



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex, PO21 1LD  
Telephone: 01243 867744 E-mail: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)

Dear Sir/Madam,

## **MEETING OF THE POLICY AND RESOURCES COMMITTEE**

I hereby give you Notice that a Meeting of the Policy and Resources Committee of Bognor Regis Town Council will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 1<sup>st</sup> JUNE 2026.**

All Members of the Policy and Resources Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 1<sup>st</sup> June from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

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

**DATED this 22<sup>nd</sup> DAY of MAY 2026**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
  - a) the item they have the Interest in
  - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
  - c) the nature of the Interest
  - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter

under Public Question Time

4. To Approve the Minutes of the Meeting held on 30<sup>th</sup> March 2026, and the Minutes of the Extraordinary Meeting held on 18<sup>th</sup> May 2026
5. ADJOURNMENT for public question time and statements
6. Clerk's report from previous Minutes
7. Appointment of any Sub-Committees/Working Groups/Task & Finish Groups etc. including: -
  - Joint Consultative Sub-Committee (Staffing)
  - Bognor Regis Town Hall Working Party
  - Bognor Regis Town Centre Action Group
8. To review Terms of Reference and make any recommendations on proposed changes to the Town Council including: -
  - Policy and Resources Committee
  - Joint Consultative Sub-Committee (Staffing)
  - Bognor Regis Town Hall Working Party
  - Bognor Regis Town Centre Action Group
  - To note any recommendations from the Environmental and Leisure Committee made at their meeting on 18<sup>th</sup> May 2026 (Min. 9 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee and the Bognor Regis In Bloom Working Group
  - To note any recommendations from the Planning and Licensing Committee made at their meeting on 19<sup>th</sup> May 2026 (Min. 8 refers)
9. Internal Audit – To consider the Internal Audit Report 2025/2026 (Final Update)
10. To welcome the Town Council's Accountant, Mr. D. Kemp, to present the Annual Accounts for the year 2025/2026
11. Annual Governance and Accountability Return (AGAR) for year ended 31<sup>st</sup> March 2026 including: -
  - 11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2025/2026 (Page 3 of the AGAR) and to recommend approval to Council
  - 11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2025/2026 (Section 1 of the AGAR)
  - 11.3 To Recommend Approval to Council of the Annual Governance Statement for 2025/2026 (Section 1 of the AGAR) and that Section 1 be signed by the Chair of the Meeting of the Council approving the Annual Governance Statement and by the Town Clerk
  - 11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31<sup>st</sup> March 2026 and agree that these be signed by the Chair of the meeting of the Council approving the accounts and by the Town Clerk
  - 11.5 To consider the Accounting Statements for 2025/2026 (Section 2 of the AGAR)
  - 11.6 To Recommend Approval to Council of the Accounting Statements for 2025/2026 (Section 2 of the AGAR) and that Section 2 be signed by the Chair of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation
12. To review the Town Council's Grant Awarding Policy and Grant Aid application form, and amend if required
13. To receive the Town Force Report, and further consider possible actions relating to the cherry picker, deferred from the previous meeting – Min.

176 refers

14. Boom Community Bank including: –
  - To receive an update (Min. 188 refers)
  - To consider that the Town Council's Boom Community Bank fund is topped up by £950 to be funded from General Reserves, and agree whether budget provision should be made in future years to account for any annual top up required (Min. 188 refers)
15. To receive and note the Monthly Community Warden report, from the Bognor Regis BID, including business crime reporting through DISC, for March and April 2026
16. To receive and note the monthly report for the Town Council's Community Warden for March, April and May 2026 (if available)
17. Report on Town Centre Issues including any reports on meetings with the BID Management Board
18. To consider annual review and recommend to Council the Risk Management Policy
19. To ratify the additional cost of Community Warden provision for the month of April 2026
20. Final Update and Ratification of Expenditure on Events Programme for 2025, deferred from the meeting held on 30<sup>th</sup> March 2026 (Min. 175 refers)
21. Updates to: -
  - Flag Flying Policy
  - Legionella Policy
  - Social Media Policy
  - Training and Development Policy
  - Volunteering Policy
  - Whistleblowing Policy
  - Working From Home Policy
22. To note Earmarked Reserves as at 31<sup>st</sup> March 2026
23. To consider a recommendation from the Environmental and Leisure Committee that the £2,510 overspend of the Equipment Maintenance Budget for Christmas Activities be drawn from General Reserves (Min. 88 of the Environmental and Leisure Committee Meeting held 23<sup>rd</sup> March 2026 refers)
24. Rolling Capital Programme including: -
  - To ratify expenditure of £124.17 excluding VAT for a LOGIK undercounter fridge
25. Financial Reports including: -
  - To note Committee I&E Reports for the month of [April](#) 2026 - previously copied to Councillors. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
  - To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 2026, whilst noting that this is now undertaken by any authorised bank signatory other than the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations (F.R. 2.6 refers)
26. Correspondence
27. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
28. Town Force: Note of outstanding debtors including recommendation to Council for approval of any action in relation to irrecoverable sums in line

with Financial Regulation 13.3

Agenda item **28** will contain confidential items and require a resolution to exclude public and press.

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



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## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 30<sup>th</sup> MARCH 2026**

**PRESENT:** Cllrs: J. Barrett, D. Dawes, S. Goodheart, F. Oppler (from Min. 176), Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

**IN ATTENDANCE:** Mr. M. Hirst (Deputy Clerk)  
Mr. B. Handley (Events Duty Officer)

*The Meeting opened at 6.31pm*

### **168. WELCOME BY CHAIR**

Due to the recent sad passing of the Chair, Cllr. Bob Waterhouse, the Vice-Chair, Cllr. Wells, took the chair.

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

### **169. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllr. N. Smith and Mrs. J. Davis, Town Clerk, with the Deputy Clerk recommending that the reasons given were acceptable. These absences were therefore unanimously **APPROVED** by Members.

### **170. 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. S. Goodheart declared an Ordinary Interest in Agenda Item 18 as a Trustee of Bognor Regis Youth & Community Centre***

**171. TO APPROVE THE MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> FEBRUARY 2026, AND THE EXTRAORDINARY MEETING HELD ON 16<sup>th</sup> MARCH 2026**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2<sup>nd</sup> February 2026, and the Extraordinary Meeting held on 16<sup>th</sup> March 2026, and these were signed by the Chair.

**172. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

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

**173. CLERK'S REPORT FROM PREVIOUS MINUTES**

The Clerk had nothing to report from the previous Minutes.

**174. TO RECEIVE AN UPDATE FROM THE EVENTS OFFICER ON THE EVENTS PROGRAMME FOR 2026**

The Event Manager's report was **NOTED**.

Members asked that it be investigated whether the Drive Through Time event could return to the Esplanade in the future, as it had been in previous years.

Members **AGREED** that a further update be brought to Committee after the event season had concluded.

**175. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2025**

Owing to not all of the information being available in readiness for the meeting, this item was **DEFERRED** to a future meeting.

**176. TO RECEIVE THE TOWN FORCE REPORT**

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

Members felt further information was needed to make a decision regarding the future of the cherry picker, and therefore **AGREED** to **DEFER** this decision to the next meeting.

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

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

**178. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR JANUARY AND FEBRUARY 2026**

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for January and February 2026, was **NOTED**.

**179. TOWN COUNCIL COMMUNITY WARDEN INCLUDING: -**

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

**179.1 To receive and note the monthly report for January and February 2026**

The monthly reports for the Town Council's Community Warden providing a summary of the Community Warden's daily interactions throughout January and February 2026, was **NOTED**.

**179.2 To note the interim arrangements for a Community Warden service in the Town for 2026-2027**

The interim arrangements for a Community Warden Service in the Town for 2026-2027 were **NOTED**.

**180. TO PROVIDE AN UPDATE ON THE ESTABLISHMENT OF A REGULAR MARKET BY BOGNOR REGIS TOWN COUNCIL AND DECIDE NEXT STEPS, INCLUDING BUDGET PROVISION – MIN. 14 REFERS**

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

Members were supportive of the proposed refocus to a series of specialist markets for 2026/2027. It was clarified that the BID do not receive a grant from the Town Council and that there was adequate staffing provision to assist in the running of themed or specialist markets.

Members **AGREED** to the proposed approach to focus on a series of themed markets at this time.

**181. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 5<sup>th</sup> FEBRUARY 2025**

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 5<sup>th</sup> February 2026, was **NOTED**.

**182. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 17<sup>th</sup> MARCH 2026 AND AGREE ANY NEXT STEPS**

The Deputy Clerk's report, along with the Notes of the ADC/BRTC Liaison Meeting held on 17<sup>th</sup> March 2026 that had previously been circulated to Councillors, was **NOTED**.

**183. COUNCILLORS' ALLOWANCES INCLUDING:-**

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

**183.1 To consider whether to increase Councillors' Allowances up to a maximum of £710.40 per annum (equating to 10% of the District Basic Allowance) or whether this should remain unchanged – Min. 138.1 refers**

Members **RESOLVED** to increase the Councillors' Allowance to the limit of £710.40 per annum equating to 10% of the District Council's Basic Allowance in line with the recommendation by the District Independent Remuneration Panel (IRP).

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.

**183.2 To consider whether any increase, should this be agreed be backdated to 1<sup>st</sup> April 2025 in line with the District Council's Basic Allowance or commence from 1<sup>st</sup> April 2026, noting any budget overspend**

Whilst agreeing to the increase, Members unanimously **DISAGREED** that this should be backdated to 1<sup>st</sup> April 2025.

**184. TO RATIFY THE SUBMISSION OF BOGNOR REGIS TOWN COUNCIL'S EXPRESSION OF INTEREST FOR THE UK TOWN OF CULTURE 2028**

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

Members expressed their gratitude to all external partners and stakeholders who had participated in the various workshops to help bring Bognor Regis' Expression of Interest to life.

Particular thanks were also given to the Town Clerk, Mrs. J. Davis, for her extensive work in shaping the comments and ideas into a coherent and excellent document for submission.

Members **AGREED** to **RATIFY** the submission of Bognor Regis Town Council's Expression of Interest for the UK Town of Culture 2028.

**185. TO RATIFY RELEASE OF 2026-2027 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 3 OF 3), SOUTHDOWNS MUSIC FESTIVAL (YEAR 3 OF 3), BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (YEAR 3 OF 3), BOGNOR PIER TRUST CIC (YEAR 2 OF 3), BOGNOR REGIS CARNIVAL ASSOCIATION (YEAR 2 OF 3), BOGNOR REGIS SEAFRONT LIGHTS ILLUMINATE EVENT (YEAR 2 OF 3), BOGNOR REGIS ARMED FORCES DAY COMMITTEE (YEAR 1 OF 3), BOGNOR REGIS FOODBANK (YEAR 1 OF 3), BOGNOR REGIS YOUTH & COMMUNITY CENTRE (YEAR 1 OF 3)**

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

- 185.1** Release of the Partnership Funding for 2026-2027 of £3,000 for Bognor Regis Seafront Lights (BRSFL) (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.2** Release of the Partnership Funding for 2026-2027 of £7,000 for Southdowns Music Festival (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.3** Release of the Partnership Funding for 2026-2027 of £2,000 for Bognor Regis Heritage & Arts Partnership Board (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.4** Release of the Partnership Funding for 2026-2027 of £2,919.15 for Bognor Pier Trust CIC (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.5** Release of the Partnership Funding for 2026-2027 of £3,500 for Bognor Regis Carnival Association (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.6** Release of the Partnership Funding for 2026-2027 of £4,000 for Bognor Regis Seafront Lights (Illuminate Event) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.7** Release of the Partnership Funding for 2026-2027 of £2,200 for Bognor Regis Armed Forces Day Committee (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

**185.8** Release of the Partnership Funding for 2026-2027 of £4,000 for Bognor Regis Foodbank (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

**185.9** Release of the Partnership Funding for 2026-2027 of £14,000 for Bognor Regis Youth & Community Centre (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

**186. TO CONSIDER THE INTERNAL AUDIT REPORT 2025/26 (INTERIM UPDATE)**

The Town Clerk's report, along with the Internal Audit Report 2025-26 attached as an appendix, was **NOTED**.

Members **AGREED** to **RECOMMEND** the Internal Audit Report 2025-26 (Interim Update) to Council for **APPROVAL** and noted that no actions are required.

**187. TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES AND BACS PAYMENTS AS REQUIRED UNDER 7.9, 7.10 AND 7.11 OF THE FINANCIAL REGULATIONS**

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

Members **RESOLVED** to **APPROVE** the continued future use of the listed Direct Debits, Standing Orders Mandates and other recurring payments.

**188. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK**

The Deputy Clerk's report and related appendices, providing an update in relation to Boom Community Bank, was **NOTED**.

**189. UPDATES TO: - DATA PROTECTION POLICY; DATA RETENTION POLICY; VEXATIOUS REQUESTS POLICY; GRIEVANCE PROCEDURE; ICT POLICY; INFORMATION SECURITY POLICY; PUBLICATION SCHEME**

The Deputy Clerk's report, including the proposed updated Policies as appendices, was **NOTED**.

Members **AGREED** to **RECOMMEND** to Council the adoption of the Data Protection Policy, Data Retention Policy, Vexatious Requests Policy, Grievance Procedure, ICT Policy, Information Security Policy and Publication Scheme as attached and without amendment.

**190. ROLLING CAPITAL PROGRAMME INCLUDING: -**

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

- 190.1 To ratify expenditure of £2,200 excluding VAT for installation of Light Column Sockets in relation to Christmas Illuminations**  
Members unanimously **RATIFIED** the expenditure of £2,200 excluding VAT for installation of Light Column Sockets in relation to Christmas Illuminations.

**191. FINANCIAL REPORTS INCLUDING: -**

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

- 191.1 To note Committee I&E Reports for the month of February 2026 - previously copied to Councillors**  
Members **NOTED** receipt of the financial reports for the month of February 2026.

- 191.2 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 2026, whilst noting that this is now undertaken by any authorised bank signatory other than the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations (F.R. 2.6 refers)**  
The verification of bank reconciliations as detailed was **NOTED**.

**192. TO AGREE TO EARMARK THE BALANCE OF £12,332 'WORKING BUDGET' FOR 2025/26, UNDER 'MARKETING AND PROMOTIONS EXPENSES' (4409/114), AND CARRY FORWARD TO 2026/27**

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

Members **RESOLVED** to **AGREE** that the remaining balance of £12,332 'working budget' for 2025/26 be earmarked and carried forward to 2026/27 for the delivery of markets.

**193. EARMARKED RESERVES - CONSIDERATION OF RETURN TO GENERAL RESERVES OF ANY EMR'S IDENTIFIED BY THE CLERK AS NO LONGER BEING REQUIRED AND THEIR POSSIBLE ALTERNATIVE USES**

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

Members **AGREED** that funds held in Earmarked Reserves as identified by the Town Clerk, which are no longer required for the specified purpose, be returned to General Reserves.

**194. CORRESPONDENCE**

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

**195. 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 29 (contractual).

**196. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

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

*The Meeting closed at 7.40pm*



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,  
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## **MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES**

### **COMMITTEE MEETING HELD ON MONDAY 18<sup>th</sup> MAY 2026**

**PRESENT:** Cllr P. Wells (Chair), Cllrs: P. Botterill, D. Dawes,  
S. Goodheart, F. Oppler, P. Ralph, N. Smith,  
Mrs. J. Warr, M. White and Mrs. G. Yeates

**IN ATTENDANCE:** Mr. M. Hirst (Deputy Clerk)

*The Meeting opened at 6.02pm*

1. **TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR  
OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN  
COUNCIL MEETING HELD ON 11<sup>th</sup> MAY 2026**

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

It was further **NOTED** that Cllr. P. Wells was elected Chair and  
Cllr. Mrs. G. Yeates was elected Vice-Chair of this Committee at the  
Annual Town Council Meeting held on 11<sup>th</sup> May 2026.

2. **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.

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

Apologies for absence from the Town Clerk were **NOTED**.

Apologies for absence were not received from Cllr. J. Barrett, therefore,  
this absence could not be approved.

4. **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.

***There were no declarations of Interest***

**5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

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

**6. 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 8 (contractual).

**7. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7A) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING FURTHER INFORMATION BECOMING AVAILABLE, IN RELATION TO THE COMMUNITY WARDEN SERVICE CONTRACT AWARD – MIN. 167 REFERS**

- 7.1** Members unanimously **RESOLVED** to suspend Standing Orders to allow for the Deputy Clerk to provide an update on Community Warden Service contract award for 2026/2027.

7.2 In light of the new information received, Members **RESOLVED** to further consider their previous decision, and Standing Orders were therefore reinstated.

8. **TO RECEIVE AN UPDATE IN RELATION TO THE COMMUNITY WARDEN SERVICE CONTRACT FOR 2026/2027, AGREEING NEXT STEPS AND APPROVE ANY RELATED EXPENDITURE – MIN. 167 REFERS**

The Town Clerk's confidential report, as read by the Deputy Clerk, was **NOTED**.

Members were informed of the difficulty experienced in commencing the Community Warden Service since the contract award to Tender Bid 3 (Min. 167 refers) and noted the concern of the Town Clerk and Deputy Clerk of the ability of the contractor to fulfil their obligations.

Members, further noted, as detailed in confidential report, the Officer recommendation that the Council revoke the contract award to Tender Bid 3 and move to appoint the second highest scoring bidder (Tender Bid 1).

It was clarified for Members that the scoring between the two bids was very similar, and that the cost of Tender Bid 1 was still within the budget allocation set by the Council.

Members therefore **RESOLVED** to **AGREE** to revoke the awarding of the Community Warden Service contract previously made to Tender Bid 3 and enter into a contract from 25<sup>th</sup> May 2026 until 31<sup>st</sup> March 2027 with Tender Bid 1.

***The Meeting closed at 6.18pm***

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 1<sup>st</sup> JUNE 2026**

**AGENDA ITEM 7 - APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

**· JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)**

**Membership includes the following representatives: -**

Mayor, Deputy Mayor, Chair of the Policy and Resources Committee, Group Leaders, Town Clerk, Deputy Clerk and the Civic & Office Manager.

As Cllr. P. Wells is both the Liberal Democrat Group Leader and the Chair of the Policy and Resources Committee, it is suggested that Cllr. Mrs. G. Yeates take the seat allocated to the Chair of Policy and Resources, in her capacity as being Vice-Chair on the Committee.

**The proposed appointments are therefore: -**

Mayor - Cllr. P. Ralph

Deputy Mayor – Cllr. D. Dawes

Group Leader - Liberal Democrats - Cllr. P. Wells

Group Leader - Labour - Cllr. R. Nash

Group Leader – Bognor Independents Group – Cllr. P. Woodall

Vice-Chair of Policy and Resources Committee - Cllr. Mrs. G. Yeates

Town Clerk - Mrs. J. Davis

Deputy Clerk – Mr. M. Hirst

Civic & Office Manager - Mrs. R. Verweken

**DECISION**

To **APPROVE** the membership of the Joint Consultative Sub-Committee (Staffing) as detailed above.

**· BOGNOR REGIS TOWN HALL WORKING PARTY**

At the Policy and Resources Committee Meeting held on 31<sup>st</sup> March 2025, it was agreed that membership of the Working Party would include 5 Members and, if additional Members came forward expressing a wish to be part of the Working Party, that named substitutes would be included in the Terms of Reference (Min. 151 refers).

Members are reminded that it is the advice of the Monitoring Officer that dual-hatted Councillors carefully consider where they want to be involved with decision-making in relation to the Town Hall – whether that is at the Town Council or the District Council. They also need to be mindful of how what they say in one arena may impact on their ability to take part in future decision-making in another arena.

With recent changes having been approved by the Policy and Resources Committee and Full Council, it is recommended that the appointments remain unchanged at this time.

**The proposed appointments are therefore: -**

Cllr. D. Dawes  
Cllr. N. Smith  
Cllr. P. Woodall  
Cllr. P. Wells  
Cllr. M. White

**DECISION**

To **APPROVE** the membership of the Bognor Regis Town Hall Working Party as detailed above.

**· BOGNOR REGIS TOWN CENTRE ACTION GROUP**

**Membership includes the following representatives from Bognor Regis Town Council: -**

Mayor, Chair of the Policy and Resources Committee and one other Member

Cllr. P. Wells served as the "one other Member" during the previous year and has acted as Chair to the Town Centre Action Group since it began. As Cllr. Wells is now Chair of the Policy and Resources Committee, it is suggested that Cllr. Mrs. G. Yeates, who had been involved with the Group since its inception as the Mayor at that time, be appointed as the "one other Member" in order to maintain continuity.

**The proposed appointments are therefore: -**

Mayor - Cllr. P. Ralph  
Chair of Policy and Resources Committee - Cllr. P. Wells  
One other Member - Cllr. Mrs. G. Yeates

**DECISION**

To **APPROVE** the membership of the Bognor Regis Town Centre Action Group as detailed above.

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 1<sup>st</sup> JUNE 2026

AGENDA ITEM 9 - INTERNAL AUDIT - TO CONSIDER THE INTERNAL  
AUDIT REPORT 2025/2026 (FINAL UPDATE)

REPORT BY TOWN CLERK

FOR DECISION

A copy of the Internal Audit Report 2025/2026 (Final Update) is attached for Members' consideration – **Appendix 1**.

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

**DECISION**

The Committee is invited to **NOTE** the Internal Audit Report 2025/2026 (Final Update).



# **Bognor Regis Town Council**

*Internal Audit Report 2025-26 (Final update)*

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*Stuart J Pollard*

*Director  
Auditing Solutions Limited*

## Background

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

This report sets out the work undertaken in relation to the 2025-26 financial year undertaken both remotely at our offices and during our initial on-site visit on 11<sup>th</sup> September 2025, together with two update reviews undertaken remotely following agreement of that approach with the Clerk, on 2<sup>nd</sup> March and 25<sup>th</sup> May 2026. We thank the Clerk and her staff in assisting the process, providing all necessary documentation to facilitate the conduct of our three reviews for the financial year.

## Internal Audit Approach

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

We have reviewed the Council's approach to ensuring compliance with the new, for 2025-26, Assertion 10 in the AGAR Governance Statement and are pleased to note the positive action taken to meet the requirements with a raft of appropriate policies and procedures prepared and adopted by the Council. Consequently, we consider that the Council can give a positive assurance in this respect as will we in the IA Certificate at Box "O".

## Overall Conclusions

We are pleased to advise that, based on the work undertaken this year, the Council continues to maintain adequate and effective internal control arrangements with no issues identified warranting formal comment or recommendation.

Based on the satisfactory conclusions drawn from our review programme and testing of transactions for the year we have signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

We take this opportunity to remind the Clerk and Council of the need to ensure compliance with the website publication requirements as set out in the preface to the year's AGAR, also ensuring compliance with the timing requirements for publication of the "Notice of Public Rights".

## Detailed Report

### Review of Accounting Arrangements & Bank Reconciliations

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

Consequently, we have: -

- Verified the accurate carry forward of opening balances in the financial ledger for 2025-26 to the detail in the 2024-25 Balance Sheet, Statement of Accounts and certified AGAR;
- Ensured that a comprehensive, meaningful and appropriate cost centre and nominal coding structure remains in place;
- Checked and agreed transactions in the main account cashbook to the underlying bank statements for April & July 2025, plus 31<sup>st</sup> December 2025 and March 2026.
- Checked and agreed the full year's transactions on the PSDF and Mayor's Charity accounts; and
- Verified the content and accuracy of bank reconciliations at 30<sup>th</sup> April & July 2025, plus 31<sup>st</sup> December 2025 and March 2026 and are pleased to again note that reconciliations continue to be reviewed by a nominated councillor who signs them off, together with the supporting bank statements in accordance with the Council's adopted Financial Regulations (FRs); and
- Ensured the accurate disclosure of the combined year-end cash and bank balances in the year's AGAR at Section 2, Box 8.

#### *Conclusions*

*We are pleased to record that no matters arise in this area warranting formal comment or recommendation.*

### Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We note that both SOs and Financial Regulations (FRs) have been reviewed and re-adopted at the full Council meeting held in March 2026 with detail based on the latest NALC model documents.

We have reviewed the minutes of Full Council and Standing Committee meetings (except Planning and Licensing) reading those for the year as posted on the Council's website to ensure that no issues

affecting the Council's financial stability either in the short, medium or longer term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred and are pleased to record that no such issues have been identified.

As indicated in the preface to his report, we are pleased to acknowledge the actions taken by the Council to ensure compliance with the requirements of the new Assertion 10 in the AGAR Governance Statement for 2025-26. We have reviewed the relevant policies and procedures and consider them appropriate to confirm compliance with Assertion 10 and for a positive response to be provided in the year's AGAR Governance Statement.

We are pleased to note that the 2024-25 AGAR has been "signed off" by the external auditors with no issues raised: we also note the appropriate posting of the Notice of Public Rights for 2024-25 for the requisite thirty working days.

### ***Conclusions***

***We are pleased to record that no issues arise in this area this year.***

## **Review of Expenditure**

Our aim here is to ensure that: -

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

We have previously discussed with officers and the contract accountants the procedural controls in place over the receipt, verification and payment approval of invoiced expenditure, together with the release of funds. Consequently, we have now selected an extended sample of 70 payments processed in the financial year. The test sample totals £423,175 equating to 68% by value of non-pay related payments in the year and includes all payments in excess of £3,000 plus every 40<sup>th</sup> payment as recorded chronologically in the Omega cashbooks. We are again pleased to record that effective procedures continue to operate effectively and in line with good working practice.

We note that VAT returns continue to be submitted to HMRC quarterly and have agreed detail of the final 2024-25 and four quarterly reclaims for 2025-26 to the Omega accounts noting appropriate repayment by HMRC.

### ***Conclusions***

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

## Assessment and Management of Risk

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

We are pleased to note the completion of a formal review and re-adoption of the Council's financial risk register, recorded in the LCRS risk management software, at the Council meeting in March 2026. We have reviewed the Overall Summary noting that, of the assessed individual risks, all have been scored accordingly with none identified as "uncontrolled".

The Council is insured by Aviva with cover effective to August 2026: we have examined the policy schedule noting that Employer's and Public Liability cover both stand at £10 million, together with Fidelity Guarantee cover at £1.2 million all of which we consider appropriate for the Council's present requirements.

### *Conclusions*

*There are no matters arising in this area warranting formal comment or recommendation.*

## Budgetary Control & Reserves

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

We note that, following due deliberation, the Council approved its budget and precept requirement for 2026-27 setting the latter at £1,104,229 at its meeting in January 2026.

We are pleased to note that periodic budget monitoring reports continue to be presented to and are considered by members and have examined the year-end outturn with no unidentified or significant un-anticipated variances arising warranting further enquiry or explanation. Overall income stands at 104% of the approved budget whilst expenditure also stands at 104% neither of which give cause for concern. We have also examined the detail in the year-end budget report ensuring that appropriate explanations exist for any significant variances by reference to the Omegas detailed transaction reports with none identified that require further enquiry or examination.

We note that, as at 31<sup>st</sup> March 2026, total reserves have increased to £1,691,295 (£1,587,785 at the prior year-end), comprising a raft of specific earmarked (EMR) items of £1,206,054 (£1,028,929 at 31<sup>st</sup> March 2025): the EMRs, include £442,303 in a Capital Financing Reserve, leaving a General Fund balance of £485,241 (£476,750 at 31<sup>st</sup> March 2025), which equates to approximately 6 months' revenue expenditure at the 2025-26 level and sits comfortably within the generally recognised holding of between 3 and 12 months' such spending.

### *Conclusions*

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

## Review of Income

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

We noted last year that members approved a change in the allotment year to start, in future, from 1<sup>st</sup> April annually (formerly 1<sup>st</sup> October). Consequently, invoices for the 2025-26 rental year were raised around the start of the current financial year. The controlling officer has provided us with a copy of the 2025-26 control spreadsheet detailing, for each plot, the rent due and dates of payment by the tenants. We are pleased to note that all rents have been paid. We also note that tenants are required to pay a refundable deposit of £40, detail of the amounts held, being recorded in the allotments spreadsheet: the total value of deposits recorded in the spreadsheet is £4,696.24 whilst the Omega control account records a value of £4,896.24. Whilst not significant the imbalance between the two records should be examined to ensure that both are effectively synchronised.

### Town Force invoicing

The Town Force undertakes a degree of work on behalf of neighbouring parishes, etc issuing formal quotes to undertake the requested work. The Town Force Manager has provided us with detail of the quotes issued during the year and we have reviewed the resultant invoices for consistency with detail in the schedule, also ensuring, through the Rialtas Sales Ledger, that the resultant invoices have been settled within a reasonable time frame and are pleased to record that no issues arise in terms of long-standing unpaid accounts in relation to the examined TF invoices.

### Unpaid sales ledger

We have also again reviewed the Sales Ledger "Unpaid accounts by date" report at the financial year-end noting the existence of several unpaid debts more than 3 months old, some of which are partly offset by "unmatched" receipt's the earliest dating from March 2025. In total over £19,500 remained unpaid at the financial year-end. Whilst acknowledging that several of the long-standing debts are being repaid by instalments, care should be taken to ensure that none remain unpaid for an unacceptable length of time.

### *Conclusions and recommendation*

***We are pleased to record that, other than the number of unpaid debts at the year-end. We urge that, where agreement is reached that payment would be undertaken by instalments, care should be taken to ensure that the repayment terms are not too lenient and that all debtors comply with the terms of those agreements. Once the debts are fully settled, the debt and recovered amounts should be cross matched to ensure clearance as soon as practicable.***

*R1. Effective controls should be put in place and observed to ensure that all long-standing debts are cleared within a reasonable timespan.*

## Petty Cash Account

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

The Council operates a petty cash scheme, with an agreed “imprest” holding of £300 which is “topped up” periodically during the year based on actual spending since the last reimbursement. A spreadsheet control record is maintained and acts as both the Omega nominal ledger posting document and the source document for re-imburement. We checked and agreed the spreadsheet records identifying expenditure incurred and repaid during July & August 2025 ensuring that each transaction was supported by an appropriate invoice / till receipt and that any applicable VAT has been appropriately identified for recovery.

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

The Clerk also holds a debit card for the current account should the need arise for any urgent expenditure, including emergency payments for statutory requirements such as Land Registry applications. A sample of these transactions form part of the previously referenced payments testing.

### ***Conclusions***

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

## **Review of Staff Salaries**

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

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

- Agreed the gross salaries paid to each employee in August 2025, which included the national pay award and arrears payable from 1<sup>st</sup> April 2025;
- Verified the tax and NI deductions applied for the month to each employee;
- Checked the pension deductions to ensure that they are in line with the nationally agreed percentages based on the gross salary being paid; and
- Where staff are paid for overtime hours worked, agreed the payments made in the same month to the underlying timesheets, which we are pleased to note continue to be signed by both staff and an independent certifying officer.

### ***Conclusions***

***We are pleased to record that no significant issues have been identified in this review area, although we identified a potential anomaly in relation to the pension contribution percentage***

*applied to one staff member's salary, which we are pleased to acknowledge has been satisfactorily resolved conforming the accuracy of the applied pension deduction in the August payroll.*

## **Fixed Asset Registers**

The Practitioner's Guide requires all Councils to maintain a formal register of its stock of assets. As in previous years, the contract accountants have prepared / maintained a detailed spreadsheet record of the Council's asset stock identifying detail of the asset values which forms the basis of information disclosed in the more detailed Statement of Accounts prepared for presentation to the Council.

In line with the Practitioner Guide's asset value disclosure requirements, the cumulative depreciation charged in the year and recorded in the Council's detailed Statement of Accounts prepared by the contract accountants has been "added back" to arrive at the effective purchase cost which, together with the value of new assets acquired in year, less the disposals, has been recorded in the AGAR at Section 2, Box 9, the resultant value of which (£2,047,689) we have checked and agreed to the supporting detailed asset register as part of this final review.

### **Conclusions**

*There are no matters arising in this area to warrant formal recommendation.*

## **Investments and Loans**

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

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

We have checked and agreed the two half-yearly PWLB loan repayment instalments as part of the previously referenced supplier payment test sample, also at this final review, ensuring the accurate disclosure of the residual loan liability in the AGAR at Section 2, Box 10, by reference to the UK Debt Management Agency's audit advice.

### **Conclusions**

*We are pleased to record that no issues arise in this area warranting formal comment or recommendation.*

## **Statement of Accounts and Annual Return**

As indicated previously, the AGAR now forms the statutory Accounts of the Council subject to external audit review and certification. As a service to the Council, we have reviewed the content of the detailed Statement of Accounts prepared by the contract accountants by reference to the

underlying financial and, where applicable, other supporting records ensuring the accurate transfer of information to the AGAR at Section 2 with no issues arising.

### *Conclusions*

*We are pleased to record that no issues arise in this area and, as noted in the preface to this report, we have concluded that appropriate financial controls and governance arrangements remain in place and have duly signed off the IA Certificate in the year's AGAR, assigning positive assurances in all relevant areas.*

Rec. No.	Recommendations	Response
R1	Effective controls should be put in place and observed to ensure that all long-standing debts are cleared within a reasonable timespan.	

## AGENDA ITEM 12

### BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 1<sup>st</sup> JUNE 2026

#### AGENDA ITEM 12 - TO REVIEW THE TOWN COUNCIL'S GRANT AWARDING POLICY AND GRANT AID APPLICATION FORM, AND AMEND IF REQUIRED

##### REPORT BY DEPUTY CLERK

##### FOR DECISION

The Council's Corporate Strategy identifies the Council's priority headings, and these are used as part of the criteria for Grant Aid applications and organisations are required to show how their application will meet the following headings: -

- Build on the heritage and history of Bognor Regis in promoting business, cultural, and artistic activities and events to make Bognor Regis a great place to live, work, study and visit. Using our resources, coupled with partners, to develop artistic and cultural activities and events to create economic benefits.
- Work with partners to manage environmental impacts on Bognor Regis to make the Town as sustainable as possible.
- Work to enable residents and community groups to live well and enjoy and take pride in our Town.
- Work to remove barriers to enterprise within the Town.
- Ensure that Bognor Regis is a great place to grow up in, with support for parents and young people.

In taking these priorities into account applicants may have regard to the following supporting actions: -

- Supporting local tourism and events.
- Improving the Bognor Regis Town Environment.
- Supporting alcohol reduction strategies.
- Supporting vulnerable people within the community.
- Supporting projects which create a safer Bognor Regis.
- Town Heritage and Regeneration projects.
- Providing services and support for younger people.

The Grant Aid application pack consists of an application form, supported by the Town Council's Grant Awarding Policy and a map showing the wards of Bognor Regis. The documents used for 2026 are attached (**Appendices 1-3**). There are no changes suggested by Officers, besides from updating dates (as highlighted in red on the appendix).

#### DECISION

Members are invited to review the Town Council's Grant Awarding Policy and Grant Aid application form, **AGREE** any amendments, and **APPROVE** the Grant Aid application form for 2027.



# **BOGNOR REGIS TOWN COUNCIL**

## **GRANT AID APPLICATION FOR APRIL 2027**

**IMPORTANT NOTICE - ONLY applications received in **electronic format** by email can be accepted. Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please read questions carefully and provide a full answer.**

1. Name of your organisation

2. Name, address, postcode and daytime telephone number of person applying including position in Organisation

Name:

Address:

Postcode:

Daytime telephone number:

Position in organisation:

3. Does your Group/Organisation have a constitution or set of rules? - **Please enclose a copy if applicable**

Please tick:      Yes                       No

4. Please tick the relevant information and supply the appropriate number

Registered Charity: Yes                       Charity number:

Company Ltd. by Guarantee: Yes                       Company number:

Other (please specify):

5. Please supply the following information

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)?      Yes       No

When did your group/organisation start? (MM/YY)

How many members do you have?

How many people use this service?

How many are Bognor Regis residents located within the five Wards (as identified on the enclosed map)?

6. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

7. Please tell us if you are a branch of, or related to a larger organisation

8. Does your organisation come into contact with children, or vulnerable adults?

Please tick:      Yes                       No

If yes, please provide a copy of Child Protection Policy and/or Vulnerable Adult Policy.

If copy of policy is not available, please explain why:

9. Please confirm the amount of the grant requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

10. Please confirm the amount of unrestricted reserves that your organisation holds

11. Please give an explanation as to why, instead of applying for a grant, the reserves identified in 10 above, cannot be used by your organisation for the proposals/project

12. Purpose of the grant - please show how this will meet the Town Council's Strategy and priority headings as listed in the Grant Awarding Policy.

13. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

14. Details of other grants/funding applied for/to be applied for/obtained

15. Are there any safety issues related to your project or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues:

Public Liability Insurance: Yes  No

Amount held:

16. Have you applied for funding from Bognor Regis Town Council before? - If so, please give details of applications below. Please continue on additional sheet if necessary

17. The Town Council is keen to hear about the impact and benefits arising from the Grant Aid awards. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms.

Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time

6 months <input type="checkbox"/>	12 months <input type="checkbox"/>
-----------------------------------	------------------------------------

18. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

**DECLARATION:** I declare that I have read and accept the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

**DATA PROTECTION:** By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

Bognor Regis Town Council usually contact previous applicants regarding Grant Aid, regardless of whether the application was successful or not. Please tick here [ ] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk) to request a copy.

**PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION**

Name..... Position.....

Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Thursday 12<sup>th</sup> November 2026**, with all required documentation as outlined to:

Town Clerk  
**BOGNOR REGIS TOWN COUNCIL**

[clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)



## **BOGNOR REGIS TOWN COUNCIL GRANT AWARDING POLICY**

### **Policy Statement**

The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. Whilst wishing to support such groups, the Town Council is also keen to encourage groups to work towards becoming largely self-sufficient, with it evident that efforts are made to raise money through fundraising activities. Furthermore, we seek to work in partnership with organisations who actively support the Town Council in their aims and objectives, and the work that it carries out.

### **Who can apply?**

This Policy applies to any organisation which falls within the eligibility criteria, which is based in or benefits the residents of Bognor Regis.

### **Key Principles**

The Bognor Regis Town Council Vision is to develop Bognor Regis to become more proactive and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2024-2028 and organisations are required to show how their application would meet one or more of these: -

- Build on the heritage and history of Bognor Regis in promoting business, cultural, and artistic activities and events to make Bognor Regis a great place to live, work, study and visit. Using our resources, coupled with partners, to develop artistic and cultural activities and events to create economic benefits.
- Work with partners to manage environmental impacts on Bognor Regis

to make the Town as sustainable as possible.

- Work to enable residents and community groups to live well and enjoy and take pride in our Town.
- Work to remove barriers to enterprise within the Town.
- Ensure that Bognor Regis is a great place to grow up in, with support for parents and young people.

In taking these priorities into account applicants may have regard to the following supporting actions: -

- Supporting local tourism and events.
- Improving the Bognor Regis Town Environment.
- Supporting alcohol reduction strategies.
- Supporting vulnerable people within the community.
- Supporting projects which create a safer Bognor Regis.
- Town Heritage and Regeneration projects.
- Providing services and support for younger people.

## **Review of the Policy**

The Grant Awarding Policy was reviewed by the Policy and Resources Committee in June 2026. The Policy is scheduled to be reviewed every 12 months.

## **GRANT AWARDING POLICY - GUIDANCE NOTES FOR APPLICANTS**

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for a grant from Bognor Regis Town Council. Please read them carefully before completing the Application Form.

### **Who may apply for a grant?**

The Town Council will fund organisations: -

- Whose activities and projects are for the benefit of Bognor Regis residents.
- Whereby all individuals have reasonable, potential access to activities, facilities or services offered by the organisation.
- Whose project demonstrates sustainability and long-term value for money.

### **Who is not eligible to apply for a grant?**

The Town Council may not fund: -

- Retrospective funding - for something that has already taken place or been purchased.
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated.
- Funding for loan payments or outstanding debt or interest.
- Funding to provide activities that are of a political or religious nature.
- Organisations that hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- Organisations that fundraise to support their head office for distribution to other areas.

## The Application

The application form is available from the Town Clerk (contact details below) or from the Town Council website [www.bognorregis.gov.uk](http://www.bognorregis.gov.uk).

All applications: -

- Must demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities insurance etc, to ensure the safeguarding of public finance.
- Must include a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc, not associated with your organisation.
- From clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
- Should be the only application submitted by an organisation for funding where it is intended for different activities and projects, rather than multiple applications.

- Are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
- For new equipment that is over £100 in value, must include at least two quotations. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible.
- Must be made on the form provided by this Council and must be emailed to the Town Clerk to arrive **not later than 5.00pm on Thursday 12<sup>th</sup> November 2026**. Late applications will not be considered.

**Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.**

### **How the application is determined**

Each application for grant funding will be considered on its own merit with funds awarded at Members discretion.

- Account will be taken of: -
  - The level of the organisation's own fundraising activities.
  - The level of grant funding sought or secured from other sources.
  - The level and frequency of previous grant applications.
- Whilst there is no upper limit to the amount that an applicant can request from the grant budget available, the Town Council seeks to ensure that funding awarded will directly benefit Bognor Regis, or part of the area, some or all residents and be spent commensurately with the benefits it brings.
- The Town Council may attach conditions to the award of a grant, if it is considered appropriate.
- Applications that have complied with the guidelines will be considered at an Extraordinary Meeting of the Policy and Resources Committee in January 2027 (for details of the date of the meeting, please see the Town Council notice boards or visit the Council's website).

### **Following determination of the application**

- Successful applicants will be notified in writing shortly after the meeting granting the application.

- Successful applicants will be expected to attend the Mayor's Civic Reception in March 2027, to collect their cheques, unless there are exceptional circumstances (further information including an invitation will follow). Cheques will be post-dated to 1<sup>st</sup> April 2027.
- Successful applicants will be required to acknowledge the Town Council's contribution on any publicity by incorporating the Town Council logo below, an electronic copy of which will be supplied:



- The Town Council requires all grant aided organisations to complete an end of grant monitoring form to provide information on the work or project funded and to ensure that the terms and conditions of the grant have been met.
- Successful applicants considering a different use for the grant than for the purpose for which it was awarded must contact the Town Council beforehand.
- In the event of an organisation closing or that the project/services funded by the Council do not proceed for any reason, the Grant Aid must be returned to the Council.
- The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.

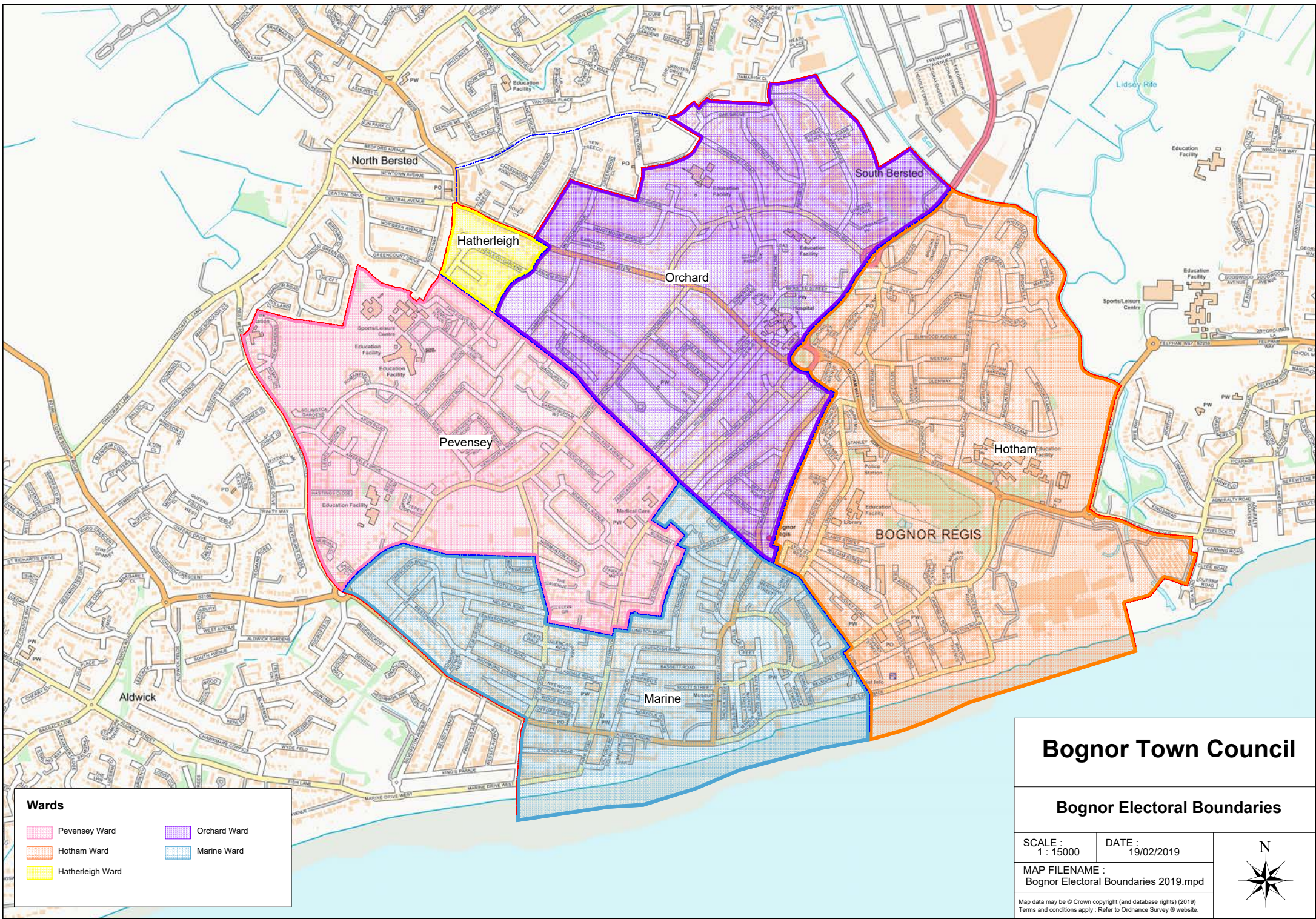
## Data






The information provided in the grant application will solely be used to determine the grant funding and will be kept for a maximum of six years. A resume of the application will form part of the Clerk's Report for the decision-making meeting. Any award will be published on the Town Council's website [www.bognorregis.gov.uk](http://www.bognorregis.gov.uk).


Should you have any questions or require additional support to complete the application form please contact: -

The Town Clerk  
Bognor Regis Town Council  
The Town Hall, Clarence Road  
Bognor Regis  
West Sussex. PO21 1LD  
Tel: 01243 867744

Email: [clerk@bognorregis.gov.uk](mailto:clerk@bognorregis.gov.uk)



Wards	
	Pevensey Ward
	Orchard Ward
	Hotham Ward
	Marine Ward
	Hatherleigh Ward

<b>Bognor Town Council</b>		
<b>Bognor Electoral Boundaries</b>		
SCALE : 1 : 15000	DATE : 19/02/2019	
MAP FILENAME : Bognor Electoral Boundaries 2019.mpd		
<small>Map data may be © Crown copyright (and database rights) (2019) Terms and conditions apply : Refer to Ordnance Survey © website.</small>		

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 1<sup>st</sup> JUNE 2026**

**AGENDA ITEM 13 - TO RECEIVE THE TOWN FORCE REPORT, AND FURTHER CONSIDER POSSIBLE ACTIONS RELATING TO THE CHERRY PICKER, DEFERRED FROM THE PREVIOUS MEETING – MIN. 176 REFERS**

**REPORT BY THE TOWN FORCE MANAGER**

**FOR DECISION**

**Future of the cherry picker**

Following Committee’s request for further information, Members were emailed by the Town Clerk on 20<sup>th</sup> May with additional details and were invited to submit any questions ahead of the meeting on 1<sup>st</sup> June.

The latest update from the manufacturer was received on 19<sup>th</sup> May and read: - *"The fault is so intermittent we were struggling to get it to fault long enough to be able to get some good voltage readings. I can confirm it is an electrical fault rather than a hydraulic fault we are looking for. I have finally been able to take some readings which I have sent over the technical guys at the factory."*

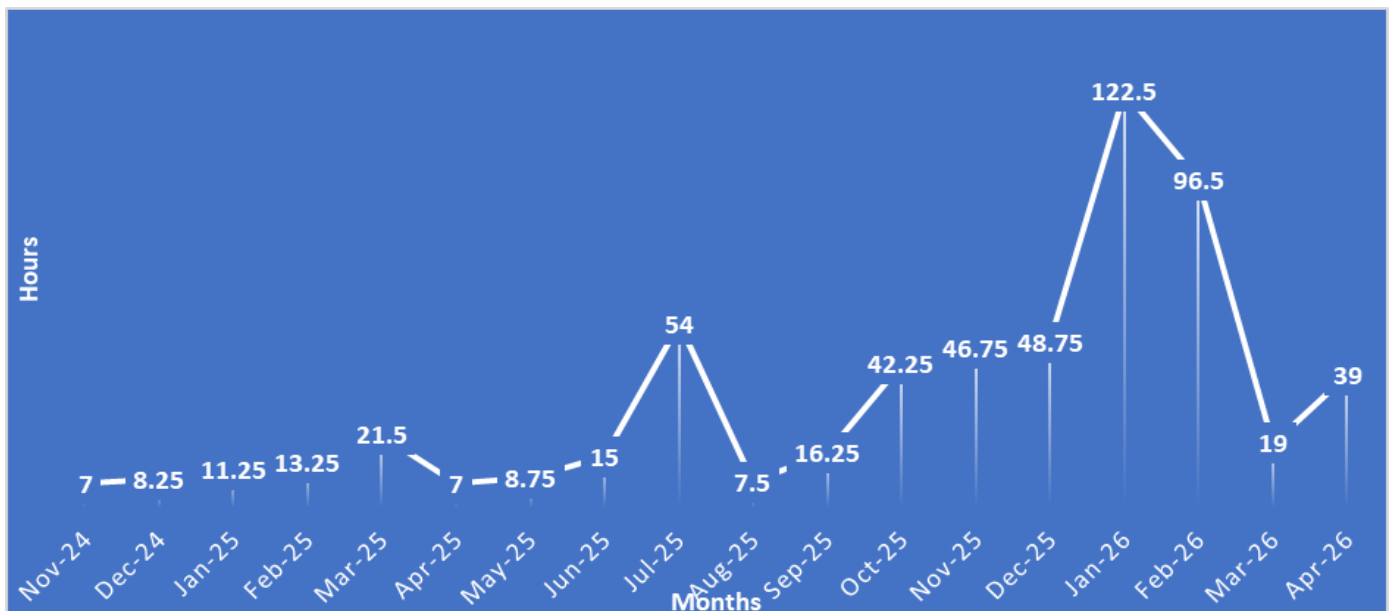
**DECISION**

Members are asked to **AGREE** any further action regarding future arrangements for a cherry picker.

**Graffiti**

Following exceptionally high levels of graffiti removal activity in January and February, the situation has since become more manageable. Artwork in Hotham subway has already been defaced by graffiti several times and a section of the vinyl pulled off.

The graph below illustrates the number of man-hours dedicated to graffiti removal on a monthly basis.



## **Community Highway Partnership Agreement with West Sussex CC**

WSSCC have now confirmed that the Agreement for removal of offensive graffiti from WSSCC assets, removal of flyposting and enhanced maintenance of the five local roundabouts is to continue post 31<sup>st</sup> March 2026. Meeting with the Area Highway Manager is scheduled to take place in June.

## **Horticultural Activities**

Following receipt of a structural engineer's report, Enerveo approved our application for third-party attachments to the lampposts carrying the hanging baskets in Queensway and Aldwick Road. These will be installed during the third week of June.

Winter bedding plants had to be removed from the Station concourse planters earlier than planned due to an aphid infestation as treating the plants with a soapy water solution didn't work.

Winter bedding plants are currently being removed in readiness for arrival of the summer bedding on 1 June and 8 June. This will be followed by delivery and installation of hanging baskets and troughs to the High Street, Queensway, Railway station, seafront, Arcade and the Picturedrome cinema.

## **Gloucester Road wall**

Following a collision in the early hours of 2<sup>nd</sup> May, a partnership arrangement was agreed with Butlin's to reinstate the wall, with Butlin's funding the materials and the Town Council providing labour. The repair is progressing well and is anticipated to be completed early June, with planting to follow mid-June.

Sussex Police has released the driver's information and contact has been made with their insurance company to initiate a claim.

## **Sponsored Planting**

LUV Sweeties have renewed their sponsorship for 3 years, whilst Aerial Dave has renewed for one year. Johnny Lancaster (Mortgage advisor) has taken on a Felpham Way planter for a year.

Planters available for sponsorship: A29/Orchard Way planters x 2, Felpham Way (northbound) planter by Upper Bognor Road and planter north off Butlin's roundabout, Felpham Way (southbound) planter by the Leisure Centre roundabout, Martlets planter and Chichester Road planter.

## **Seafront showers**

Disinfection of the system following winter shutdown, as recommended by the Legionella Risk Assessment and BS8554:2015, was undertaken by a contractor on 6<sup>th</sup> May and water to the showers turned on. Weekly flushings, temperature monitoring and quarterly cleaning/descaling regimes have been initiated and are carried out by Town Force.

## **Events Support**

Town Force have supported the BRSFL Easter Funfair, Scouts St. George's Day Parade, Bike Show and Bognor Prom 10K Road Race. The team will also be at Carnival and Festival of Birds in Hotham Park. A Town Force member will tow Billy the Bulb in the Carnival procession. Two magnetic signs will be placed on the TF vehicle advertising the Town Council's support of the event.

## **Town Force Training**

Staff have completed Emergency First Aid and Data Protection training and have started an Emotional Resilience course.

## **Town Force Equipment and Vehicles**

The ride on mower has been serviced. Cobra pedestrian mower has had to be sent off for repair.

## **Bike Repair Stations**

There are monthly incidents of tools being stolen from each bike repair station. The team continues to replace them with locally sourced like-for-like items where possible. However, a new plastic hose connector recently had to be purchased directly from the manufacturer, which incurred high international delivery charges.

## **Revenue generating jobs**

- Replacement of two planter pots at the BRWM Hospital;
- Removal of disintegrated downpipe from above 1a Linden Road and replacement with a new one for Bognor Pier Co.;
- Planter installation and planting up on behalf of Pagham Parish Council;
- Ongoing bedding plant maintenance of 3 planters for Felpham Parish Council;
- Ongoing grounds maintenance at the BRWM Hospital;
- Ongoing hanging baskets maintenance, weekly litter picks and weed removal as and when necessary for the Picturedrome Cinema tenant.

## **Examples of other jobs**

In addition to ongoing commitments, Town Force have also installed bunting to the top catenary wires in the Precinct, provided equipment for the Civic Reception, refixed loose electrical cables by the EE shop, applied stain to wooden decking, replaced two banners outside CEX on behalf of BR BID, provided signs and traffic cones for the artist working in Hotham subway, fixed a leaking tap at the allotments, removed paving slabs, levelled the ground and spread grass seed to create a new path at Gravits Lane allotments, distributed events leaflets, assisted the In Bloom Working Party with judging of entries into the Guides competition, set up & packed away equipment for Councillor surgery, turned water on at the allotments, removed flyposting and serviced BRTC noticeboards.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
1<sup>st</sup> JUNE 2026**

**AGENDA ITEM 15 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MARCH AND APRIL 2026**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

The purpose of this report is for the BID (who carry out the day-to-day management of the third-party contract) to provide regular updates including key performance indicators for the information of BRTC Elected Members.

Until recently, the Town Council had provided a funding contribution towards provision of the BID Warden, however, at the Policy and Resources Committee Meeting held on 2<sup>nd</sup> February 2026, Members resolved to agree to withdraw this funding effective from 1<sup>st</sup> April 2026 (Min. 123.4 refers). It is unknown whether the BID intend to continue sharing monthly reports relating to data from April 2026 onwards, although the Town Clerk has sought clarification.

At the time of publishing this report, the Community Warden reports for March and April 2026 had not been provided by the Bognor Regis BID.

**DECISION**

Should they become available, Members are asked to **NOTE** the Monthly Community Warden Reports from the Bognor Regis BID for March and April 2026.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 1<sup>st</sup> JUNE 2026**

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

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

There has been no Full Board Meeting since the BID AGM, which was held on the 12<sup>th</sup> March 2026 and reported to the Policy and Resources Committee at its meeting on 30<sup>th</sup> March 2026 (Min. 177 refers).

The next Full Board Meeting is scheduled to take place on 11<sup>th</sup> June 2026.

*Members can subscribe to all BID Communications using the form at the bottom of every page of the BID website. Alternatively, links to the latest BID Updates are publicised in the "News" section on the homepage of the BID website ([www.brbid.org](http://www.brbid.org)).*

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 1<sup>st</sup> JUNE 2026**

**AGENDA ITEM 18 - TO CONSIDER ANNUAL REVIEW AND RECOMMEND  
TO COUNCIL THE RISK MANAGEMENT POLICY**

**REPORT BY TOWN CLERK**

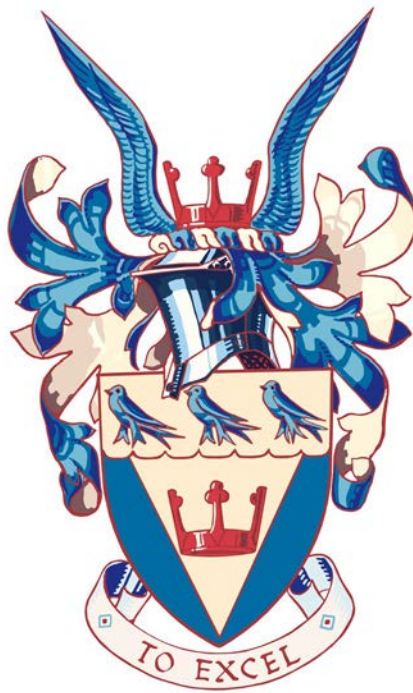
**FOR DECISION**

Regulation 2.2 of the new Model Financial Regulations states that the RFO should prepare for Council a Risk Management Policy, covering all aspects of the Council, and that this be reviewed annually.

The current policy (attached as **Appendix 1**) was adopted by Council on 7<sup>th</sup> July 2025 and there are no amendments recommended by Officers.

**DECISION**

Do Members **AGREE** to **RECOMMEND** to **COUNCIL** the Risk Management Policy without amendment?



# **BOGNOR REGIS TOWN COUNCIL RISK MANAGEMENT POLICY**

Adopted by the Council at its Meeting held on **7<sup>th</sup> July 2025**

## **Introduction**

This document sets out the framework on which risk management processes at Bognor Regis Town Council are based as required by 2.1 of the Financial Regulations. This framework will assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of business and financial risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

The Council's business and financial risks are assessed using the LCRS (Local Council Risk System) produced by DMH Solutions Ltd.

Health and safety risks are similarly identified, assessed and evaluated, however the methodology is documented within the Council's Health and Safety Policy.

Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

## **Risk Management**

Risk - *'Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative.'*

Risk Management - *'Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.'* [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council's business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and considered as a routine part of business and financial management. This is approved by Council after receiving any recommendations from Policy and Resources Committee.

Implementing the strategy involves identifying, analysing/prioritising, managing, and monitoring risks.

## **Risk Types**

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk - failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

### **Risk Identification**

Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

### **Risk Analysis**

Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

### **Risk Prioritisation**

An assessment will be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

### **Risk Control**

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Tolerate - documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Treat - loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer - the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;

Terminate - the circumstances from which the risk arises are ceased so that the risk no longer exists;

### **Risk Register**

Details on the impact and likelihood matrix are included in the LCRS report generated from using the system to evaluate risk. A summary is carried forward in any Action Plan which the Council determines shall be adopted, this may be after receiving any recommendations from Policy and Resources Committee.

### **Risk Monitoring**

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

## **Roles and Responsibilities**

Councillors - Risk management is seen as a key part of the councillors' stewardship role and there is an expectation that elected members will lead and monitor the approach adopted. This will include:

- Approval of the Risk Management Policy;
- Consideration of the Annual Risk Assessment Matrix

Council may request Policy and Resources Committee to set and undertake a programme of annual Member audit checks on financial procedures, other governance and operational procedures and to monitor that recommendations from internal and external audits are implemented.

The Town Clerk - will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers - when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees - will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

**Role of Internal Audit** - the Internal Auditor, appointed by the Council, provides an important scrutiny role carrying out audits to provide independent assurance to the Council.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

**Role of External Audit** - External auditors are the "public watchdog", responsible for checking accounts comply with relevant enactments, proper practices, the council's annual statement is true and fair and the authority has proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The external audit approach is based on completion of the annual return by the Council and relies heavily on the cooperation of the Council with the external auditor and a significant amount of self certification by the Council.

Bognor Regis Town Council have determined to opt in to Smaller Authorities Audit Appointments Ltd (SAAA) an audits appointment body (Sector Led) to appoint its external auditor.

**Training** - Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

## AGENDA ITEM 19

### BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 1<sup>st</sup> JUNE 2026

#### AGENDA ITEM 19 - TO RATIFY THE ADDITIONAL COST OF COMMUNITY WARDEN PROVISION FOR THE MONTH OF APRIL 2026

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

At the Extraordinary Policy and Resources Committee Meeting, held on 16<sup>th</sup> March 2026, Members resolved to appoint a new contractor to deliver the Community Warden service for 2026/2027 (Min. 167 refers).

In liaison with the new service provider, it became evident that they would be unable to provide wardens until the beginning of May, at the earliest. Therefore, to ensure continuity of providing a warden throughout April, the previous contractor was asked to supply personnel on an ad-hoc arrangement.

The final amount invoiced for April 2026 was £4,680 plus VAT. Members are asked to ratify this expenditure which will be funded from the Community Warden budget for 2026/2027.

#### **DECISION**

To **RATIFY** the additional cost of £4,680 plus VAT for Community Warden provision for the month of April 2026.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 1<sup>st</sup> JUNE 2026**

**AGENDA ITEM 21 – UPDATES TO: - FLAG FLYING POLICY; LEGIONELLA POLICY; SOCIAL MEDIA POLICY; TRAINING AND DEVELOPMENT POLICY; VOLUNTEERING POLICY; WHISTLEBLOWING POLICY; WORKING FROM HOME POLICY**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

A review of the following policies and Council documents has been undertaken, noting that there are no tracked changes as the policies are either substantially different from the previous versions due to updates in legislation, or are brand new, and the following are now presented to the Committee for approval and recommendation to Council.

Consideration of the Social Media Policy and Training and Development Policy will need to be deferred as further work is needed in relation to the updates required. These proposed policies will, therefore, be brought to a future meeting.

Flag Flying Policy - **Appendix 1**

Legionella Policy - **Appendix 2**

Volunteering Policy - **Appendix 3**

Whistleblowing Policy - **Appendix 4**

Working From Home Policy - **Appendix 5**

**DECISION**

Do Members **AGREE** to **RECOMMEND** to Council the adoption of the Policies as attached to this report as Appendices 1 through 5, subject to any alterations or amendments agreed at this meeting?



# BOGNOR REGIS TOWN COUNCIL

## FLAG FLYING POLICY

Adopted by the Council at its Meeting held on ???

## **Introduction**

Flags are symbolic and visible expressions of civic identity, respect, celebration, mourning and community recognition.

This policy sets out how Bognor Regis Town Council will manage the flying of flags from Town Council-owned or Town Council-managed flagpoles. It is intended to ensure that flag-flying decisions are made consistently, lawfully, respectfully and in a way that reflects the Council's civic role, political neutrality and commitment to the whole community.

The flying of any flag must be considered in the context in which it is displayed. Flags can be positive symbols of unity and recognition, but they may also be interpreted differently by different sections of the community. The Council will therefore take a careful and proportionate approach to flag-flying.

## **Scope**

This policy applies to all flags flown from Town Council-owned or Town Council-managed flagpoles, including those at the Town Hall and any other Council premises or civic locations.

This policy applies to Councillors, Officers and any person or organisation making a request for a flag to be flown by the Council.

## **Who is Responsible for this Policy?**

The Town Clerk has overall responsibility for the implementation of this policy.

The Town Clerk, in consultation with the Mayor where appropriate, may authorise routine flag-flying in accordance with this policy.

Requests outside the scope of this policy will be referred to the relevant Committee or Full Council unless urgent circumstances require a decision to be taken under delegated authority.

## **General Principles**

The Council will fly flags in a manner which is dignified, respectful and appropriate to the Council's civic status.

The Union Flag, national flags and civic flags must not be flown in a damaged, faded or inappropriate condition.

Flags must be flown in accordance with relevant legislation, planning requirements, national guidance and accepted flag protocol.

The Council will not fly any flag which:

- Promotes a political party or party-political campaign;
- Promotes hatred, discrimination or unlawful activity;
- Is likely to bring the Council into disrepute;
- Is inconsistent with the Council's duties under equality legislation;
- Is likely to compromise the Council's political neutrality;
- Is commercial in nature or primarily for advertising purposes;
- Is contrary to national flag protocol or relevant planning controls.

### **Flags Normally Flown by the Council**

The Council may fly the following flags as appropriate:

- The Union Flag;
- The St George's Flag;
- The County Flag of West Sussex, where appropriate;
- The Town Council's civic flag or crest-bearing flag, where available;
- The Armed Forces Day Flag;
- The Commonwealth Flag;
- Flags agreed by the Council, including those recognising exceptional national or international circumstances;

The default position is that the Union Flag and/or Town Council crest-bearing flag will be flown unless replaced in accordance with this policy.

### **Designated and Civic Occasions**

The Council may fly flags to mark designated national occasions, royal events, civic events, commemorative days and other occasions of local significance.

These may include, but are not limited to:

- Accession Day;
- Coronation Day;
- Official birthday of His Majesty the King;
- Remembrance Sunday and Armistice Day;
- St George's Day;
- Commonwealth Day;
- Armed Forces Day;
- Merchant Navy Day;
- Sussex Day;
- Significant local civic events;
- Events formally recognised by the Council.

The Town Clerk shall maintain a list of annual flag-flying dates, to be reviewed periodically.

### **Half-Masting**

Flags may be flown at half-mast as a mark of respect or mourning.

The Union Flag or other appropriate flag may be flown at half-mast following:

- The death of the Sovereign or another member of the Royal Family, in accordance with national protocol;
- The death of a serving or former Mayor of Bognor Regis;
- The death of a serving Councillor;
- The death of a Freeman or Honorary Freeman of the Town;
- The death of a serving member of staff, where appropriate;
- A national tragedy or act of remembrance;
- Any other occasion agreed by the Town Clerk in consultation with the Mayor.

Where a flag is flown at half-mast, other flags should either also be flown at half-mast or not flown, unless protocol requires otherwise.

### **Special Requests to Fly Flags**

Requests must be submitted in writing to the Town Clerk and include:

- Applicant details;
- The flag and proposed dates;
- The purpose of the request;
- Confirmation that the flag is lawful, non-commercial and not party-political;
- Any relevant supporting information.

The Council will consider requests having regard to:

- The Council's statutory role and political neutrality;
- Equality, community cohesion and potential for divisiveness;
- Whether the request relates to a recognised national or local event;
- Practical considerations (e.g. flagpole availability, staffing and weather);
- Any precedent that may be created.

Approval of a request on one occasion does not create an automatic right for the same or similar request to be approved in future.

## **Equality, Inclusion and Community Cohesion**

The Council recognises that flags may be used to show respect, support or recognition for communities, causes or commemorative events.

Where a request relates to equality, inclusion, community safety or recognition of a protected characteristic, the Council will consider the request carefully and in accordance with its public sector equality duties.

The Council must also ensure that decisions are balanced, proportionate and consistent with its role as a politically neutral public body serving the whole community.

## **Political Neutrality**

The Council will not fly flags associated with political parties, party-political campaigns or election campaigning.

The Council may, however, consider flags associated with nationally recognised civic, charitable, commemorative or community events, provided that doing so is consistent with this policy and does not compromise the Council's political neutrality.

## **Planning and Legal Compliance**

The flying of flags may be subject to advertisement control and planning regulations.

Some flags may be flown without express consent, while others may require consent from the Local Planning Authority or must comply with specific restrictions.

The Council will not fly any flag unless it is satisfied that doing so is lawful and compliant with any relevant planning, health and safety or property requirements.

## **Operational Arrangements**

The Town Clerk shall be responsible for ensuring that approved flags are flown on the relevant dates, subject to staff availability, safe access, weather conditions and operational practicality.

Flags shall not be flown where doing so would present a health and safety risk.

The Council reserves the right to remove or decline to fly any flag where:

- The flag is damaged or unsuitable;
- Weather conditions make flying unsafe;

- The flag is found to be inconsistent with this policy;
- National or civic protocol requires another flag to take precedence;
- The Council considers that continued display is no longer appropriate.

### **Precedence**

Where more than one flag could appropriately be flown on the same day, precedence will normally be given in the following order:

- Royal or national mourning;
- National flag-flying requirements or guidance;
- Remembrance and Armed Forces occasions;
- Civic occasions of the Town Council;
- Other approved commemorative or community occasions.

Where only one flagpole is available, the Union Flag or Town Council crest-bearing flag, or other nationally required flag will normally take precedence.

### **Review**

This policy shall be reviewed periodically, or sooner if there are changes to legislation, national guidance, Council practice or local circumstances.

The Town Clerk may make minor administrative amendments to this policy where necessary, provided that such amendments do not alter the substance of the policy.

### **Monitoring**

The Town Clerk will monitor the application of this policy.

All Councillors and Officers must observe this policy when considering, approving or arranging the flying of flags on behalf of the Council.



# **BOGNOR REGIS TOWN COUNCIL**

## **LEGIONELLA POLICY**

Adopted by the Council at its Meeting held on ???

## **Introduction**

Bognor Regis Town Council has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, Councillors, contractors, and members of the public.

Legionnaires' disease is a potentially serious form of pneumonia caused by inhaling water droplets contaminated with Legionella bacteria. The risk arises primarily from man-made water systems where conditions allow the bacteria to grow and be dispersed.

This policy sets out how the Town Council manages the risk of Legionella in accordance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- HSE Approved Code of Practice L8: *Legionnaires' disease – The control of Legionella bacteria in water systems*

## **Scope**

This policy applies to all premises and water systems owned or managed by the Town Council. It applies to all employees, Councillors, contractors and any others who may be affected by Council-controlled water systems.

Where the Town Council occupies premises owned or managed by a third party, the Council will work with the building owner or managing authority to ensure that Legionella risks are appropriately managed and that responsibilities are clearly understood.

## **Core Principles**

The Town Council will identify and assess the risk of Legionella in all relevant water systems and ensure that appropriate control measures are in place. These measures will be proportionate to the level of risk and will reflect the size, complexity and usage of each system.

The Town Council will appoint a competent Responsible Person to oversee Legionella control, ensure that appropriate monitoring and maintenance arrangements are in place, and maintain accurate records of risk assessments and control activities.

In managing the risk, the Town Council will seek to minimise water stagnation, maintain appropriate water temperatures, ensure systems are clean and well

maintained, and reduce the potential for the creation and spread of water droplets.

The Town Council will work in partnership with landlords and managing authorities where responsibilities for water systems are shared.

### **Roles and Responsibilities**

Overall responsibility for Legionella management rests with the Town Clerk.

The Town Clerk will appoint a Responsible Person to oversee the day-to-day management of Legionella risks. The Responsible Person is responsible for ensuring that risk assessments are carried out and reviewed, that appropriate control measures are implemented, and that monitoring, maintenance and record keeping arrangements are in place. This includes liaising with landlords or managing authorities where responsibilities are shared.

The Responsible Person is the Deputy Clerk, who has delegated responsibility as part of Health and Safety matters.

Managers are responsible for ensuring that water systems within their areas of responsibility are operated and maintained in accordance with this policy and any associated procedures.

All Councillors, employees and contractors have a responsibility to follow any guidance or instructions relating to Legionella control and to report any concerns relating to water systems or their use.

### **Risk Assessment and Control**

The Town Council will ensure that suitable and sufficient Legionella risk assessments are carried out for all relevant water systems. These assessments will identify potential sources of risk, consider who may be affected, and determine the control measures required.

Risk assessments will be reviewed periodically, and in any event where there is reason to believe that they are no longer valid, such as following changes to systems, buildings or usage.

Control measures will be proportionate to the level of risk identified and will reflect the principles set out in HSE guidance. In general, this will include maintaining appropriate water temperatures, avoiding stagnation, ensuring systems are clean and in good condition, and taking action to address any identified risks.

Where the Town Council does not have direct control of the water system, the Council will obtain and review relevant Legionella risk assessments from the responsible landlord or managing authority.

## **Monitoring and Record Keeping**

The Town Council will maintain appropriate records to demonstrate that Legionella risks are being effectively managed. This will include records of risk assessments, monitoring activities, inspections, maintenance and any remedial works undertaken.

Monitoring arrangements will be proportionate to the level of risk and may include temperature checks, flushing of infrequently used outlets and periodic inspections.

Records will be retained and managed in accordance with the Council's Data Retention Policy.

## **Incident Management**

Where a Legionella risk is identified, or where there is a suspected or confirmed case linked to Council premises, the Town Council will take appropriate steps to reduce risk and seek specialist advice where necessary.

The Town Council will cooperate fully with any investigation by relevant authorities and will make available any records or information required.

## **Monitoring & Review**

The Town Clerk, and Deputy Clerk where appropriate, will monitor compliance with this policy and ensure that appropriate arrangements remain in place.

This policy will be reviewed regularly, or sooner where there are changes in legislation, guidance, or Council operations that may affect Legionella risk management.



# **BOGNOR REGIS TOWN COUNCIL**

## **VOLUNTEERING POLICY**

**Adopted by the Council at its Meeting held on 9<sup>th</sup> September 2013**

**Reviewed by Council on 1<sup>st</sup> November 2021**

## **Introduction**

Bognor Regis Town Council recognises the valuable contribution that volunteers can make to the life of the town and to the work of the Council. Volunteering can strengthen community engagement, support local initiatives and enable residents to play an active role in civic life.

This policy sets out the principles and arrangements under which volunteers may support the activities of Bognor Regis Town Council. It is intended to ensure that volunteering is managed in a fair, safe and structured way for the benefit of both the Council and those who choose to volunteer.

Volunteers complement the work of employees and Councillors but do not replace paid staff or statutory roles.

## **Scope**

This policy applies to all individuals who volunteer their time to support the work of Bognor Regis Town Council.

Volunteers may assist with a range of activities including community events, environmental initiatives, civic projects or other agreed Council activities.

This policy applies to all Councillors, employees and volunteers involved in coordinating or delivering volunteer activities.

## **Core Principles**

The Council will ensure that volunteering opportunities are open, fair and inclusive. Volunteers will be treated with respect and their contributions recognised and valued. Such contributions will complement the work of Council staff and will not be used to replace paid employment.

Volunteers will be provided with appropriate guidance, supervision and support to carry out their roles safely and effectively, and the Council will ensure that volunteering activities are conducted in a safe and responsible manner and that volunteers understand their responsibilities while acting on behalf of the Council.

## **Recruitment and Appointment**

Where volunteers are required, the Council may recruit individuals through appropriate community engagement, publicity or local networks.

Prospective volunteers may be asked to attend an informal discussion or interview to ensure that the role is suitable and that expectations are understood by both parties.

Volunteers will normally receive:

- A description of the volunteering role
- Information about relevant Council procedures
- The name of the Council Officer responsible for coordinating the volunteer activity

Volunteers may be asked to sign a Volunteer Agreement setting out expectations and responsibilities. This agreement is not intended to create a contract of employment.

Where appropriate, references or safeguarding checks may be required depending on the nature of the role.

### **Induction and Support**

Volunteers will be provided with appropriate information and guidance before undertaking their role.

This may include:

- An overview of the Council and the activity being supported
- Relevant safety guidance
- Information about expected conduct and behaviour

Volunteers will have a named contact within the Council who will provide guidance and support where required.

### **Health and Safety**

The Council has a duty to ensure that volunteers are able to undertake their activities safely.

Volunteers are expected to take reasonable care of their own health and safety and that of others who may be affected by their actions.

Where necessary, volunteers will be provided with appropriate safety instructions, equipment or training.

### **Safeguarding and Conduct**

Volunteers must act responsibly, and in a manner consistent with the standards expected when representing the Council.

Where volunteer roles involve working with children or vulnerable adults, appropriate safeguarding procedures will be followed, and relevant checks may be required.

Volunteers must respect confidentiality and handle any information they encounter responsibly.

### **Expenses**

Volunteering is unpaid. However, where appropriate and agreed in advance, reasonable out-of-pocket expenses may be reimbursed.

Expenses must normally be supported by receipts and approved by the Town Clerk.

### **Insurance**

Volunteers acting on behalf of the Council and within the scope of agreed activities will normally be covered by the Council's insurance arrangements. This will be confirmed by the relevant Council Officer before commencement of volunteering activities.

### **Problem Solving**

The Council aims to provide a positive volunteering experience. If a volunteer has concerns about their role or experience, they should raise them with their supervising officer in the first instance.

Where issues cannot be resolved informally, the Town Clerk will review the matter and determine an appropriate course of action.

The Council also reserves the right to end a volunteering arrangement where necessary.

### **Monitoring & Review**

Overall responsibility for volunteering arrangements rests with the Town Clerk.

This policy will be reviewed periodically to ensure it remains effective and reflects best practice.



# **BOGNOR REGIS TOWN COUNCIL**

## **WHISTLEBLOWING POLICY**

Adopted by the Council at its Meeting held on ???

## **Introduction**

The Town Council is committed to the highest standards of openness, integrity and accountability.

This policy sets out how concerns about wrongdoing within the Council can be raised safely and appropriately.

It aims to:

- Encourage individuals to raise concerns at an early stage
- Provide a clear process for reporting concerns
- Protect individuals from victimisation or detriment
- Ensure concerns are investigated properly and proportionately

This policy reflects the protections available under the Public Interest Disclosure Act 1998, as amended, and associated employment legislation.

## **What is Whistleblowing?**

Whistleblowing is the reporting of concerns about wrongdoing where it is in the public interest to do so. Such concerns may relate to a wide range of issues, including criminal offences, failures to comply with legal obligations, miscarriages of justice, risks to health and safety, environmental damage, fraud, corruption or financial mismanagement, abuse of authority, serious maladministration, or the deliberate concealment of any such matters. This policy is not intended to cover personal employment grievances, which should be raised under the Town Council's Grievance Procedure, nor complaints about Council services, which should be addressed through the Complaints Procedure.

## **Raising a Concern**

Concerns should normally be raised with the Deputy Clerk, where appropriate, or with the Town Clerk. Where the concern relates to the Town Clerk, it should be raised with the Chair of the Joint Consultative Sub-Committee (Staffing). Concerns may be raised in writing, by email, or in person, and should be made as soon as reasonably possible after the issue arises. Individuals are encouraged to provide sufficient detail to enable the matter to be understood and investigated, including the nature of the concern, relevant dates, and any supporting information available at the time.

## **Confidentiality and Anonymity**

The Town Council will treat all concerns in confidence as far as reasonably practicable. The identity of the individual raising the concern will not be disclosed without their consent unless this is required by law or necessary for the purposes of a fair investigation. Anonymous disclosures may be considered; however, it should be noted that anonymity can make it more difficult to investigate concerns effectively or to provide feedback.

## **Protection for Whistleblowers**

The Town Council is committed to ensuring that individuals who raise concerns in good faith are protected from dismissal, disciplinary action, victimisation or any form of detriment. No action will be taken against an individual who raises a concern where they reasonably believe it to be in the public interest, even if the concern is not ultimately substantiated. However, the Council reserves the right to take appropriate action where a concern is found to have been raised maliciously or with knowledge that it is false.

## **How Concerns Will Be Handled**

Upon receipt of a concern, the Town Council will acknowledge it where contact details have been provided and carry out an initial assessment to determine the appropriate course of action. This may include an internal investigation, referral to an external body, or a decision that no further action is required, with reasons recorded. Any investigation will be conducted in a timely, fair and proportionate manner, having regard to the nature and seriousness of the concern. The individual raising the concern will be informed, where appropriate and lawful, of the outcome of the process, although detailed information may not always be shared due to confidentiality considerations.

## **Escalation and External Reporting**

Where an individual feels unable to raise a concern internally, or is dissatisfied with how it has been handled, they may choose to raise the matter with an appropriate external body. This may include the Information Commissioner's Office or another prescribed regulator, depending on the nature of the concern. Independent advice and guidance can also be sought from Protect.

## **Record Keeping**

The Council will maintain appropriate records of whistleblowing concerns, including details of the concern raised, actions taken, and the outcome. Such records will be handled securely and retained in accordance with the Council's Data Protection Policy and Data Retention Policy.

## **Relationship with Other Policies**

This policy should be read in conjunction with the Council's wider governance framework, including the Grievance Procedure, Disciplinary Procedure, Complaints Procedure, Data Protection Policy, and Code of Conduct, which together support the Council's commitment to transparency, accountability and good governance.

## **Monitoring & Review**

Compliance will be monitored by the Deputy Clerk and Town Clerk.

This policy will be reviewed regularly, or sooner if legislative changes require.



# **BOGNOR REGIS TOWN COUNCIL**

## **WORKING FROM HOME POLICY**

Adopted by the Council at its Meeting held on ???

## **Introduction**

Bognor Regis Town Council recognises that flexible working arrangements, including working from home, can support effective service delivery, employee wellbeing and work-life balance.

Working from home is not an automatic entitlement and must be agreed in advance. The Council will consider requests in line with operational requirements, the nature of the role, and the need to maintain high-quality public services.

This policy sets out the Council's approach to working from home and the responsibilities of employees and managers.

## **Scope**

This policy applies to all employees of the Council. It does not apply to Members.

Working from home may be considered on an occasional or regular basis where appropriate to the role and agreed by the Town Clerk.

## **Core Principles**

The Council will support flexible working arrangements where these can be accommodated without detriment to service delivery.

Working from home arrangements will be based on trust and accountability. Employees are expected to maintain the same standards of performance, conduct and availability as when working from Council premises.

Decisions on working from home will be made on a case-by-case basis, taking into account operational needs, team requirements and the suitability of the role.

## **Roles and Responsibilities**

Overall responsibility for working from home arrangements rests with the Town Clerk.

Managers are responsible for considering requests, ensuring that service delivery is maintained, and that appropriate supervision and communication arrangements are in place.

Employees are responsible for ensuring that they remain contactable during working hours, carry out their duties effectively, and comply with all relevant Council policies, including those relating to data protection, confidentiality and health and safety.

## **Arrangements for Working from Home**

Working from home must be agreed in advance and may be subject to review or withdrawal where operational requirements change.

Employees must ensure that they have a suitable working environment at home, including a safe workspace and appropriate equipment. The Council may provide equipment where necessary, but employees remain responsible for taking reasonable care of any equipment provided.

Employees are expected to work their normal hours unless otherwise agreed, remain available via agreed communication methods, and attend Council premises when required.

## **Health and Safety**

The Council has a duty to ensure, so far as is reasonably practicable, the health and safety of employees working from home.

Employees must take reasonable care of their own health and safety and ensure that their home working environment is suitable. Any concerns relating to Health and Safety must be reported to the Deputy Clerk or the Town Clerk.

The Council may require completion of a basic home working risk assessment where appropriate.

## **Data Protection and Confidentiality**

All Council policies relating to data protection, information governance and confidentiality apply equally when working from home.

Employees must ensure that Council information is kept secure and that personal data is not accessed by unauthorised persons. This includes taking appropriate care when handling documents, using devices, and accessing Council systems.

## **Equipment and Expenses**

The Council may provide equipment necessary for home working where appropriate. Any equipment provided remains the property of the Council and must be used for Council purposes.

The Council will not normally reimburse additional household costs associated with working from home unless otherwise agreed.

## **Monitoring & Review**

Working from home arrangements will be kept under review and may be amended or withdrawn where necessary.

The Town Clerk will monitor the overall effectiveness of this policy.

This policy will be reviewed regularly, or sooner where there are changes in legislation or Council requirements.

## AGENDA ITEM 22

### BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 1<sup>st</sup> JUNE 2026

#### AGENDA ITEM 22 - TO NOTE EARMARKED RESERVES AS AT 31<sup>st</sup> MARCH 2026

#### REPORT BY TOWN CLERK

#### FOR INFORMATION AND NOTING

A list of the Town Council's Earmarked Reserves as at 31<sup>st</sup> March 2026 is attached at **Appendix 1**.

Members are reminded that expenditure identified for various specific projects by the Council's committees, which cannot be funded by the end of the financial year for whatever reason, are placed in Earmarked Reserves until the funding can be released. If it is established that the funds are no longer required for this specific purpose, then the funds are to be returned to General Reserves instead of being used for an alternative proposal.

#### **FOR INFORMATION AND NOTING**

The Committee is invited to **NOTE** the Earmarked Reserves as at 31<sup>st</sup> March 2026.

**EARMARKED RESERVES AS AT 31<sup>st</sup> MARCH 2026**

<b>Rolling Capital Programme (315)</b>	229,050.36
<b>Economic Development (320)</b>	367,198.94
<b>Civic Fund (321)</b>	2,617.66
<b>Election Fund (322)</b>	30,000.00
<b>Allotments (325)</b>	1,687.86
<b>Promotions &amp; Publicity Committee (326)</b>	2,880.38
<b>Administration (327)</b>	8,040.00
<b>Events Underspend (328)</b>	4,500.00
<b>P&amp;R Projects (330)</b>	1,080.85
<b>E&amp;L Projects (331)</b>	5,168.50
<b>Road Closure Admin Fees (332)</b>	302.00
<b>P&amp;R Grant Aid/Partnership (333)</b>	6,794.93
<b>Tourism &amp; Events Support (334)</b>	556.02
<b>South East in Bloom (337)</b>	5,593.22
<b>Xmas Lights/Switch On (338)</b>	13,000.00
<b>Street Scene Budget savings (342)</b>	26,868.16
<b>Decking Areas Maintenance (343)</b>	4,378.58
<b>Councillor Training (350)</b>	3,604.00
<b>Town Force H&amp;S Personal Safety Provision (354)</b>	445.90
<b>Markets (355)</b>	12,332.00
<b>Bike Repair Project Maintenance (358)</b>	325.00
<b>Staff Training Admin &amp; Town Force (361)</b>	6,781.20
<b>Town Crier (362)</b>	4,198.12

<b>CIL 2020-21 (364)</b>	685.99
<b>CIL 2025-26 (365)</b>	5,981.92
<b>CIL 2023-24 (367)</b>	7,339.96
<b>CIL 2024-25 (368)</b>	12,408.44

**AGENDA ITEM 23**

**BOGNOR REGIS TOWN COUNCIL**  
**POLICY AND RESOURCES COMMITTEE - 1<sup>st</sup> JUNE 2026**

**AGENDA ITEM 23 - TO CONSIDER A RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE THAT THE £2,510 OVERSPEND OF THE EQUIPMENT MAINTENANCE BUDGET FOR CHRISTMAS ACTIVITIES BE DRAWN FROM GENERAL RESERVES (MIN. 88 OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD 23<sup>rd</sup> MARCH 2026 REFERS)**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

As reported by the Committee Clerk to the Environment and Leisure Committee at its meeting on 23<sup>rd</sup> March 2026:

*Net Expenditure, excluding VAT, for the provision of Christmas illuminations and ancillary (non-destructive) testing of lighting columns for the 2025 festive season, is as follows:*

- |  |         |
|--|---------|
| · Testing of lighting columns - Aldwick Road & Queensway | £ 1,600 |
| · Queensway 2m Column Motif                              | £ 1,640 |
| · Project Installation excluding Queensway               | £39,270 |

*Cumulative expenditure (to date) equating to £42,510 exceeds the budgetary allowance of £40,000 by £2,510. No additional expenditure is forecast for the remaining accounting period to financial year end.*

The Environment and Leisure Committee resolved to ratify this overspend (Min.88 refers) and recommend to the Policy and Resources Committee that this be drawn from General Reserves.

**DECISION**

Members are asked to **NOTE** the overspend of the Equipment Maintenance Budget from Christmas Activities of £2,510 and **RESOLVE** to **AGREE** that this be drawn from General Reserves.

## AGENDA ITEM 24

### BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE – 1<sup>st</sup> JUNE 2026

#### AGENDA ITEM 24 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY TOWN CLERK

FOR RATIFICATION

**To ratify expenditure of £124.17 excluding VAT for a LOGIK undercounter fridge**

The fridge in the Civic Office was 20 years old and had fallen into a serious state of disrepair. For the health, safety and duty of care to staff it was necessary to replace the fridge.

#### **DECISION**

The Committee is therefore invited to **RATIFY** expenditure of £124.17 excluding VAT for the purchase of a LOGIK undercounter fridge.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 1<sup>st</sup> JUNE 2026**

**AGENDA ITEM 25 - FINANCIAL REPORTS INCLUDING: -**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF APRIL 2026 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of April 2026 are being copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

**DECISION**

To **NOTE** receipt of the financial reports for the month of April 2026.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT, MAYOR'S CHARITY ACCOUNT AND COMMERCIAL CARD ACCOUNT FOR THE MONTHS OF MARCH AND APRIL 2026, WHILST NOTING THAT THIS IS NOW UNDERTAKEN BY ANY AUTHORISED BANK SIGNATORY OTHER THAN THE CHAIR OR VICE-CHAIR OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS (F.R. 2.6 REFERS)**

**BACKGROUND**

Following recent changes to the Council's Financial Regulations, under the Risk Management and Internal Control heading it states as follows: -

*'On a monthly basis, and at each financial year end, a member other than the Chair or Vice-Chair of Policy and Resources Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Policy and Resources Committee.'*

In line with this requirement, Cllr. Yeates has previously verified the bank reconciliations with the Town Council's bank accounts for the month of March 2026, whilst Cllr. Nash verified them for the month of April 2026.

**DECISION**

To **NOTE** verification of bank reconciliations with the Town Council's Current account, Mayor's Charity account and Commercial Card account for the months of March and April 2026, undertaken by Cllrs. Yeates and Nash in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 1<sup>st</sup> JUNE 2026  
AGENDA ITEM 26 - CORRESPONDENCE FOR INFORMATION**

1. Arun April Newsletter 01.05.2026
2. The Sussex Police and Crime Commissioner; Keeping Our High Streets Safe – Circulated to all Councillors 01.05.2026
3. NALC Jobs Newsletter 04.05.2026
4. NALC Events previously forwarded to Councillors 05.05.2026
5. Clerks & Councils Direct magazine issue 165 06.05.2026
6. News release – New Public Spaces Protection Order for Littlehampton and Bognor Regis – Circulated to all Councillors and on social media 06.05.2026
7. Sussex Alerts; Our News May 2026 is here – Circulated to all Councillors and on social media 06.05.2026
8. Stay alert: romance fraud cost UK victims £102M last year – Circulated to all Councillors and on social media 06.05.2026
9. Latest news from St Wilfrid's Hospice 06.05.2026
10. NALC Chief executive's bulletin – Circulated to all Councillors 07.05.2026
11. CCCI latest news – Circulated to all Councillors 07.05.2026
12. The Sussex Police and Crime Commissioner; Crime and Policing Act – delivering real change for Sussex – Circulated to all Councillors 08.05.2026
13. NALC Jobs news
14. Ollie Jefferys, Alexandra Arts Centre; Info/Theatre update – Circulated to all Councillors 09.05.2026
15. Dawn Hudd, ADC; Update on local government reorganisation – second consultation launch – live until 23:59 on 15 June 2026 – Circulated to all Councillors and on social media 13.05.2026
16. NALC Chief executive's bulletin – Circulated to all Councillors 14.05.2026
17. St Wilfrid's Hospice; Don't miss out on your Moonlight Walk tickets – Circulated to all Councillors 14.05.2026
18. CCCI Newsletter – Circulated to all Councillors 14.05.2026
19. The Sussex Police and Crime Commissioner; Bringing Sussex's Policing History Back to Life – Circulated to all Councillors 15.05.2026
20. NALC Jobs newsletter 18.05.2026
21. The Regis School newsletter 18.05.2026
22. Sussex Alerts; Survey about Government proposals to merge police forces – Circulated to all Councillor and on social media 19.05.2026
23. Sussex Alerts; Sussex Police – Sceptre week, knife crime devastates lives – Circulated to all Councillors and on social media 19.05.2026
24. NALC event newsletter – Circulated to all Councillors 19.05.2026
25. ACCA News; Fresh Starts & Community Support 20.05.2026
26. NALC Chief executive bulletin – Circulated to all Councillors 21.05.2026