invited to hear any updates. The member of the public who brought this to the attention of the meeting, spoke of neighbours helping and supporting each other when faced with verbal abuse by drivers passing through, with some, particularly those with children, even choosing to move home due to the terrible impact this was having on the community. The Assistant Clerk invited the member of the public to email her directly, with a copy of the petition, so that this and the examples given by residents could be shared with the relevant Committees and partnership agencies.

With no other questions being put forward, the Town Mayor thanked all those present for attending.

The Meeting closed at 8.45pm

Annual Report of the Town Council

Good evening and thank you for joining us for Bognor Regis Town Council's Annual Town Meeting of Electors. This is your Meeting, and we look forward to hearing your views and contributions over the course of the evening.

It's been another challenging year, nationally and internationally, as we've continued to watch in despair, the ever-unfolding conflict in Ukraine. Now a year since the invasion began, our thoughts and prayers remain with those who have so sadly been caught up in this war, including the many Ukrainian civilians who have been displaced from their homes. Back here, the cost-of-living crisis has hit hard for so many families up and down the country, including right here in Bognor Regis and we must continue to do all we can to support our local charities and Foodbanks, in helping them to provide for those so desperately in need.

With that in mind, it's been my absolute privilege to have supported 4Sight Vision Support and in particular the Bognor Regis Foodbank, as my chosen Mayoral charities for this year. Through 'Wellbeing Walks', 'Tea and Coffee Afternoons' and 'Food Drives', the Mayoress and I have met many of the wonderful people who have rallied to provide local people with the increasing assistance that has been required over these turbulent months. It has been an honour to play a very small part in helping to collect food and raise money for these charities, which are so deserving of our support. We are very lucky to have many charities and organisations locally, all of which are deserving of our gratitude. On behalf of my fellow Town Councillors, we thank each and every one of them, for their vital work and tireless efforts in supporting the people of Bognor Regis.

I have thoroughly enjoyed serving as your Mayor this year, and being able to meet some of the wonderful people, who make our Town the fantastic place it is. It is nearly impossible to choose just a few events to bring to your attention, out of the many I've had the honour of attending, but some that spring to mind immediately include the Town's very first 'Town Crier Competition - Guild Championship', held back in June, which, coinciding with the Town's Armed Forces Day event, provided a wonderful backdrop of colour and vibrancy to the seafront, and welcomed Town Crier's from around the country - and even Canada, to 'Sunniest' Bognor Regis! Armed Forces Day and Remembrance Sunday were of course, poignant occasions and it was wonderful to see Clarence Road filled to the brim with residents paying their respects to our fallen heroes.

The Town Council organised 'Drive through Time' Motor Gala and 'Funshine Days' proved as popular as ever, and the Mayoress and I certainly had a tricky job trying to choose one winner from the outstanding sandcastle's built, as part of the activities!

It's been lovely to interact with the younger members of our community, through visiting Scout and Guiding groups, to give out awards and judging competitions, to attending school assemblies to hand out School Council badges.

Also, our annual Bognor Regis in Bloom Schools Vegetable Growing competition for which I had the delight of visiting South Bersted School to see their wonderful French bean plants, which they showed us with such pride and enthusiasm!

The Town Council continues to support the youth provision available within the Town, through donations to various youth groups over the past twelve months. As a Council, we are committed to continuing to provide this support in the coming year, to ensure the youngest generation is well represented within the services on offer in Bognor Regis.

Visits to Care Homes, the Sunday Afternoon Concerts at Hotham Park through the summer as well as performances by the West Sussex Guitar Club and Edwin James Festival Choir to name a few, have also been extremely enjoyable. The Bognor Regis Carnival Association hosted another extremely well-attended Carnival, to the theme of Her Late Majesty's Platinum Jubilee, in addition to the 'Party on the Prom', as part of the Jubilee celebrations.

Whilst 2022 was meant to be a year of Royal celebrations, with the occasion of the Late Queen celebrating 70 years of Service and Duty, the jubilant scenes of June turned to National Mourning in September, with the sad passing of Her Majesty. Our Town certainly did itself proud with the outpouring of emotion that came with this, including the hundreds of residents who came to the Town Hall to write in the Book of Condolence, and those who lined the streets to pay their respects as well as celebrate the new King, at the Proclamation of Accession, outside the War Memorial. It was an honour to take the Book of Condolence round to local Care and Nursing Homes, to allow residents, who were not able to make the trip to the Town Hall, to share their memories, thoughts and feelings on the life of Queen Elizabeth II and of the impact she'd had on them.

As we look ahead to the Coronation of King Charles III, on 6th May, there will be plenty of chances to celebrate this historic event right here in Bognor Regis, including a big screen broadcast of the Coronation at Hotham Park, with plenty in the planning to make this a wonderful event! Back for 2023 is the ever-popular 'Book Day'. Taking place on Wednesday 5th April, this year's theme will be celebrating Easter and the joys of Spring. Proms in the Park takes place on Saturday 10th June and Drive through Time will be taking over West Park once again, on Sunday 9th July. With the 'Hampshire Avenue Fun Week' featuring free play activities for children towards the end of July, Funshine Days through the Summer holidays, the exciting addition of a Halloween themed event in October and of course our usual Christmas Lights Switch-On in November, 2023 promises an action packed programme of events, all put on for free by your Town Council.

There are plenty of regeneration projects about to take place, including the upcoming major redevelopment of the Regis Centre and Alexandra Theatre, which will provide the Town with a high quality, modern arts venue for the people of Bognor Regis and visitors to the area.

Plans include a complete refit of the Regis Centre and Alexandra Theatre, enhancing and improving the facilities, thus attracting larger and more far-reaching shows.

With many local community groups also already using the Centre, for regular meets and hosting of free activities, the improvements will undoubtedly increase footfall and use of the building itself.

Along with plans for the construction, by Whitbread PLC, of a new 102-bedroom Premier Inn hotel on the south-eastern corner of the Regis Centre car park site, coming to fruition, this important tourist spot within our Town will most certainly be seeing large scale redevelopments.

It truly has been a year of memorable moments, and I'm extremely proud to have served as First Citizen of our special Town. I would like to thank everybody who has invited me to attend their premises opening, gala night, concert, charity fundraiser and every other type of event the Mayoress and I have been lucky enough to have been a part of.

As well as my two Mayoral charities, Bognor Regis Foodbank and 4Sight Vision Support, who have been tremendous in collaborating with me this year, I would like to also pay special thanks to my Mayor's Chaplain, Major Matt Butler, who has been a steadfast support and who as well as contributing so much in his role at The Salvation Army, has also supported the Town Council through leading the Civic Service, Remembrance Sunday Service and the other unforeseen events which took place following the death of Her Late Majesty.

Lastly, I would like to thank my fellow Councillors, Town Council staff and the residents, business owners and charitable organisations here in Bognor Regis, who make our Town a better place for us all.

Thank you for coming tonight. This is your meeting, and we look forward to hearing from you as the opportunities present themselves, throughout this evening.

Policy and Resources Budget Report 2023/2024

It's been a challenging year for everyone as we face the cost-of-living crisis. Your Town Council has focused on presenting a budget that will minimise the impact on residents whilst ensuring the future financial stability of our Town whilst maintaining all the important activities the council funds for the residents of Bognor Regis

As a Town Council we will make sizeable contributions to some extremely important partnerships such as the Bognor Regis Seafront Lights, our Town Centre Business Wardens, the 2 Hour Free Parking Scheme and CCTV all of which are of great benefit to our Town.

We continue to support our young people, providing funding to local youth work initiatives as well as planning to once again, offer a variety of free entertainment during the summer months both by running our own events and by providing funding to outside bodies to run their events.

Town Force will continue to work to improve the look and feel of Bognor Regis for both residents and visitors by removing graffiti and rubbish around the town as well as providing income by providing services to nearby parishes and private businesses. Without their tireless work the Town would soon become a much less desirable place to live and visit.

The Picturedrome, Bognor Regis's historic cinema, which is owned by the Town Council, continues its impressive development under its independent operator's management team. As refurbishment nears completion it is rapidly becoming the star in Bognor Regis's cultural life.

The ceremonial turning on of the Christmas lights, by the Mayor in the Town centre attended by many residents, despite the rain, illustrates the power of working together with local business and the wider community, and the Town Council was proud to continue to play their part by supplying the Christmas Lights, which were warmly received and will be back again this year.

Details on the budget can be found on the Town Council website.

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2023

Bognor Regis Town Council

Table of Contents

31 March 2023

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	4
Statement of Accounting Policies.....	5
Income and Expenditure Account.....	8
Statement of Movement in Reserves.....	9
Balance Sheet.....	10
Cash Flow Statement.....	11
Notes to the Accounts.....	12
1 Other Costs Analysis.....	12
2 Interest and Investment Income.....	12
3 Agency Work.....	12
4 Related Party Transactions.....	13
5 General Power of Competence.....	13
6 Audit Fees.....	13
7 Publicity.....	13
8 Members' Allowances.....	13
9 Employees.....	13
10 Pension Costs.....	14
11 Tangible Fixed Assets.....	14
12 Financing of Capital Expenditure.....	15
13 Information on Assets Held.....	15
14 Debtors.....	16
15 Creditors and Accrued Expenses.....	16
16 Financial Commitments under Operating Leases.....	16
17 Long Term Liabilities.....	17
18 Deferred Grants.....	17
19 Capital Financing Account.....	18
20 Earmarked Reserves.....	18
21 Capital Commitments.....	18
22 Contingent Liabilities.....	18
23 Reconciliation of Revenue Cash Flow.....	19
24 Movement in Cash.....	19
25 Reconciliation of Net Funds/Debt.....	19
26 Post Balance Sheet Events.....	20
Appendices.....	21

Bognor Regis Town Council

Council Information

31 March 2023

(Information current at 5th June 2023)

Mayor

Cllr F. R. J. Oppler

Councillors

Cllr Miss C. Needs (Deputy Mayor)

Cllr J. Barrett
Cllr K. Batley
Cllr J. Brooks
Cllr D. Dawes
Cllr S. Goodheart
Cllr R. A. Nash
Cllr P. Ralph
Cllr N. Smith
Cllr M. Stanley
Cllr Mrs J. L. Warr
Cllr B. Waterhouse
Cllr P. C. Wells
Cllr P. J. Woodall
Cllr Mrs G. Yeates

Town Clerk

Mrs G. Frost CiLCA

Auditors

Moore Stephens (East Midlands)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ

Internal Auditors

Auditing Solutions Limited
Clackerbrook Farm
46 The Common
Bromham
Chippenham
Wiltshire
SN15 2JJ

Bognor Regis Town Council

Statement of Responsibilities

31 March 2023

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2023 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2023, and its income and expenditure for the year ended 31 March 2023.

Signed:

Mrs G. Frost CiLCA- Town Clerk

Date:

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2023

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

The investment in Screen 4 of the Picturedrome Cinema is being depreciated over the life of the loan finance (20 years).

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2023

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 17.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2023

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2025 and any change in contribution rates as a result of that valuation will take effect from 1st April 2026.

Bognor Regis Town Council
Income and Expenditure Account
31 March 2023

	Notes	2023 £	2022 £
Income			
Precept on Principal Authority		969,817	948,372
Grants Receivable		26,209	38,870
Rents Receivable, Interest & Investment Income		27,326	1,206
Charges made for Services		53,318	46,949
Other Income		52,678	36,653
Total Income		1,129,348	1,072,050
Expenditure			
Direct Service Costs:			
Salaries & Wages		(314,387)	(282,804)
Grant-aid Expenditure		(81,897)	(61,247)
Other Costs	1	(243,429)	(204,607)
Democratic, Management & Civic Costs:			
Salaries & Wages		(193,738)	(190,661)
Other Costs	1	(153,976)	(141,550)
Total Expenditure		(987,427)	(880,869)
Excess of Income over Expenditure for the year.		141,921	191,181
Exceptional Items			
(Loss) on the disposal of fixed assets		(1,695)	(160)
Net Operating Surplus for Year		140,226	191,021
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(58,649)	(56,907)
Capital Expenditure charged to revenue	12	(14,893)	(42,768)
Reverse profit on asset disposals		1,695	160
Transfer from/(to) Earmarked Reserves	20	13,502	(28,954)
Surplus for the Year to General Fund		81,881	62,552
Net Surplus for the Year		68,379	91,506
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer from/(to) Earmarked Reserves	20	(13,502)	28,954
Surplus for the Year to General Fund		81,881	62,552
		68,379	91,506

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2023

Reserve	Purpose of Reserve	Notes	2023	Net Movement in Year	2022
			£	£	£
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	339,209	6,031	333,178
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	561,986	(13,502)	575,488
General Fund	Resources available to meet future running costs		497,484	81,881	415,603
Total			1,398,679	74,410	1,324,269

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council**Balance Sheet****31 March 2023**

	Notes	2023 £	2023 £	2022 £
Fixed Assets				
Tangible Fixed Assets	11		1,322,178	1,376,504
Current Assets				
Debtors and prepayments	14	70,987		40,007
Cash at bank and in hand		<u>1,137,988</u>		<u>1,061,110</u>
		1,208,975		1,101,117
Current Liabilities				
Current Portion of Long Term Borrowings		(60,448)		(58,649)
Creditors and income in advance	15	<u>(149,505)</u>		<u>(110,026)</u>
Net Current Assets			999,022	932,442
Total Assets Less Current Liabilities			2,321,200	2,308,946
Long Term Liabilities				
Long-term borrowing	17		(895,109)	(955,557)
Deferred Grants	18		(27,412)	(29,120)
Total Assets Less Liabilities			<u>1,398,679</u>	<u>1,324,269</u>
Capital and Reserves				
Capital Financing Reserve	19		339,209	333,178
Earmarked Reserves	20		561,986	575,488
General Reserve			<u>497,484</u>	<u>415,603</u>
			<u>1,398,679</u>	<u>1,324,269</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2023, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 5th June 2023 .

Signed:
 Cllr F. R. J. Oppler
 Mayor

.....
 Mrs G. Frost CiLCA
 Responsible Financial Officer

Date:

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council**Cash Flow Statement****31 March 2023**

	Notes	2023 £	2023 £	2022 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(508,126)		(473,464)
Other operating payments		(438,154)		(394,995)
			(946,280)	(868,459)
<i>Cash inflows</i>				
Precept on Principal Authority		969,817		948,372
Cash received for services		107,249		108,004
Revenue grants received		26,209		38,870
			1,103,275	1,095,246
Net cash inflow from Revenue Activities	23		156,995	226,787
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(30,363)		(32,106)
<i>Cash inflows</i>				
Interest received		23,788		809
Net cash (outflow) from Servicing of Finance			(6,575)	(31,297)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(14,893)		(43,768)
<i>Cash inflows</i>				
Sale of fixed assets		-		1,000
Net cash (outflow) from Capital Activities			(14,893)	(42,768)
Net cash inflow before Financing			135,527	152,722
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(58,649)	(56,907)
Net cash (outflow) from financing and liquid resources			(58,649)	(56,907)
Increase in cash	24		76,878	95,815

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****1 Other Costs Analysis****Other Costs reported in the council's Income and Expenditure Account comprise the following:****Direct Service Costs**

	2023	2022
	£	£
Theatres & Public Entertainment	56,603	24,617
Allotments	5,285	2,230
Tourism Policy, Marketing & Development	1,183	1,012
Visitor Information	694	898
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	172,586	109,187
Community Development	88,747	110,811
Street Lighting	5,508	4,040
Off-street Parking	21,000	21,016
Other Services to the Public	(28,280)	(9,957)
Less: Grant-aid Expenditure	(81,897)	(61,247)
Total	243,429	204,607

Democratic, Management & Civic Costs

	2023	2022
	£	£
Corporate Management	84,664	90,969
Democratic Representation & Management	18,570	5,540
Civic Expenses	9,157	1,543
Mayors Allowance	3,000	3,000
Members' Allowances	8,222	8,392
Interest Payable	30,363	32,106
Total	153,976	141,550

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest and Investment Income

	2023	2022
	£	£
Interest Income - General Funds	27,326	1,206
	27,326	1,206

3 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****4 Related Party Transactions**

The council entered into no material transactions with related parties during the year.

5 General Power of Competence

With effect from 5th September 2016 Bognor Regis Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 5th September 2016 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2023	2022
	£	£
Fees for statutory audit services	2,100	2,000
Total fees	<u>2,100</u>	<u>2,000</u>

7 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2023	2022
	£	£
Recruitment Advertising	752	957
Publicity	1,944	742
Newsletter	1,934	2,345
	<u>4,630</u>	<u>4,044</u>

8 Members' Allowances

	2023	2022
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors' Allowance	3,000	3,000
Councillors' Expenses & Allowances	8,222	8,392
	<u>11,222</u>	<u>11,392</u>

9 Employees

The average weekly number of employees during the year was as follows:

	2023	2022
	Number	Number
Full-time	11	12
Part-time	5	2
Temporary	-	-
	<u>16</u>	<u>14</u>

All staff are paid in accordance with nationally agreed pay scales.

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****10 Pension Costs**

The council participates in the West Sussex Superannuation Fund Pension Fund.

The West Sussex Superannuation Fund Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

Financial Reporting Standard for Small Enterprises (FRSSE), for schemes such as West Sussex Superannuation Fund requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2023 was £76,675 (31 March 2022 - £65,611).

The most recent actuarial valuation was carried out as at 31st March 2022, and the council's contribution rate is confirmed as being 19.20% of employees' pay with effect from 1st April 2023 (year ended 31 March 2023 – 20.20%).

11 Tangible Fixed Assets

	Vehicles and Equipment	Infrastructure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£
At 31 March 2022	264,394	237,761	69,774	1,405,607	1,977,536
Additions	10,651	4,242	-	-	14,893
Disposals	(5,657)	-	-	-	(5,657)
At 31 March 2023	269,388	242,003	69,774	1,405,607	1,986,772
Depreciation					
At 31 March 2022	(224,523)	(227,411)	(5,464)	(143,634)	(601,032)
Charged for the year	(15,750)	(3,483)	(413)	(47,878)	(67,524)
Eliminated on disposal	3,962	-	-	-	3,962
At 31 March 2023	(236,311)	(230,894)	(5,877)	(191,512)	(664,594)
Net Book Value					
At 31 March 2023	33,077	11,109	63,897	1,214,095	1,322,178
At 31 March 2022	39,871	10,350	64,310	1,261,973	1,376,504

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2003 by external independent valuers, Messrs at insurance values. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****12 Financing of Capital Expenditure**

	2023	2022
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	14,893	43,768
	<u>14,893</u>	<u>43,768</u>
was financed by:		
Capital Receipts	-	1,000
Revenue:		
Equipment Replacement Reserve	13,593	42,768
Precept and Revenue Income	1,300	-
	<u>14,893</u>	<u>43,768</u>

13 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

- Vans and Trucks – 4
- Water Bowser and trailer
- Sundry grounds maintenance equipment
- Sundry office equipment
- Metereological equipment
- Floral planters and baskets
- High Street Pea Lights

Infrastructure Assets

- Street light - 32
- Footpath/Esplanade lighting
- Allotment and Met. Site fencing
- Other street furniture

Community Assets

- Millennium Clock
- Victorian Bathing Machine
- Sun Sculpture
- Allotments
- Council Regalia

Other Assets

- Shares in Bognor Pier Co Ltd
- Investment in Picturedrome Screen 4
- Shares in Bognor Regis Ltd

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****14 Debtors**

	2023	2022
	£	£
Town Force Debtors	13,101	16,556
VAT Recoverable	10,082	10,373
Prepayments	31,843	12,655
Accrued Income	11,987	(13)
Accrued Interest Income	3,974	436
	<u>70,987</u>	<u>40,007</u>

15 Creditors and Accrued Expenses

	2023	2022
	£	£
Trade Creditors	22,213	7,808
Other Creditors	42,758	44,127
Accruals	36,278	19,633
Income in Advance	48,256	38,458
	<u>149,505</u>	<u>110,026</u>

16 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2023	2022
	£	£
Obligations expiring within one year	-	1,460
Obligations expiring between two and five years	1,400	-
Obligations expiring after five years	-	-
	<u>1,400</u>	<u>1,460</u>

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****17 Long Term Liabilities**

	2023	2022
	£	£
Public Works Loan Board	955,557	1,014,206
	<u>955,557</u>	<u>1,014,206</u>

	2023	2022
	£	£
The above loans are repayable as follows:		
Within one year	60,448	58,649
From one to two years	62,306	60,448
From two to five years	198,678	192,734
From five to ten years	374,355	363,076
Over ten years	259,770	339,299
	<u>955,557</u>	<u>1,014,206</u>
Total Loan Commitment	955,557	1,014,206
Less: Repayable within one year	(60,448)	(58,649)
	<u>895,109</u>	<u>955,557</u>
Repayable after one year	895,109	955,557

18 Deferred Grants

	2023	2022
	£	£
Capital Grants Applied		
At 01 April	29,120	30,268
Released to offset depreciation	3,700	(1,148)
Extinguished and/or transferred	(5,408)	-
At 31 March	<u>27,412</u>	<u>29,120</u>
Total Deferred Grants		
At 31 March	27,412	29,120
At 01 April	<u>29,120</u>	<u>30,268</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****19 Capital Financing Account**

	2023	2022
	£	£
Balance at 01 April	333,178	304,202
Financing capital expenditure in the year		
Additions - using capital receipts	-	1,000
Additions - using revenue balances	14,893	42,768
Loan repayments	58,649	56,907
Disposal of fixed assets	(5,657)	(11,516)
Depreciation eliminated on disposals	3,962	10,356
Reversal of depreciation	(67,524)	(71,687)
Deferred grants released	1,708	1,148
Balance at 31 March	<u>339,209</u>	<u>333,178</u>

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

20 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2022	to reserve	from reserve	31/03/2023
	£	£	£	£
Capital Projects Reserves	298,000	-	-	298,000
Asset Renewal Reserves	106,245	30,000	(18,794)	117,451
Other Earmarked Reserves	171,243	35,512	(60,220)	146,535
Total Earmarked Reserves	<u>575,488</u>	<u>65,512</u>	<u>(79,014)</u>	<u>561,986</u>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific and future projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2023 are set out in detail at Appendix A.

21 Capital Commitments

The council had no capital commitments at 31 March 2023 not otherwise provided for in these accounts.

22 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****23 Reconciliation of Revenue Cash Flow**

	2023	2022
	£	£
Net Operating Surplus for the year	141,921	191,181
Add/(Deduct)		
Interest Payable	30,363	32,106
Interest and Investment Income	(23,788)	(809)
(Increase) in debtors	(30,980)	(9,370)
Increase in creditors	39,479	13,679
Revenue activities net cash inflow	<u>156,995</u>	<u>226,787</u>

24 Movement in Cash

	2023	2022
	£	£
Balances at 01 April		
Cash with accounting officers	330	334
Cash at bank	1,060,780	964,961
	<u>1,061,110</u>	<u>965,295</u>
Balances at 31 March		
Cash with accounting officers	330	330
Cash at bank	1,137,658	1,060,780
	<u>1,137,988</u>	<u>1,061,110</u>
Net cash inflow	<u>76,878</u>	<u>95,815</u>

25 Reconciliation of Net Funds/Debt

	2023	2022
	£	£
Increase in cash in the year	<u>76,878</u>	<u>95,815</u>
Cash outflow from repayment of debt	<u>58,649</u>	<u>56,907</u>
Net cash flow arising from changes in debt	<u>58,649</u>	<u>56,907</u>
Movement in net funds in the year	<u>135,527</u>	<u>152,722</u>
Cash at bank and in hand	1,061,110	965,295
Total borrowings	(1,014,206)	(1,071,113)
Net funds/(debt) at 01 April	<u>46,904</u>	<u>(105,818)</u>
Cash at bank and in hand	1,137,988	1,061,110
Total borrowings	(955,557)	(1,014,206)
Net funds at 31 March	<u>182,431</u>	<u>46,904</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2023

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 5th June 2023), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council**Appendices****31 March 2023****Appendix A****Schedule of Other Earmarked Reserves**

	<u>Balance at</u> <u>01/04/2022</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2023</u> £
<u>Capital Projects Reserves</u>				
Economic Development	298,000			298,000
	<u>298,000</u>	<u>0</u>	<u>0</u>	<u>298,000</u>
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	106,245	30,000	(18,794)	117,451
	<u>106,245</u>	<u>30,000</u>	<u>(18,794)</u>	<u>117,451</u>
<u>Other Earmarked Reserves</u>				
Civic Fund	5,407			5,407
Election Fund	13,187	6,000	(16,041)	3,146
Allotments	2,391	80	(1,300)	1,171
Promotions/Publicity	7,245			7,245
Administration		1,200		1,200
Events underspend	2,386	534	(2,386)	534
P & R Projects	8,581	5,000		13,581
E & L Projects	20,920	8,126	(14,488)	14,558
Grant Aid	25,960	3,875	(18,350)	11,485
Tourism & Events Support	1,328			1,328
Parking Scheme (Traders Contribution)	12,161			12,161
S East in Bloom	5,567	180	(144)	5,603
Events Sponsorship	3,902		(2,125)	1,777
BRTC Funding of SRB Projects	965			965
WSCC SRB Contribution	500			500
Street Scene Enhancement	33,034		(494)	32,540
Decking Areas	4,378			4,378
Ward Allocation - Orchard Ward	1,000	250	(250)	1,000
Ward Allocation - Marine Ward	299	375	(125)	549
Ward Allocation - Hotham Ward	424	500		924
Ward Allocation - Pevensey Ward	253	500		753
Website	1,477			1,477
Councillor Training	2,787	817		3,604
Town Force Equipment	184	2,013		2,197
Personal Safety Provision	698	101		799
Heritage Vision Board	0			0
Our Place	1,729			1,729
Staff Training	6,966	3,773	(1,371)	9,368
Town Crier	6,789	979	(3,146)	4,622
CIL 2020/21	725			725
CIL 2021/22		1,209		1,209
	<u>171,243</u>	<u>35,512</u>	<u>(60,220)</u>	<u>146,535</u>
TOTAL EARMARKED RESERVES	<u>575,488</u>	<u>65,512</u>	<u>(79,014)</u>	<u>561,986</u>

Bognor Regis Town Council**31 March 2023****Annual Report Tables****Table. 1 – Budget & Actual Comparison**

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	27,709	40,145
Open Spaces	1,076	2,487
Tourism	7,042	8,495
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	417,512	419,720
Street Lighting	4,250	5,508
Parking Services	21,000	21,000
Other Services to the Public	94,497	62,040
Net Direct Services Costs	<u>575,086</u>	<u>561,395</u>
Corporate Management	248,145	229,193
Democratic & Civic	28,373	34,271
Net Democratic, Management and Civic Costs	<u>276,518</u>	<u>263,464</u>
Interest & Investment Income	(500)	(27,326)
Loan Charges	89,013	89,012
Capital Expenditure	-	14,893
Transfers to/(from) other reserves	29,700	(13,502)
(Deficit from)/Surplus to General Reserve	<u>-</u>	<u>81,881</u>
Precept on Principal Authority	<u><u>969,817</u></u>	<u><u>969,817</u></u>

Bognor Regis Town Council**31 March 2023****Annual Report Tables****Table. 2 – Service Income & Expenditure**

Notes	2023 £	2023 £	2023 £	2022 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	57,422	(17,277)	40,145	24,735
Open Spaces	5,285	(2,798)	2,487	(456)
Tourism	8,495	-	8,495	8,049
ENVIRONMENTAL SERVICES				
Community Safety (Crime Reduction)	2,000	-	2,000	2,000
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	360,356	(16,883)	343,473	269,262
Community Development	88,747	(12,500)	76,247	72,666
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	5,508	-	5,508	4,040
Parking Services	21,000	-	21,000	21,016
OTHER SERVICES				
Other Services to the Public	90,900	(28,860)	62,040	62,252
CENTRAL SERVICES				
Corporate Management	278,402	(49,209)	229,193	244,905
Democratic & Civic	18,570	(1,035)	17,535	5,540
Civic Expenses	20,379	(3,643)	16,736	12,282
Net Cost of Services	957,064	(132,205)	824,859	726,291

Bognor Regis Town Council

(Updated 11/12/2023)

As adopted at Full Council 2nd January 2024

Budget Summary

Year Ended 31st March 2025

	2023/24		2024/25	<i>Budget</i>	
	Projected	<i>Budgeted</i> <i>(Revised)</i>	Proposed	<i>Incr/Decr</i>	
REVENUE EXPENDITURE					
Policy & Resources	809960	834080	736339	-97741	
Comm'y Eng't & Env't	78018	77777	77377	-400	
Events, Prom'n & Leisure	144784	111599	115519	3920	
Planning	7000	9750	7000	-2750	
	<u>1039762</u>	<u>1033206</u>	<u>936235</u>	<u>-96971</u>	
INCOME					
Policy & Resources	93967	37900	62900	25000	
Comm'y Eng't & Env't	14537	14300	13300	-1000	
Events	28514	2200	2400	200	
Planning	0	0	0	0	
	<u>137018</u>	<u>54400</u>	<u>78600</u>	<u>24200</u>	
NET REVENUE EXPENDITURE	<u>902744</u>	<u>978806</u>	<u>857635</u>	<u>-121171</u>	
CAPITAL EXPENDITURE (NET)					
Loan Charges	89013	89013	89013	0	
BPCL - Management Fees	-58000	-58000	-58000	0	
Development Provision			81000		
Capital Funding Provision	30000	30000	30000	0	
Capital Funding Provision Prior Year adjustment	80000	0	0	0	
Policy & Resources	-908	0	0	0	
Env & Leisure	0	0	0	0	
Earmarked Reserves released to General	-16619	0	0	0	
	<u>123486</u>	<u>61013</u>	<u>142013</u>	<u>0</u>	
TOTAL NET EXPENDITURE	<u>1026230</u>	<u>1039819</u>	<u>999648</u>	<u>-121171</u>	-3.86%
Financed as follows					
Reserves at 1st April	497484	406517	481073		
Reserves at 31st March	481073	376517	480929	**	Reserves Surplus 266520
Used to Fund Expenditure	16411	30000	144		0.01% (of Precept)
Precept Required	1009819	1009819	999504	-10315	-1.02%
TOTAL TAXATION FUNDING REQUIRED	<u>1009819</u>	<u>1009819</u>	<u>999504</u>	<u>-10315</u>	<u>-1.02%</u>
	<u>1026230</u>	<u>1039819</u>	<u>999648</u>	<u>-10315</u>	

ADJUSTED BASIS

			Advised		
Band D Equivalents		<u>7428</u>	<u>7352</u>	-76	-1.02%
Precept per Band D Equivalent (£/annum)	<u>£ 135.95</u>		<u>£135.95</u>	£0.00	0.00%
Precept per Band D Equivalent (p/week)	<u>260.73</u>		<u>260.73</u>	£0.0000	0.00%

£ 999,504.40

NOTES

** Recommended minimum reserve equal to 3 months net expenditure	225686	244702	214409
---	--------	--------	--------

	31/03/2023 <i>(Actual)</i>	31/03/2024 <i>(Projected)</i>	31/03/2025 <i>(Available)</i>
Earmarked Reserves			
Rolling Capital Fund	106245	131339	161339
Economic Development	298000	298000	379000
Others (Incl unapplied grants)	171243	109517	109817
	<u>575488</u>	<u>538856</u>	<u>650156</u>

Budget Summary**Revenue Expenditure****Year Ended 31st March 2025**

		2023/24		2024/25	<i>Budget</i>
		Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
			<i>(Revised)</i>		
Operating Budgets (Net)					
Administration	101	292220	312120	303740	-8380
Civic	102	43052	32273	32423	150
Mayor's Charity Activities	103	562	0	0	
Projects and Events	104	215270	229002	181947	-47055
Town Force	105	116887	147411	146647	-764
B R Parking Scheme	106	21000	21000	0	-21000
Street Scene Enhanc't	110	15981	7286	7586	300
Meteorological	202	8096	7492	8442	950
Floral Displays	204	56208	56146	56096	-50
Roads & Streetlights	401	7000	9750	7000	-2750
Allotments	402	3180	3376	3126	-250
Planning (General)	403	0	0	0	0
		<u>779456</u>	<u>825856</u>	<u>747007</u>	<u>-78849</u>
Discretionary Spending					
Grant Aid	107	72088	59588	21588	-38000
P & R Partnership	108	32900	25400	42408	17008
Christmas Activities	207	58114	57364	57364	0
E & L Projects	208	21810	21631	21281	-350
Events	301-5	75394	43367	46587	3220
		<u>260306</u>	<u>207350</u>	<u>189228</u>	<u>-18122</u>
Revenue Expenditure					
		<u>1039762</u>	<u>1033206</u>	<u>936235</u>	<u>-96971</u>

Budget Summary**Year Ended 31st March 2025**Revenue Income

		2023/24		2024/25	<i>Budget</i>
		Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	50000	15000	40000	25000
Civic	102	300	300	300	0
Mayor's Charity Activities	103	562	0	0	0
Projects and Events	104	0	0	0	0
Town Force	105	20605	20100	20100	0
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	2500	2500	2500	0
Floral Displays	204	14537	14300	13300	-1000
Roads & Streetlights	401	0	0	0	0
Allotments	402	2606	2200	2400	200
Planning (General)	403	0	0	0	0
		<u>91110</u>	<u>54400</u>	<u>78600</u>	
<u>Discretionary Spending</u>					
Grant Aid	107	12500	0	0	0
P & R Projects	108	7500	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	25908	0	0	0
		<u>45908</u>	<u>0</u>	<u>0</u>	
		<u>137018</u>	<u>54400</u>	<u>78600</u>	<u>24200</u>

Report of the Director and
Unaudited Financial Statements for the Year Ended 31 December 2023
for
The Bognor Pier Company Limited

DCK Accounting Solutions Ltd
Unit 1
Uffcott Farm
Wroughton
Wiltshire
SN4 9NB

Contents of the Financial Statements
for the Year Ended 31 December 2023

	Page
Company Information	1
Report of the Director	2
Income Statement	3
Balance Sheet	4
Notes to the Financial Statements	5

The Bognor Pier Company Limited

Company Information
for the Year Ended 31 December 2023

DIRECTOR:	Mrs G Frost
SECRETARY:	Mrs M Beevers
REGISTERED OFFICE:	Bognor Regis Town Council Town Hall Clarence Road Bognor Regis West Sussex PO21 1LD
REGISTERED NUMBER:	00097547 (England and Wales)
ACCOUNTANTS:	DCK Accounting Solutions Ltd Unit 1 Uffcott Farm Wroughton Wiltshire SN4 9NB

The Bognor Pier Company Limited (Registered number: 00097547)

Report of the Director
for the Year Ended 31 December 2023

The director presents her report with the financial statements of the company for the year ended 31 December 2023.

DIRECTOR

Mrs G Frost held office during the whole of the period from 1 January 2023 to the date of this report.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

Glenna Frost

Mrs G Frost - Director

21 February 2024

The Bognor Pier Company Limited (Registered number: 00097547)

Income Statement
for the Year Ended 31 December 2023

	31.12.23	31.12.22
	£	£
TURNOVER	65,100	63,339
Administrative expenses	75,380	72,042
	<u>(10,280)</u>	<u>(8,703)</u>
Other operating income	11,144	10,655
OPERATING PROFIT	864	1,952
Interest receivable and similar income	25	5
PROFIT BEFORE TAXATION	889	1,957
Tax on profit	-	-
PROFIT FOR THE FINANCIAL YEAR	<u>889</u>	<u>1,957</u>

The notes form part of these financial statements

Balance Sheet
31 December 2023

	Notes	31.12.23		31.12.22	
		£	£	£	£
FIXED ASSETS					
Investment property	4		430,000		430,000
CURRENT ASSETS					
Prepayments and accrued income		4,401		4,401	
Cash at bank		33,607		43,015	
		<u>38,008</u>		<u>47,416</u>	
CREDITORS					
Amounts falling due within one year	5	35,401		45,698	
NET CURRENT ASSETS			<u>2,607</u>		<u>1,718</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>432,607</u>		<u>431,718</u>
CAPITAL AND RESERVES					
Called up share capital			9,097		9,097
Revaluation reserve	6		411,689		411,689
Retained earnings			11,821		10,932
SHAREHOLDERS' FUNDS			<u>432,607</u>		<u>431,718</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2023 in accordance with Section 476 of the Companies Act 2006.

The director acknowledges her responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the director and authorised for issue on 21 February 2024 and were signed by:

Glenna Frost
Mrs G Frost - Director

Notes to the Financial Statements
for the Year Ended 31 December 2023

1. **STATUTORY INFORMATION**

The Bognor Pier Company Limited is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. **ACCOUNTING POLICIES**

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Investment property

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in fair value is recognised in profit or loss.

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was NIL (2022 - NIL).

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

4. **INVESTMENT PROPERTY**

	Total £
FAIR VALUE	
At 1 January 2023 and 31 December 2023	430,000
NET BOOK VALUE	
At 31 December 2023	430,000
At 31 December 2022	430,000

5. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.23 £	31.12.22 £
Trade creditors	1	-
Taxation and social security	7,738	5,445
Other creditors	27,662	40,253
	<u>35,401</u>	<u>45,698</u>

6. **RESERVES**

	Revaluation reserve £
At 1 January 2023 and 31 December 2023	411,689

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL AND COMMITTEE ATTENDANCE SCHEDULE 2023-2024
FROM 22nd May 2023 TO 11th March 2024

COUNCILLORS	COUNCIL	P & R	C E & E Dissolved	P & L	E P & L Dissolved	E & L Formerly EP&L
Cllr John Barrett	8/9	7/8	3/3	15/15	--	--
Cllr Kenton Batley	5/9	--	--	--	4/4	1/1
Cllr Jim Brooks	9/9	--	2/3	--	4/4	1/1
Cllr Danny Dawes	8/9	--	3/3	--	--	--
Cllr Steve Goodheart	6/9	7/8	--	10/15	--	--
Cllr Roger Nash	7/9	--	--	--	3/4	1/1
Cllr Miss Claire Needs	9/9	6/8	3/3	14/14	4/4	1/1
Cllr Francis Oppler	8/9	5/8	1/3	--	--	--
Cllr Paul Ralph	7/9	6/8	--	11/14	4/4	1/1
Cllr Nigel Smith	8/9	6/8	2/3	--	--	--
Cllr Matt Stanley	3/9	--	--	--	1/4	0/1
Cllr Mrs Jeanette Warr	9/9	--	3/3	15/15	4/4	1/1
Cllr Bob Waterhouse	6/9	8/8	3/3	12/15	--	--
Cllr Paul Wells	8/9	8/8	--	--	3/4	1/1
Cllr Phil Woodall	8/9	7/8	--	6/15	2/4	1/1
Cllr Mrs Gill Yeates	7/9	--	3/3	11/15	--	--