



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 25th MARCH 2024

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, S. Goodheart (until Min. 140), 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)
Ms. R. White (Bognor Regis Regeneration Board) (part of meeting)
1 Member seated in the public gallery
1 member of the public

The Meeting opened at 6.33pm

130. 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.

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

With all Members of the Committee in attendance, there were no apologies for absence to be approved.

132. 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 14 as a member of the Bognor Pier Trust C.I.C.

133. TO APPROVE THE MINUTES OF THE MEETING HELD ON 29th JANUARY 2024

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 29th January 2024 and these were signed by the Chair.

134. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.35pm

The Bognor Regis Armed Forces organiser thanked the Town Council for adding all events supported by the Council to its website but referenced a poster on which these events did not appear. The organiser claimed that they were having difficulty in finding funding for the flying display that they hoped to incorporate into the Armed Forces Day.

The Chair reconvened the Meeting at 6.37pm

135. CLERK'S REPORT FROM PREVIOUS MINUTES

135.1 25th September 2023 – Min. 58 UKSPF Bike Repair Stations Project

At the meeting held in September, an update was given to Members in connection with the UKSPF award granted to BRTC for Year 2 funding (2023/2024): for Capital of £7.5k. A Funding Agreement between ADC and BRTC had since been signed and the funds received into the Town Council's account.

As the funds had to be spent within the 2023-24 financial year, the order was placed for the Bike Repair Stations, and these were received last week. Once the legal documentation with regards to the leases to allow for these to be installed on ADC land are finalised, Town Force will proceed with installation and a launch campaign will be run by BRTC to promote this project to the public.

135.2 25th September 2023 – Min. 64 Consideration of input from the Committee for the content of the 2024 Town Newsletter

At the Policy and Resources Committee Meeting held on 25th September 2023 (Min. 64 refers), Members suggested that if recyclable paper were used to produce the Newsletter, that this be highlighted by the inclusion of a logo stating that the publication could be disposed of in this way.

As a Council of Climate Emergency, Officers investigated the option of using recycled paper, with the publishers of the newsletter. Unfortunately, although this was possible, it would have been at a far greater cost than originally quoted (equating to nearly double the price for production). Officers were advised that the standard paper used previously, is more environmentally friendly, as it comes from sustainable sources (for every tree used, two more are planted). Furthermore, far more chemicals are used in the manufacture of recycled papers to make it white and re-usable.

The company producing the newsletter are a member of the Woodland Trust Carbon Capture Scheme, meaning for every ton of paper they buy, a percentage is donated to the Woodland Trust to plant new trees. This offsets the carbon footprint used in the distribution and storage of the paper. They suggested that their logo be included within the publication, which denotes this, along with the statement 'this is printed using FSC certified paper that comes from sustainable sources'. Importantly, and in line with Members suggestion at the September Policy and Resources Committee Meeting, the paper used will be recyclable, and again, this has been mentioned within the newsletter.

135.3 20th November 2023 – Min. 78 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding

Following some discussion at the November meeting, Members agreed to support the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) by entering into a three-year Funding Agreement with budget provision made at £2,000 per annum with effect from 1st April 2024. A Funding Agreement had subsequently been sent to the Chair of Board, which was approved by Members at their meeting held on 29th February 2024, signed and has now been returned. A copy of the cash balances to the end of March 2024 have also been provided and a copy of their accounts as a condition of the agreement will be provided once these have been completed for the financial year ending 31st August 2023.

135.4 11th December 2024 – Min. 98.7 Budget Proposals for 2024-25 and Boom Community Bank proposal to set up a No Interest Loan Scheme for Bognor Regis Residents and recommendation to Council in support

Following the Committee's support for this scheme, the Council at its meeting on 2nd January 2024 unanimously resolved to agree in principle that a grant of £30,000 be made to Boom Community Bank, funded from the Council's Economic Development Fund, to set up a No Interest Loan Scheme (NILS), subject to the outcome of the due diligence checks, with any shortfall in the Fund being topped up on an annual basis through budgetary provision. The Town Clerk, in liaison with the Chair of the Policy and Resources Committee and the Town Council's Accountant, were given Delegated Authority in this matter. Having undertaken the due diligence checks and following a sign off meeting held with the Chair and Vice-Chair of the Policy and Resources Committee, and Leader of the Labour Group, the application form and related documents along with the funds will now be sent to Boom Community Bank to progress this with the scheme being up and running during April 2024.

135.5 8th January 2024 – Min. 107 Grant Aid Funding for 2024

Following notification to the various organisations in connection with their Grant Aid award for 2024, correspondence was received from the Chairman of the Bognor Regis Carnival Association as follows: -

"Re the proposed Town Show I can categorically say that unfortunately this will not happen this year due to lack of funding. An application has been made to the lottery as well as BRTC but without the startup grant requested from the council there is no time to achieve it this year. Fingers crossed for next year! In this instance I therefore thank the council for the offer of £800 Grant Aid but decline that offer this year. Hopefully by putting it back into the pot early enough then maybe other organisations or causes can benefit from it."

135.6 29th January 2024 – Min. 113.6 Partnership Funding and Criteria

It was reported at the last meeting that new three-year Funding Agreements had been forwarded to both Southdowns Music Festival and Bognor Regis Seafront Lights. It was further reported that a signed copy had already been returned from the Chairman of the Southdowns Music Festival and the agreement from Bognor Regis Seafront Lights was still awaited. Members are asked to note that this has now been received.

135.7 29th January 2024 – Min. 116 Allocation of Town Force time for external town events

Following the allocation of Town Force hours at the last meeting, the COO of Bognor Regis BID has emailed to express their appreciation as follows: -

"Please would you convey the BID's thanks to BRTC's Policy & Resources Committee for the generous allocation of 50 hours of Town Force Team time over the 2024-215 financial year. The Town Force Team are a huge asset for Bognor Regis, and so many of the BID's projects over the past six years

have benefited from the whole team's knowledge, expertise and practical support.

Thank you so much for continuing your support for the BR BID's activities in the financial year ahead."

135.8 29th January 2024 – Min. 122 Repairs to Southern End of Gloucester Road Wall

The wall has now been reinstated by the Town Force team with replanting of shrubs due to happen this week subject to the Town Force team workload. With Bognor Regis Town Council covering the labour costs of reinstatement, Butlin's have agreed and are being invoiced for the materials to get the wall rebuilt.

Liaison is currently underway with West Sussex Highways to establish if they would consider maybe lowering the chevron sign and either installing a few bollards in this area or a barrier in an effort to make this corner safer for pedestrians to use, whilst also raising awareness of the sharp corner and protecting the wall from further road traffic accidents occurring.

135.9 New Telephone System

Between now and 2025 most telephone providers will be moving their customers from old analogue landlines over to new upgraded landline services using digital technology. The new digital landline network will provide a future proof, more reliable and dependable broadband service that will support the UK for decades to come. To ensure the Town Council is ready for the 'digital switch-over', the current telephone systems have been reviewed. Further to this, a new telephone system, including new handsets, has been secured, compliant with the new 'digital' requirements. The new contract comes in cheaper per month than the current contract, with no upfront costs, and a date for installation, changeover and staff training on the new handsets is currently being liaised.

136. UPDATE AND CONSIDERATION OF PROPOSALS FOR TOWN CENTRE EVENTS – REPORT FROM THE EVENTS OFFICER

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

The Chair reminded those present that £6,000 had been allocated for Town Centre events in the 2024/25 Budget and directed attention to the proposals within the report.

A Member referenced the success of the GB BMX Team at the previous Olympics and, with the sport to feature again at the Paris 2024 Olympics, felt that the BMX events proposed would be very apt and popular. Another Member concurred and hoped that such an event would be enjoyed by all spectators and not just those interested in the sport.

Members **RESOLVED** for the Mobile Bike Events, as proposed, to be booked in at a cost of £6,000, and requested that the Events Officer attend the next Committee Meeting to provide an update in person.

137. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2023

The Events Officer's report, including the appendix showing a breakdown of expenditure for events in 2023, was **NOTED**.

Members also **NOTED** the finances for the main Town Council events in 2023, resulting in an underspend of £4.36.

138. TO RECEIVE THE TOWN FORCE REPORT

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

Thanks were given to Town Force, the Town Clerk, and other Officers involved with working hard to get the wall in Gloucester Road repaired.

A Member enquired as to any progress relating to an old fishing boat that had been offered to the Town Council, for use as a planter, and raised further queries about the Picturedrome Cinema and the Weather Station. The Chair suggested to the Member that they email the Clerk with such questions.

139. 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

Cllr. Wells redeclared his Ordinary Interest as a member of the Bognor Pier Trust C.I.C.

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

The matter of whether organisations in receipt of Town Council funding were adhering to the conditions set upon them, in relation to inviting Councillor Representatives to their meetings, was raised by a Member. They explained that they had reason to believe that this was not happening and recommended that 2024-2025 Partnership Funding was not released to two of the organisations until this had been addressed.

Councillor Representatives appointed to the two organisations in question spoke of some meetings that they had attended in the past and the ways in which this had sometimes been reported to Council Meetings.

Some Members were reluctant to hold back funding as it was considered that both organisations make a huge contribution to the Town, for the enjoyment of many.

The Chair proposed that he work in liaison with the Councillor who had expressed these concerns, and with Officers, to fully address any issues surrounding Town Council Representatives and their attendance at meetings of organisations in receipt of funding from the Council.

Another Member spoke of the ongoing financial support that the Town Council makes towards the provision of CCTV in the Town, for which he felt feedback was lacking and wanted clarification on the future of this provision.

Cllr. Wells declared an Ordinary Interest in the Bognor Regis BID as a Levy Payer

In reference to the funding for the Town Centre Warden, the Member asked whether a Councillor will be appointed to the Bognor Regis BID Board, in addition to the Officer already appointed. The Chair reminded Members that the BID Board of Directors had rejected the Town Council's membership application.

- 139.1** Release of the Partnership Funding for 2024-2025 of £2,000 for CCTV, as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 139.2** Release of the Partnership Funding for 2024-2025 of £6,000 for Bognor Regis Seafront Lights (BRSFL) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 139.3** Release of the Partnership Funding for 2024-2025 of £9,000 for Southdowns Music Festival (SMF) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 139.4** Release of the Partnership Funding for 2024-2025 of £2,000 for Bognor Regis Heritage & Arts Partnership Board (BRHAPB) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 139.5** Release of the Partnership Funding for 2024-2025 of £4,500 for Bognor Regis Regeneration Board (BRRB), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 139.6** Release of the Partnership Funding for 2024-2025 of £16,683 for Town Centre Warden (in partnership with Bognor Regis BID), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

Cllr. Woodall **ABSTAINED** from voting and asked that this be recorded.

140. BALANCE OF PARTNERSHIP FUNDING 2024-2025, AND TO CONSIDER A REQUEST FROM ARUN ARTS LTD.

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

Cllr. Goodheart gave his apologies, explaining that he had another meeting to attend, and left the Meeting

More information about the proposal from the Regis Centre & Alexandra Theatre, for a Theatre Trail event, was required by Members. A Member suggested that consideration of whether the proposal was eligible for Partnership Funding should use the same measures as those employed with other recipients of these funds.

It was **AGREED** that the Chair would work in liaison with the Assistant Clerk to draw up a draft criterion for Partnership Funding to be presented at the next Committee Meeting.

141. TO NOTE THAT THE ALLOCATION OF GRANT AID FUNDING AWARDED TO THE TOWN SHOW HAS BEEN DECLINED AND CONSIDER ANY REALLOCATION

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

Members **NOTED** that £800 of Grant Aid 2024 funds allocated to the Bognor Regis Town Show had been declined by the organisers, as the event will not be going ahead in 2024, with a request from them that these funds be reallocated to the Bognor Regis Armed Forces Day event.

Whilst the significant contribution that each voluntary group makes to the Town was recognised, caution was urged in reallocating the money returned to one particular group, over any other, to ensure a fair process.

There were opposing views expressed by two Members, who felt that the Town Council should find more money to support this year's Bognor Regis Armed Forces Day, with the suggestion that the Council had been mistaken in only awarding £800 of the £3,000 requested by the organiser. In response, it was argued that the Council, when setting their budget, had cut their cloth accordingly and that this had decreased the Grant Aid funds available. The Council had been generous in previous years but the decision to award less than the amount asked for by the Armed Forces Day organiser was not a mistake, but a considered decision.

Further opinions were shared about alternative funding streams that were available to event organisers with comment made that many work hard behind the scenes, however, it was felt that some had come to rely too heavily on the Town Council fully funding their events, with little evidence of their own fundraising efforts being made.

Members **RESOLVED** to **AGREE** that the £800 Grant Aid 2024 funding originally awarded to the organisers of the Bognor Regis Town Show would not be reallocated but returned to General Reserves.

142. 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

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

Cllr. Waterhouse left the Meeting and the Vice-Chair, Cllr. Wells, took the chair in his absence

Following on from discussions had under the previous Agenda item, a Member felt that it was important to be consistent and that the request from the local RN Association, for the Town Council to provide more funding to the Bognor Regis Armed Forces Day event, should be declined. The Grant Aid 2024 Budget available had been exhausted and if the Town Council conceded to this request for further funding, then more requests would possibly follow, and the Council's Reserves dipped into.

It was proposed and seconded that a letter be sent to the local RN Association to say that, respectfully, the Town Council could not meet the request to offer further funding towards the Bognor Regis Armed Forces Day event. This was **AGREED**.

Cllr. Waterhouse returned to the Meeting and retook the chair

143. 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

Cllr. Wells redeclared his Ordinary Interest, as a member of the Bognor Pier Trust C.I.C., and left the Meeting

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

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 £9,800 match-funding that was available, detailing the agreed criteria to be met, for the organisations to be considered.

All four organisations had submitted their applications, with proposals for new elements which, with additional funding, could enhance their events for 2024. The applications were tabled for Members consideration at the meeting.

A Member pointed out that one of the applications received had been awarded Partnership Funding by the Town Council, rather than Grant Aid funding and suggested that they were not, therefore, eligible for the match-funding. The Town Clerk reminded those present that Members of the Committee had agreed at the previous meeting as to who should be invited to apply, and that the aforementioned applicant had been included.

The Clerk went on to say that two of the applications received had requested match-funding in excess of the Grant Aid monies awarded to them, despite it having been made clear in the letter of invitation that their proposals should be within budget.

Following some discussion, with each application considered and voted upon separately, Members **RESOLVED** the four organisations would receive a share of the £9,800 match-funding, as detailed below and subject to certain conditions: -

143.1 Bognor Regis Armed Forces Day -

£800 awarded for the provision of new elements to the existing event, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

143.2 Bognor Regis Carnival Association -

£1,100 awarded for the provision of new elements to the existing event, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

143.3 Bognor Regis Pier Trust C.I.C. -

£1,000 awarded for the provision of new elements to the existing event, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

143.4 Southdowns Music Festival -

£3,000 awarded for the provision of new elements to the existing event, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

Cllr. Woodall voted **AGAINST** awarding Southdowns Music Festival a share of the £9,800 match-funding and asked that this be noted in the Minutes.

Cllr. Wells returned to the Meeting

144. 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

Cllr. Wells, as Proposer, spoke of previous criticism aimed at the Town Council for not having previously taken part in events such as these and suggested that a budget be identified, with a team of like-minded Councillors coming together to participate in the two events.

Members nominated Cllr. Wells to speak with the event organisers and unanimously **RESOLVED** a budget of £1,000, to be funded from Reserves, with Delegated Authority given to the Town Clerk in liaison with Cllr. Wells to progress this.

145. 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

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

The Chair explained the background to the requirement for the Environmental and Leisure Committee to make recommendation to the Policy and Resources Committee in relation to expenditure of the Publicity and Promotion Budget. With this budget increased to £10,000 in 2023/24, it was considered reasonable at the time for any proposed expenditure to be processed in this way. However, whilst the Chair believed that this approach had been sensible, with the Publicity and Promotion Budget for 2024/25 decreased, he no longer felt that was necessary.

Members unanimously **APPROVED** 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.

Furthermore, Members unanimously **APPROVED** 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.

Going forward, it was unanimously **AGREED** to allow the Environmental and Leisure Committee to spend the 2024/25 Publicity and Promotion Budget as they see fit, without the need to make recommendations to the Policy and Resources Committee.

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

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

147. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, FOR JANUARY AND FEBRUARY 2024

The Assistant Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of January and February 2024, was **NOTED**.

148. TO RECEIVE AND CONSIDER A DRAFT SERVICE LEVEL AGREEMENT IN RELATION TO BUSINESS WARDENS – MINS. 97 AND 98.4 REFER

The Assistant Clerk's report, and related appendix, was **NOTED**.

Having considered the Draft Service Level Agreement for Business Warden provision in the Town, Members unanimously **APPROVED** the final Agreement between the Bognor Regis BID and Bognor Regis Town Council, without any suggested changes.

149. TO CONSIDER ADOPTION OF THE WAYFINDING STRATEGY REFERRED FROM COUNCIL MEETING HELD ON 4th MARCH 2024 – MIN. 170 REFERS

The Assistant Clerk's report, and the Bognor Regis Regeneration Board report appended, was **NOTED**.

The Chair noted that Rebecca White, from the Bognor Regis Regeneration Board was seated in the public gallery, and with the Committee's agreement, invited her to speak.

Ms. White briefly spoke about the funding that had been secured to date, to deliver the Wayfinding Strategy, and of the community engagement workshops held. She reminded Members that the Town Council had made a funding contribution to the development of the Strategy and informed them that Arun District Council had made a commitment in their Visitor Strategy.

A Member spoke of their keenness to see how the first phase, Route 1, of the Strategy would be delivered particularly in terms of its ongoing maintenance.

Ms. White explained that there had always been the intent to look for additional funding and that the materials chosen for the Wayfinding markers were appropriate to the environment and deemed as robust.

She went on to say that, if the Town Council were to adopt the Strategy, then there would be an expectation that the Wayfinding colour palette and designs would be incorporated by the Council wherever possible.

With there being no financial implication to the Town Council, at this time, Members **AGREED** to **ADOPT** the Wayfinding Strategy.

150. 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

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

Some Members chose to abstain from voting, as they either didn't claim the allowance or felt that accepting an increase was not appropriate given the difficult decisions taken and cuts made when agreeing the Council's Budget for 2024/25.

Members **RESOLVED** to **APPROVE** an increase to the Councillors' Allowance to the limit of £663.80 per annum, equating to 10% of the District Council's Basic Allowance, in line with the recommendation by the District Independent Remuneration Panel (IRP) payable from 1st April 2024.

It was **NOTED** that, in agreeing the increase to the Councillors' Allowance, this would result in a budget overspend until the budget can be amended next year.

151. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

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

Members **RATIFIED** expenditure of £620.83 excluding VAT for a replacement alarm system at the Town Force lock-up.

152. FINANCIAL REPORTS INCLUDING: -

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

152.1 To note Committee I&E Reports for the month of February 2024 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of February 2024.

152.2 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

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

153. CORRESPONDENCE

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

154. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3D) – (CONTRACTUAL)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 26 (contractual).

155. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential).

The Meeting closed at 8.27pm