



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

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 1st 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 1st 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 22nd 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 30th March 2026, and the Minutes of the Extraordinary Meeting held on 18th 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 18th 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 19th 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 31st 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 31st 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 30th 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 31st 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 23rd 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 30th 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 2nd FEBRUARY 2026, AND THE EXTRAORDINARY MEETING HELD ON 16th MARCH 2026

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2nd February 2026, and the Extraordinary Meeting held on 16th 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 5th FEBRUARY 2025

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

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

The Deputy Clerk's report, along with the Notes of the ADC/BRTC Liaison Meeting held on 17th 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 1st April 2025 in line with the District Council's Basic Allowance or commence from 1st April 2026, noting any budget overspend

Whilst agreeing to the increase, Members unanimously **DISAGREED** that this should be backdated to 1st 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



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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING HELD ON MONDAY 18th 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 11th 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 11th 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 25th May 2026 until 31st March 2027 with Tender Bid 1.

The Meeting closed at 6.18pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 1st 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 31st 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 - 1st JUNE 2026**

AGENDA ITEM 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 18th 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 19th May 2026 (Min. 8 refers)**

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council. As part of this process the Policy and Resources Committee Terms of Reference are also reviewed.

Members are asked to note that any Sub-Committee or Working Group Terms of Reference would still need to be considered by the Committee to which they are appointed and referred through to the Policy and Resources Committee for consideration and recommendation to Council in the usual way.

POLICY AND RESOURCES COMMITTEE

A copy of the current Policy and Resources Committee Terms of Reference is attached for consideration at **Appendix 1**.

There are no Officer recommendations for amendment.

JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

A copy of the current Joint Consultative Sub-Committee (Staffing) Terms of Reference is attached for consideration at **Appendix 2**.

There are no Officer recommendations for amendment.

BOGNOR REGIS TOWN HALL WORKING PARTY

A copy of the current Bognor Regis Town Hall Working Party Terms of Reference is attached for consideration at **Appendix 3**.

There are no Officer recommendations for amendment.

BOGNOR REGIS TOWN CENTRE ACTION GROUP

A copy of the current Bognor Regis Town Centre Action Group Terms of Reference is attached for consideration at **Appendix 4**.

There are no Officer recommendations for amendment.

ENVIRONMENTAL AND LEISURE COMMITTEE

A copy of the Environmental and Leisure Committee Terms of Reference, considered by the Committee at the meeting on 18th May 2026 (Min. 9 refers), with no amendments recommended, is attached for consideration at **Appendix 5**.

There are no further Officer recommendations for amendment.

Members are invited to note that the Terms of Reference for the Allotments Sub-Committee (attached at **Appendix 6**) were also considered by the Committee at the meeting with the minor amendments recommended, relating to delegated authority to approve expenditure within budget, as shown in red on the relevant appendix.

Members are invited to further note that the Terms of Reference for the Bognor Regis In Bloom Working Group (attached at **Appendix 7**) were also considered by the Committee at the meeting with the minor amendments recommended, relating to delegated authority to approve expenditure within budget, as shown in red on the relevant appendix.

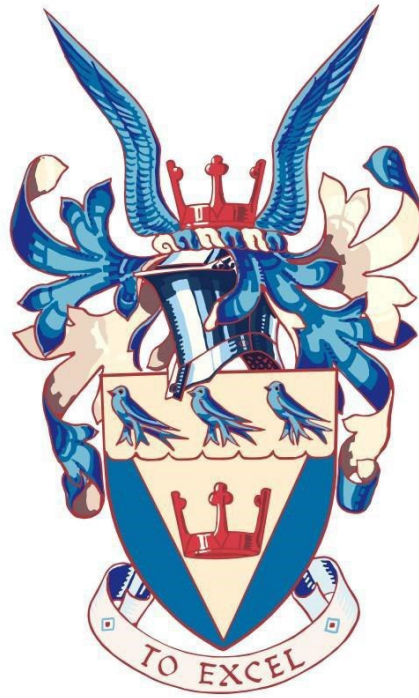
PLANNING AND LICENSING COMMITTEE

A copy of the Planning and Licensing Committee Terms of Reference, considered by the Committee at the meeting on 19th May 2026 (Min. 8 refers), with no amendments recommended, is attached for consideration at **Appendix 8**.

There are no further Officer recommendations for amendment.

DECISION

Members are invited to review the Terms of Reference as detailed in **Appendices 1 to 8** and **RECOMMEND TO COUNCIL** that these be adopted subject to any additions that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

POLICY AND RESOURCES **COMMITTEE**

Adopted by the Council at its Meeting held on **7th July 2025**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: POLICY AND RESOURCES COMMITTEE

10 Members of the Authority

Quorum = 3

Purpose

The Policy and Resources Committee (P&R) is the senior Committee of the Council. The Policy and Resources Committee shall consider all matters that affect the finances of the Council and report to the Council accordingly.

- Where there is a dispute between itself and another committee, the matter shall be determined by Council.

Definitions

- “Management Overview”: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions within budget and Financial Regulations/Standing Orders for contracts.
- “Operational Management” That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Governance	
1.1	To advise Council on Corporate Strategy, policies not within the terms of reference of any other committee and the Constitution, including Standing Orders, Financial Regulations and Standing Orders for Contracts.	<ul style="list-style-type: none"> • Committee
1.2	To advise Council on the need for new services and facilities and major changes in administration.	<ul style="list-style-type: none"> • Committee
1.3	To advise Council on new or revised policies.	<ul style="list-style-type: none"> • Committee after considering the advice of the Town Clerk and recommendations from other committees
1.4	Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	<ul style="list-style-type: none"> • Committee, except for Arun District Council and West Sussex County Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee
1.5	To agree terms of reference of any sub-committees established by itself.	<ul style="list-style-type: none"> • Committee
2.	Resources	
2.1	To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations. • Strategic advice by Town Clerk & Accountant
3.	Finance	
	Under the direction of the Council: -	
3.1	To be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> • Management Overview to Committee • RFO / Town Clerk in accordance with Financial Regulation and for Operational Management
3.2	To formulate the annual budget for Council and submit recommendations on Budget & Precept requirements (including recommendations on savings and efficiency gains) by December preceding the relevant Council year, after receipt of draft budget submissions from other committees.	<ul style="list-style-type: none"> • Committee • Town Clerk/RFO to prepare draft Budget & Budget Report in consultation with the Accountant, Chair and political group leaders

3.3	To monitor the Council's capital and revenue budgets during the year & consider requests from other committees for supplementary expenditure, recommending to Council in accordance with Financial Regulations.	<ul style="list-style-type: none"> • Committee/ RFO in accordance with Financial Regulations.
3.4	Approval of variation, overspend, and virement in accordance with Financial regulations.	<ul style="list-style-type: none"> • Committee, Town Clerk / RFO as set out in Financial Regulations
3.5	To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> • Committee
3.6	To advise Council on borrowing policy, investment & treasury management.	<ul style="list-style-type: none"> • Committee
3.7	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> • Committee, Town Clerk/RFO
3.8	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> • Town Clerk for renewal & operational matters. • Town Clerk for tendering & changes of cover such as an increase to public liability cover, or loss of business, i.e. changing cover by adding a new section
3.9	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> • RFO • Authorised signatories to authorise Mandate
3.10	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> • RFO, & Committee as set out in the Financial arrangements
3.11	Approval of all fees and charges	<ul style="list-style-type: none"> • Committee
3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off	<ul style="list-style-type: none"> • Committee in accordance with Financial Regulations
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> • Committee/Town Clerk/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders as set out at the end of this Terms of Reference. Exemption from Financial Regulations or Standing Orders for Contracts reserved to Council.
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
3.15	To authorise investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> • Committee
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
4.	Grant Scheme	
4.1	To administer the Council's Grant Scheme in accordance with Policy	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations.
4.2	To approve grants within the approved budget and policy	<ul style="list-style-type: none"> • Committee
4.3	Events Sponsorship Budget	<ul style="list-style-type: none"> • Oversee to ensure delivery of sponsored events • To negotiate the return of sponsorship money if events do not take place

4.4	Grants and sponsorship for cultural activities in the Town	• Committee
4.5	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies.	• Committee
4.6	To advise Council on the formulation and amendment of its Grants Policy	• Committee
4.7	Powers to make grants for bus services or taxi concession	• Committee within any policy adopted by Council
4.8	To support a CAB for the Town, Local Government Act 1972, s 142	• Committee under the direction of Council • Grants to Policy and Resources Committee

5.	Information Technology Services	
5.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	• Management Overview to Committee • Operational Management to Town Clerk
5.2	Amendments & updates to layout of website	• Town Clerk for updates & layout • Committee for new websites & contracts within budget.
6.	Procurement	
6.1	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy	• Management Overview to Committee • Operational Management to Town Clerk
7.	Performance & Business Management	
7.1	To be responsible for monitoring the performance of the Council.	• Management Overview to Committee • Operational Management to Town Clerk
7.2	To monitor the progress of the Capital Programme.	• Management Overview to Committee • Operational Management to Town Clerk
7.3	Approval of Corporate Business Plan	• Committee • Town Clerk to determine underlying Action & Project Plans
7.4	To promote efficiency, value for money and an integrated approach to management and to manage any formal quality systems, risk assessments, local council awards and self assessments programmes.	• Management Overview to Committee • Operational Management to Town Clerk • Approval of operational procedures to Town Clerk
7.5	To promote customer care and equality in service delivery and access.	• Management Overview to Committee • Operational Management to Town Clerk
8.	Communications / Public Relations and Marketing	
8.1	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	• Management Overview to Committee • Operational Management to Town Clerk
8.2	To promote the public face of the Council through the management of public and media relations. Design and presentation of the council website, including content of Civic, governance and policy pages (content of website pages relating to promotion to E&L Committee)	• Management Overview to Committee • Operational Management to Town Clerk
8.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	• Management Overview to Committee • Operational Management to Town Clerk
8.4	To advise Council on adoption of a Publication Scheme, including Information Guide, and Information & Data Protection Policy	• Management Overview to Committee • Operational Management to Town Clerk

9.	Land & Asset Management	
9.1	Maintenance of the Asset Register	<ul style="list-style-type: none"> • Town Clerk (Chair to verify annually)
9.2	Provision & management of office accommodation, other corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.3	Provision of common land	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.4	Responsibility for energy conservation and disabled access in the Council's facilities.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.5	Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings and land registration.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.6	Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, S133	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.7	Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
10.	Audit	
10.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit brief.	<ul style="list-style-type: none"> • Committee • Town Clerk to support with operating procedures
10.2	To receive, approve and action audit reports.	<ul style="list-style-type: none"> • Committee generally, Council if change of policy required. • Council to receive external audit reports.
10.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> • Management Overview to Committee • Policies reserved for Council • Operational Management to Town Clerk
11.	Crime & Disorder	
11.1	Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management and maintenance of any CCTV.
11.2	To support initiatives of the Crime Reduction Partnership.	<ul style="list-style-type: none"> • Committee/ Town Clerk in accordance with Council direction.
11.3	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> • Committee
11.4	To liaise with the Police & Crime Commissioner	<ul style="list-style-type: none"> • Committee to respond to consultations • Operational Management to Town Clerk
11.5	To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
12.	Town Development	
12.1	To promote the economic wellbeing of the Town through partnership with the business and community sectors	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
12.2	Power to provide conference & other facilities	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
12.3	To promote regeneration in the Town	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

12.4	To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment	<ul style="list-style-type: none"> • Management Overview to Committee, in conjunction with Planning Committee • Operational Management to Town Clerk
12.5	To support skills & training for local businesses	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
13.	Personnel To administer personnel matters on behalf of the Council after considering recommendations from the Joint Consultative Sub-Committee (Staffing)	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
13.1	To determine on behalf of Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> • Committee, but Town Clerk reserved for Council, except increments which are determined by Committee
13.2	To agree the pay and conditions of staff	<ul style="list-style-type: none"> • All other staff to Committee including payment of honoraria
13.3	Determination of individual grading issues and job Evaluation	<ul style="list-style-type: none"> • Committee, except Town Clerk reserved to Council
13.4	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> • Committee, including discretionary provisions of National Joint Agreement
13.5	Appointment of Staff	<ul style="list-style-type: none"> • Recommend appointment of Town Clerk to be endorsed by Council

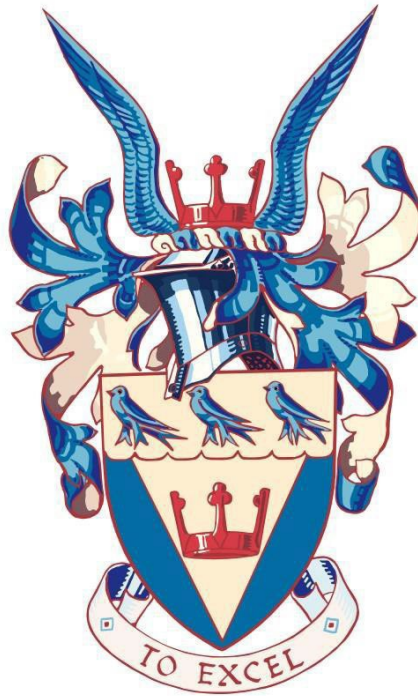
		<ul style="list-style-type: none"> • Selection of long list for Town Clerk list by personnel advisor. • Selection of final short list for Town Clerk – Chair & Vice Chair, plus Mayor & Deputy Mayor • Final Interview - 5 members of Committee & Mayor • Appointment of other management Staff to Town Clerk & 2 Members of Committee • Appointment of other Staff to Town Clerk • Town Clerk for casual staff and temporary appointments to approved positions • Decision on whether to fill vacant positions is delegated to Town Clerk • Decision on recruitment of contract staff or interim contract staff to Committee
13.6	Disciplinary matters under the Council's Disciplinary Procedure	<ul style="list-style-type: none"> • Town Clerk with appeal to Policy and Resources Committee. Policy and Resources Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on P&R and not previously connected to the process. • Dismissal of Town Clerk to be ratified by Council
13.7	Appeals Procedure (other appeals including Redundancy, Competency, Grievance & Absence)	<ul style="list-style-type: none"> • Committee - however in the case of the Town Clerk to Council.
13.8	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement	<ul style="list-style-type: none"> • Committee (Council in case of Town Clerk) • Committee for administration of retirement in cases of permanent ill health, after appropriate medical advice via West Sussex County Council Pensions Pensions Discretions Policies to Committee
13.9	Approval of job descriptions & person specifications	Town Clerk except Committee in the case of Town Clerk
13.10	Absence issues under the Council's Attendance Management Guidelines	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of the Town Clerk
13.11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> • Council

13.12	Competence Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
13.13	Issue of Contracts of Employment	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Model Contract approved by Committee
13.14	Redundancy & Redeployment.	<ul style="list-style-type: none"> • Committee
13.15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> • Committee
13.16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> • Council
13.17	Health & Safety	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement & Organisation which are reserved for Council • Management overview by Committee • Operational Management to Town Clerk on advice from consultants
13.18	Grievance Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
13.19	Administration of other Personnel procedures	<ul style="list-style-type: none"> • Town Clerk for all staff often delegated to direct manager. • Mayor, P&R Chair and one other Member of Committee for Town Clerk
13.20	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
13.21	Training & Development Plan	<ul style="list-style-type: none"> • Town Clerk

13.22	To administer the Volunteers Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
13.23	To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
14.	Burial Facilities	
14.1	Power to acquire, provide & maintain; Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, S9 & S10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1	<ul style="list-style-type: none"> • Acquisition & provision reserved for Council • Management Overview to Committee • Operational Management to Town Clerk
14.2	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
14.3	Power to provide Mortuaries, Public Health Act 1936, S198	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
15.	Public Realm & Public Facilities	
15.1	Power to maintain, repair, protect & alter War Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
15.2	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

16.	Events	
16.1	To agree an Events Programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors.	<ul style="list-style-type: none"> • Committee
16.2	To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view.	<ul style="list-style-type: none"> • Committee

16.3	Recognise the value of volunteers and external organisations and establish the level of support to be given to them by the Town Council. This will include Events Sponsorship and support for cultural activities and events from Council officers or Town Force.	<ul style="list-style-type: none"> • Committee
16.4	To agree budget expenditure for each event under delegated powers within the overall budget allocation and always ensure adherence to the Town Council's Standing Orders relating to contracts.	<ul style="list-style-type: none"> • Committee
16.5	To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.	<ul style="list-style-type: none"> • Town Clerk
16.6	To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the overriding consideration when determining whether an event proceeds.	<ul style="list-style-type: none"> • Town Clerk
16.7	Develop and deliver a marketing plan for all Town Council events, ensuring that an appropriate marketing budget is allocated.	<ul style="list-style-type: none"> • Management Overview to Committee within budget • Operational Management to Town Clerk
17.	Entertainment & the Arts outdoors	
17.1	Power to provide entertainment and support of the arts, Local Government Act 1972, S145.	<ul style="list-style-type: none"> • Committee
17.2	Power to promote lotteries, Gambling Act 2005.	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
18.	Markets	
18.1	Any matters concerning markets including power to operate markets. Food Act 1984 S50-61 or any charters.	<ul style="list-style-type: none"> • Management Overview to Committee within policy & budget • Operational Management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

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

Adopted by the Council at its Meeting held on **7th July 2025**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

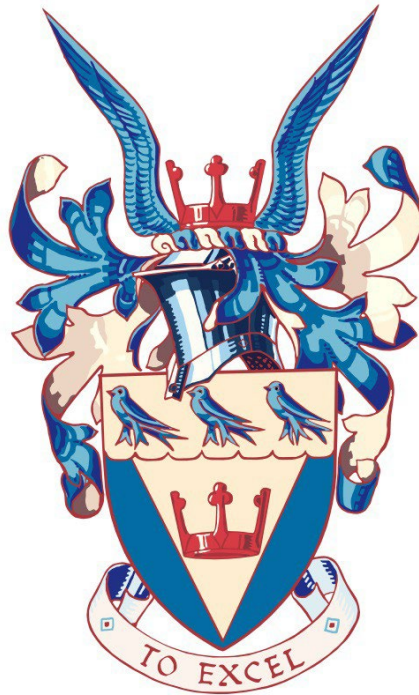
This is a Sub-Committee of the Policy and Resources Committee

Member representation on the Joint Consultative Sub-Committee (Staffing) shall comprise: Mayor and Deputy Mayor, Chair of Policy and Resources Committee and Group Leaders from the political groups

Staff representation on the Joint Consultative Sub-Committee (Staffing) shall comprise: Town Clerk, Deputy Clerk and the Civic & Office Manager

Quorum 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. All matters relating to Terms and Conditions of Employment2. Issues of Health and Safety and Accommodation3. Training & Development4. Pensions5. Duty of Care	<ul style="list-style-type: none">• To discuss and recommend to Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS TOWN HALL

WORKING PARTY

Adopted by the Council at its Meeting held on **12th May 2025**

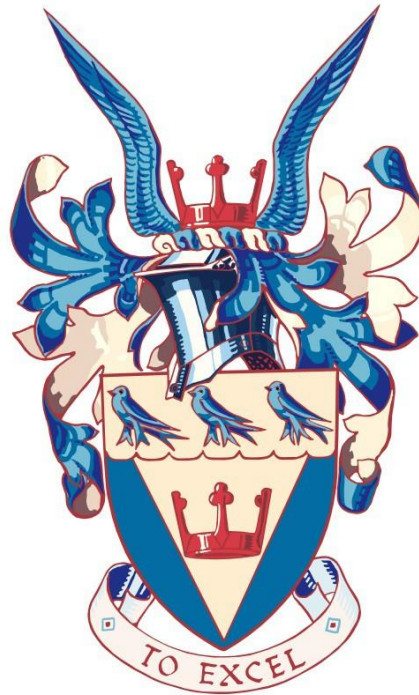
BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: BOGNOR REGIS TOWN HALL
WORKING PARTY

This is a Working Party of the Policy and Resources Committee

Membership: 5 Members (plus named substitutes)

Quorum = n/a

Function of the Working Party Column 1	Delegation of Functions Column 2
<p>1.To work with Arun District Council, Officers, Engineers, Architects and other Partners and Agencies to determine the viability of any proposals relating to the Town Council and the future of Bognor Regis Town Hall</p> <p>2.To give consideration to ways in which Bognor Regis Town Hall might be transformed into a multi-functioning building that is fit for purpose and of value to the Town Council and the community</p> <p>3.To investigate means of achieving the necessary funding for costs associated with any proposals relating to the future of Bognor Regis Town Hall</p> <p>4.To recommend any programme and budgets to Policy and Resources Committee</p> <p>5.To promote the potential benefits that can be gained through partnership collaboration to all the community, as well as the economic growth impact to the town and the enhancement of regeneration through a successful outcome</p>	<ul style="list-style-type: none"> • Working Party to make recommendations to the Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS TOWN

ACTION GROUP

Adopted by the Council at its Meeting held on **8th September 2025**

BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: BOGNOR REGIS TOWN ACTION
GROUP

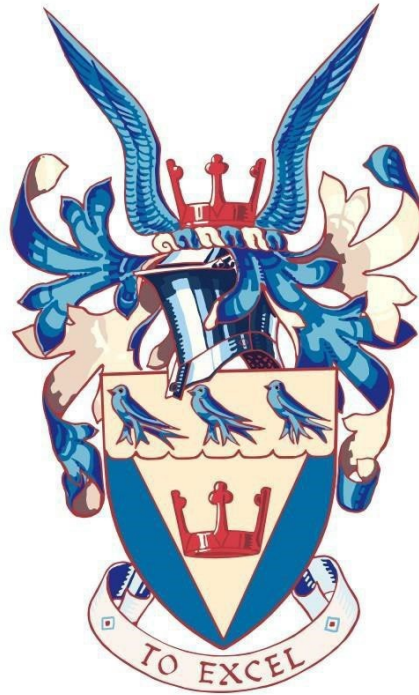
This is an Action Group reporting to the Policy and Resources Committee

Membership to include the following: -

Bognor Regis Town Council: Mayor, Chair of Policy and Resources Committee, one other Member, relevant Officers; **Arun District Council**: Chair of Economy Committee, Ward Member, relevant Officers; **West Sussex County Council**: County Division Member, relevant Officers; **Sussex Police**: Divisional Commander, relevant Officers; **Bognor Regis BID**: BID Facilitator or a Director; **Business/Landlord Representatives**: up to two nominated business and/or landlord representatives (*preferably not an elected member of either the Town Council or District Council*); **MP for Bognor Regis & Littlehampton**; **Office of the Sussex Police & Crime Commissioner**: Head of Partnership

Quorum = n/a

Function of the Action Group Column 1	Delegation of Functions Column 2
<p>1. To formulate a partnership with businesses in and around the town of Bognor Regis through the BID and other open business forums</p> <p>2. To work in partnership to formulate an action plan that encourages an attractive, welcoming, and thriving town centre for our businesses, community and visitors</p> <p>3. To ensure that the town centre has a welcoming, safe, and attractive physical environment that supports the needs of both businesses and town centre users, enables delivery of a range of events and activities and provides a focus for a healthy and thriving community</p> <p>4. To improve the commercial viability of the town centre for existing and potential new businesses</p> <p>5. To ensure that town centre accessibility is inclusive, supports all modes of transport and meets the needs of all users</p>	<ul style="list-style-type: none"> • Following discussion and a decision taken by the Group, Delegated Authority to be given to the Mayor and Chair of the Policy and Resources Committee, in liaison with the Town Clerk, to approve expenditure from within the Town Council's budget available to the Action Group



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ENVIRONMENTAL AND LEISURE COMMITTEE

Adopted by the Council at its Meeting held on **7th July 2025**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ENVIRONMENTAL AND LEISURE COMMITTEE

10 Members of the Authority

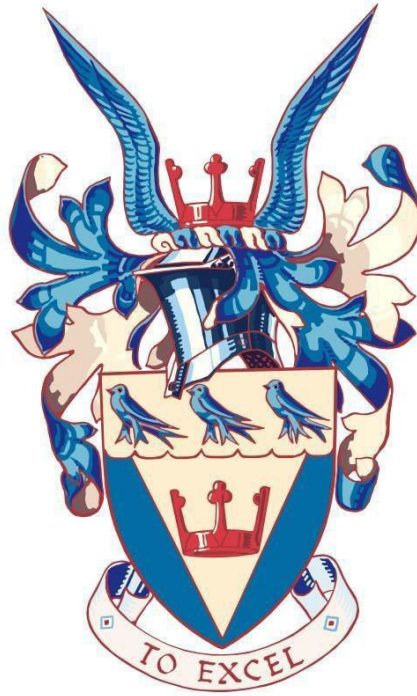
Quorum = 3

Definitions

- "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Promotions, Publicity & Marketing	
1.1	<p>To work with partners on the publicity and promotion of the town, its environs and attractions, as agreed by Council including:</p> <ul style="list-style-type: none"> • Promotion and protection of the Brand Image and advertising campaigns. • Issuing of press releases, press features, promotional copy and reports on matters within the remit of the Committee • Producing and managing Newsletters, webcams, and social media. Design and presentation of the Website and content of promotional pages. (Content of Civic, governance and policy pages to Policy & Resources Committee) • Reviewing and initiating literature available for visitors including Visitor Guide • Devising marketing logos and strap-lines • Managing Town boundary signs, poster sites and Town map boards 	<ul style="list-style-type: none"> • Management Overview to Committee • Town Clerk for management and promotion of events, marketing & public relations within policy and approved programme, subject to reporting on progress. • Grants to Policy and Resources Committee
1.2	To advise Policy and Resources Committee on relevant aspects of Communications & Marketing Policy	<ul style="list-style-type: none"> • Committee
1.3	To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Environmental and Leisure Committee	<ul style="list-style-type: none"> • Management Overview to Committee within budget • Operational Management to Town Clerk
2	Leisure & Recreation	
2.1	Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	<ul style="list-style-type: none"> • Committee for Management Overview • Town Clerk for operational management
2.2	Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54	<ul style="list-style-type: none"> • Acquisition to Council • Management & development to Committee within budget & policy • Town Clerk for operational management

2.3	Management & enhancement of Play areas	Management & development to Committee within budget & policy <ul style="list-style-type: none"> Town Clerk for Operational management
3.	Allotments	
3.1	To provide and manage allotments, improve land and let rights under S23, 26 & 42 of the Small Holding Allotments Act 1908	<ul style="list-style-type: none"> Operational Management to Town Clerk Management Overview & development
4.	Tourism & Christmas Lights	
4.1	To promote tourism within the Town and encourage visitors.	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
4.2	To work in partnership with others to promote and develop the Bognor Regis brand and to market the Town.	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
4.3	Provision, directly or indirectly of Christmas lights, Local Government Act 1972. S144, including sponsorship and maintenance of the High Street Pea Lights.	<ul style="list-style-type: none"> Grants to Policy Committee Management Overview to Committee within budget Operational Management to Town Clerk
5.	Meteorological Office	
5.1	Maintenance of the Town Meteorological Office	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
6.	Children and Young People	
6.1	Support public and community services and facilities for the young.	<ul style="list-style-type: none"> Management Overview to Committee Operational management to Town Clerk
6.2	Co-ordinate the involvement of children and young people in decision-making.	<ul style="list-style-type: none"> Management Overview to Committee Operational management to Town Clerk
6.3	Support to children and young people in their communities.	<ul style="list-style-type: none"> Management Overview to Committee Operational management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on **7th July 2025**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

This is a Sub-Committee of the Events, Promotion and Leisure Committee

9 Members of the Authority and co-opted Members

Quorum = 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
1. To maintain good liaison between the Council and Allotment Tenants	<ul style="list-style-type: none">• Sub-Committee, as directed by Committee, with delegated authority to approve expenditure within budget, to be noted by Committee• Town Clerk for operational management
2. To promote the sensible use and advancement of the Allotments within the 5 Wards of Bognor Regis	<ul style="list-style-type: none">• Sub-Committee, as directed by Committee, with delegated authority to approve expenditure within budget, to be noted by Committee• Town Clerk for operational management
3. To promote the use of Allotments by young people who live within the 5 Wards of Bognor Regis	<ul style="list-style-type: none">• Sub-Committee, as directed by Committee, with delegated authority to approve expenditure within budget, to be noted by Committee• Town Clerk for Operational management

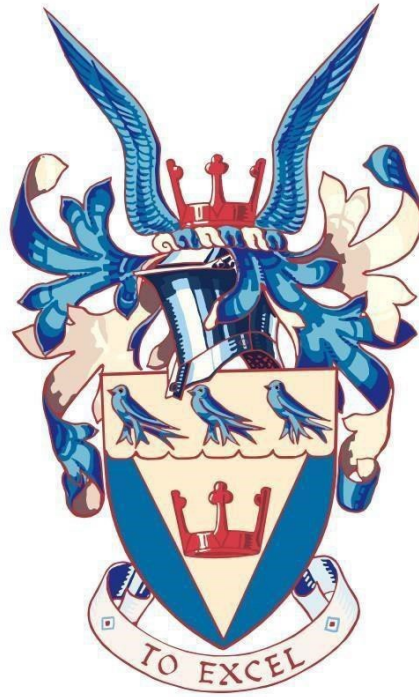


BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM **WORKING GROUP**

Adopted by the Council at its Meeting held on **7th July 2025**



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on 7th July 2025

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

10 Members of the Authority

Quorum = 3

Introduction

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Definitions

- Management Overview: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- Operational Management: That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Planning and Development Control</p> <p>To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>2 Referring any Planning enforcement issue to the principal Council</p>	<ul style="list-style-type: none"> • Town Clerk
<p>3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>4 To comment on Tree Preservation applications or the making of Orders</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>5 To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies</p>	<ul style="list-style-type: none"> • Committee, except Local Plan and strategic Regeneration sites which are reserved for Council
<p>6 To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>7 To make observations on Hazardous Substance applications</p>	<ul style="list-style-type: none"> • Committee
<p>8 Responding to consultations from adjoining parishes</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members

9	Making observations on applications for amendments to planning and other related consents previously granted by any authority	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
10	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
11	Making observations on applications and other actions in relation to hedge rows	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> • Committee
14	Making observations on highways consultations including all on-road issues, on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> • Committee
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> • Town Clerk in the case of an emergency, or following consultation with Members
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 S3: Highways Act 1980, S301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> • Committee
22	Responding to consultations on community assets	<ul style="list-style-type: none"> • Committee
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> • Committee within Council Policy
24	Highways & Transport	
24.1	Power to maintain footpaths & bridleways	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.2	Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.3	Improve off street parking	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

24.4	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.5	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.6	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.7	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.9	To support approved community transport schemes.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.10	Making observations on transportation consultations	<ul style="list-style-type: none"> • Committee under the direction of Council • Grants to Policy and Resources Committee
24.11	Power to erect flagpoles in highway land. Highways Act 1980, S144	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
26.	Bus Shelters	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Power to make contribution, within budget to Committee
27.	Neighbourhood Planning	
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> • Management overview to Committee
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	<ul style="list-style-type: none"> • Committee
28.	Environment	
28.1	To promote the environmental wellbeing of the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.2	Issues involving ancient monuments & areas of archaeological interest.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.3	To approve & action any Environmental Audits.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.4	To promote environmental awareness.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.5	To work in partnership on sustainability and transition for the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

28.6	To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, S40.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
29.	Environmental & Public Health	
29.1	Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
29.2	Power to deal with ponds & ditches, Public Health 1936, S260.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
29.3	To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, animal welfare issue.	<ul style="list-style-type: none"> • Petitions to Committee • Town Clerk in other cases
29.4	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).	<ul style="list-style-type: none"> • Committee • Town Clerk in consultation with Chair in cases of urgency
29.5	Waste & recycling.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.	Public Realm & Public Facilities	
30.1	Provision of litter receptacles, Litter Act 1983, S5&6.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.2	Provision and maintenance of street furniture and directional signs in the public realm.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.3	Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.4	Power to provide & maintain public conveniences, Public Health Act 1936, S87, including partnerships for community provision.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.5	To promote and support floral and planting Initiatives, Local Government Act 1972, S144.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
31.	Clocks	
31.1	Power to provide & contribute to public clocks, Parish Councils Act 1957, S2.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
31.2	Liaison with private owners of publicly viewed clocks, to support and encourage high standards.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 1st 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)

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 11th September 2025, together with two update reviews undertaken remotely following agreement of that approach with the Clerk, on 2nd March and 25th 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 31st 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 30th April & July 2025, plus 31st 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 40th 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 31st 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 31st March 2025): the EMRs, include £442,303 in a Capital Financing Reserve, leaving a General Fund balance of £485,241 (£476,750 at 31st 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 1st April annually (formerly 1st 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 1st 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.	

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
1st JUNE 2026**

**AGENDA ITEM 11 - ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2026**

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

The Town Council, as a smaller authority with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The term 'smaller authority' includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board (full details of the definitions available in Schedule 2 of the Local Audit and Accountability Act 2014). The AGAR is made up of three parts, pages 3 to 6, The Town Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2026 no later than 30th June 2026 - copy attached as **Appendix 1**.

AGAR - Annual Internal Audit Report 2025/26 (Page 3)

This has been completed and signed by Mr. S. Pollard from Auditing Solutions Ltd. following the completion of his final inspection for 2025/2026 (this is also attached).

The Annual Governance and Accountability Return is made up of three sections as follows: -

Section 1 - Annual Governance Statement 2025/26 (Page 4)

Section 2 - Accounting Statements for 2025/26 (Page 5)

Section 3 - External Auditor's Report & Certificate 2025/26 (Page 6)

The audit will be undertaken by Moore.

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

As part of the Town Council's audit procedures, Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control in place and therefore need to undertake a review and consider whether this is effective on the AGAR.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement, and the Council therefore reviewed its internal control procedures and practices, at its meeting on 9th March 2026, Council Min. 164 refers. The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders. These controls include items such as income and expenditure controls as well as other controls.

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors. Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained. In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the control systems.

A copy of the Council's Statement of Internal Control can be found at **Appendix 2**.

During the year several other actions have also been undertaken in line with the Council's internal control procedures which include: -

- The Council's Annual Assessment/Review of Risks for 2025/2026 was considered by the Policy and Resources Committee at its meeting on 2nd February 2026 (Min. 147 refers) and was recommended to Council for approval. Copies of the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2025/2026 considered at the meeting are attached at **Appendix 3**.
- The Policy and Resources Committee considered the Internal Audit Plan for 2025/2026 at its meeting on 27th January 2025 (Min. 121 refers). A copy of the report considered at the meeting is attached at **Appendix 4**.
- The Policy and Resources Committee considered the First Interim Internal Audit Report 2025/2026 at its meeting on 22nd September 2025 (Min. 85 refers) with no significant issues or actions required identified by the Internal Auditor during this review. As a result, the Internal Audit Report 2025-26 (First Interim) was recommended to Council for approval.
- The Policy and Resources Committee subsequently considered the Interim Update Internal Audit Report 2025/2026 at its meeting on 30th March 2026 (Min. 186 refers). Once again, no significant issues or actions required had been identified by the Internal Auditor during this review with the report therefore recommended to Council for approval.
- The Final Update Internal Audit Report 2025/2026 is to be received earlier in this meeting under Agenda item 9 and again I am pleased to report that no significant issues or actions required have been identified by the Internal Auditor.

DECISIONS

Members are invited to formally **NOTE** the Annual Internal Audit Report for 2025/2026 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

Members are also invited to further review the system of internal control and consider **RECOMMENDING** to **COUNCIL** that the systems that the Council has in place are effective.

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)

The Annual Governance Statement is signed on behalf of Council by the Chair and the Town Clerk. Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the

preparation of the accounting statements. Also, to confirm, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2026, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
By answering 'Yes' this means that this authority has prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
By answering 'Yes' this means that this authority has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
By answering 'Yes' this means that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
By answering 'Yes' this means that this authority during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
By answering 'Yes' this means that this authority has considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
By answering 'Yes' this means that this authority has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.
By answering 'Yes' this means that this authority has responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
By answering 'Yes' this means that this authority has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities

for the fund(s)/assets, including financial reporting and, if required, independent examination or audit - **THIS IS NOT APPLICABLE TO THIS COUNCIL.**

10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

By answering 'Yes' this means that this authority has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

DECISION

Members are invited to consider and **AGREE** the Council's response to the above and decide whether to answer either "Yes" or "No" to the nine relevant tests.

- 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**

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Annual Governance Statement for 2025/2026 and that Section 1 is signed by the Chair of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

- 11.4 **To consider and Recommend Approval to Council of the Financial Statements for year ended 31st 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**

The Council also prepares Financial Statements for the year, which are drawn up by the Town Council's Accountant in accordance with proper accounting practices for smaller relevant bodies as required by the Accounts and Audit Regulations and CIPFA guidelines - copy attached as **Appendix 5.**

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Financial Statements for year ended 31st March 2026 and agree that these be signed by the Chair of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

- 11.5 **To consider the Accounting Statements for 2025/2026 (Section 2 of the AGAR)**

Section 2 - Summarises the Accounting Statements for 2025/2026 and is signed by the RFO, prior to presentation for Members' consideration and approval, and then by the Chair of Full Council.

DECISION

Members are invited to consider the Accounting Statements for 2025/2026 as detailed on 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**

DECISIONS

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Accounting Statements for 2025/2026 and agree that Section 2 is signed by the Chair of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members are invited to **NOTE** that the Accounting Statements for 2025/2026 were previously signed by the Responsible Financial Officer prior to their presentation to this meeting.

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - Sections 1 and 2 must be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2026.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2026. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2026 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2025/26 approved and signed, page 4
- Section 2 - Accounting Statements 2025/26 approved and signed, page 5

Not later than 30 September 2026 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority must comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – No answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk**

Annual Internal Audit Report 2025/26

Bognor Regis Town Council

www.bognorregis.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

11/09/2025

02/03/2026

25/05/2026

Signature of person who carried out the internal audit



S J Pollard for Auditing Solutions Ltd
Date 25/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Bognor Regis Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Approved		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.bognorregis.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

Bognor Regis Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,163,400	1,209,705	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	999,504	1,054,043	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	158,243	172,769	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-543,905	-621,974	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-119,466	-89,013	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-448,071	-476,538	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,209,705	1,248,992	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,224,071	1,212,346	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,043,646	2,047,689	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	832,802	768,578	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNED

Date

22/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Bognor Regis Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

(Except for the matters reported below) on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Bognor Regis Town Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by Councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit Card, subject to strict monetary limits.
7. A petty cash float controlled on a strict imprest basis, with reimbursement subject to Control 5 above.

Income Controls

1. Sales invoices are raised for all significant sums due to the Council.
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact, subject to current restrictions on the banking of cash change, as soon as reasonably practicable after receipt.

Further Controls

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.

In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.



LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed	
There are no risks identified that score over 3. Therefore, there are no actions to be taken for 2025-2026.							N/A	N/A	N/A	<input type="checkbox"/>

No of issues listed: 0

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr Mrs Gill Yeates _____

Signed by responsible Finance officer - Joanne Davis _____

How to complete (individual risk section):

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2025 To 2026

P&R C'ttee 1st June 2026
Agenda item 11 - Appendix 3

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2025 To 2026

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Tourism	Power to contribute to organisations encouraging tourism	2	2	1.0	0	<input type="text"/>
Village Signs	Power to erect (with Highway Authority approval)	4	4	1.0	0	<input type="text"/>
Web Sites		18	18	1.0	0	<input type="text"/>
<i>Overall totals/ scores</i>		140	140	1.1	0	

Completed by: Max Hirst

Date: 27th January 2026

Position: Deputy Clerk

How to complete:

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

AGENDA ITEM 12

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING – 27th JANUARY 2025

AGENDA ITEM 12 - INTERNAL AUDIT INCLUDING: -

REPORT BY THE TOWN CLERK

FOR NOTING & DECISION

TO REVIEW THE 2025/26 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

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

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

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

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

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

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

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

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

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating

procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

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

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

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

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

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

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

Annual Audit Plan for 2025/26

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

1. Proper book-keeping - Appropriate accounting records have been properly kept throughout the financial year.

2. Financial Regulations, Standing Orders and Payment Controls - The Council complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

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

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

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

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

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

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

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

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

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

DECISION

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2025/26 to the Town Council.

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2026

Bognor Regis Town Council

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31 March 2026

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Bognor Regis Town Council

Council Information

31 March 2026

(Information current at 1st June 2026)

Mayor

Cllr P. Ralph

Councillors

Cllr D. Dawes (Deputy Mayor)

Cllr J. Barrett

Cllr K. Batley

Cllr P. Botterill

Cllr S. Goodheart

Cllr R. A. Nash

Cllr Miss C. Needs

Cllr F. R. J. Oppler

Cllr N. Smith

Cllr M. Stanley

Cllr Mrs J. L. Warr

Cllr P. C. Wells

Cllr M. D. White

Cllr P. J. Woodall

Cllr Mrs G. Yeates

Town Clerk

Mrs J. Davis CiLCA

Auditors

Moore (East Midlands)

Rutland House

Minerva Business Park

Lynch Wood

Peterborough

PE2 6PZ

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Bognor Regis Town Council

Statement of Responsibilities

31 March 2026

The Council's Responsibilities

The council is required:

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

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2026 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2026, and its income and expenditure for the year ended 31 March 2026.

Signed:

Mrs J. Davis CiLCA- Town Clerk

Date:

Bognor Regis Town Council
Statement of Accounting Policies

31 March 2026

Auditors

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

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

Accounting Convention

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

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

The accounts have been prepared under the historical cost convention.

Fixed Assets

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

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

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

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

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

Depreciation Policy

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

Freehold land is not depreciated.

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

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

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

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

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

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

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2026

Grants or Contributions from Government or Related Bodies

Capital Grants

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

Revenue Grants

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

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

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

Leases

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

Reserves

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

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

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

Interest Income

All interest receipts are credited initially to general funds.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2026

Cost of Support Services

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

Pensions

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

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

The next actuarial valuation is due at 31st March 2028 and any change in contribution rates as a result of that valuation will take effect from 1st April 2029.

Bognor Regis Town Council
Income and Expenditure Account

31 March 2026

	Notes	2026 £	2025 £
Income			
Precept on Principal Authority		1,054,043	999,504
Grants Receivable		13,979	15,760
Rents Receivable, Interest & Investment Income	2	59,320	66,714
Charges made for Services		44,958	59,645
Other Income		54,512	16,124
Total Income		1,226,812	1,157,747
Expenditure			
Direct Service Costs:			
Salaries & Wages		(392,739)	(330,911)
Grant-aid Expenditure		(25,105)	(25,105)
Other Costs	1	(331,858)	(249,028)
Democratic, Management & Civic Costs:			
Salaries & Wages		(229,235)	(212,994)
Other Costs	1	(140,322)	(195,770)
Total Expenditure		(1,119,259)	(1,013,808)
Excess of Income over Expenditure for the year.		107,553	143,939
Net Operating Surplus for Year		107,553	143,939
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(64,224)	(92,759)
Capital Expenditure charged to revenue	12	(4,043)	(4,875)
Transfer (to) Earmarked Reserves	20	(30,895)	(59,095)
Surplus/(Deficit) for the Year to/(from) General Fund		8,391	(12,790)
Net Surplus/(Deficit) for the Year		39,286	46,305
The above Surplus/(Deficit) for the Year has been applied/(funded) for the Year to/(from) as follows:			
Transfer (to) Earmarked Reserves	20	30,895	59,095
Surplus/(Deficit) for the Year to/(from) General Fund		8,391	(12,790)
		39,286	46,305

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

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

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2026

Reserve	Purpose of Reserve	Notes	2026 £	Net Movement in Year £	2025 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	387,428	9,349	378,079
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	763,850	30,895	732,955
General Fund	Resources available to meet future running costs		485,141	8,391	476,750
Total			1,636,419	48,635	1,587,784

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

Bognor Regis Town Council

Balance Sheet

31 March 2026

	Notes	2026 £	2026 £	2025 £
Fixed Assets				
Tangible Fixed Assets	11		1,184,021	1,239,026
Current Assets				
Debtors and prepayments	14	75,792		68,366
Cash at bank and in hand		<u>1,212,346</u>		<u>1,224,071</u>
		1,288,138		1,292,437
Current Liabilities				
Current Portion of Long Term Borrowings	17	(66,204)		(64,224)
Creditors and income in advance	15	<u>(39,148)</u>		<u>(82,732)</u>
Net Current Assets			<u>1,182,786</u>	<u>1,145,481</u>
Total Assets Less Current Liabilities			2,366,807	2,384,507
Long Term Liabilities				
Long-term borrowing	17		(702,374)	(768,578)
Deferred Grants	18		(28,013)	(28,144)
Total Assets Less Liabilities			<u>1,636,420</u>	<u>1,587,785</u>
Capital and Reserves				
Capital Financing Reserve	19		387,428	378,080
Earmarked Reserves	20		763,850	732,955
General Reserve			<u>485,142</u>	<u>476,750</u>
			<u>1,636,420</u>	<u>1,587,785</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2026, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 1st June 2026 .

Signed:
Cllr P. Ralph
Mayor
Mrs J. Davis CiLCA
Responsible Financial Officer

Date:

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

Bognor Regis Town Council

Cash Flow Statement

31 March 2026

	Notes	2026 £	2026 £	2025 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(621,973)		(543,904)
Other operating payments		(518,625)		(456,917)
			(1,140,598)	(1,000,821)
<i>Cash inflows</i>				
Precept on Principal Authority		1,054,043		999,504
Cash received for services		94,016		71,497
Revenue grants received		13,979		15,760
			1,162,038	1,086,761
Net cash inflow from Revenue Activities	23		21,440	85,940
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(24,789)		(40,761)
<i>Cash inflows</i>				
Interest received		59,891		67,366
Net cash inflow from Servicing of Finance			35,102	26,605
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(4,043)		(4,875)
Net cash (outflow) from Capital Activities			(4,043)	(4,875)
Net cash inflow before Financing			52,499	107,670
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(64,224)	(92,759)
Net cash (outflow) from financing and liquid resources			(64,224)	(92,759)
(Decrease)/Increase in cash	24		(11,725)	14,911

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2026

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2026	2025
	£	£
Theatres & Public Entertainment	64,119	56,178
Allotments	7,980	4,410
Tourism Policy, Marketing & Development	5,142	1,209
Visitor Information	187	872
Community Safety (Crime Reduction)	8,000	2,000
Market Undertakings	4,744	-
Promotion & Marketing of the Area	135,411	154,826
Community Development	147,444	75,151
Street Lighting	6,821	6,908
Other Services to the Public	(22,885)	(27,421)
Less: Grant-aid Expenditure	(25,105)	(25,105)
Total	331,858	249,028

Democratic, Management & Civic Costs

	2026	2025
	£	£
Corporate Management	91,768	97,368
Democratic Representation & Management	7,207	51,759
Civic Expenses	4,600	7,753
Mayors Allowance	3,000	3,000
Members' Allowances	8,958	9,183
Interest Payable	24,789	26,707
Total	140,322	195,770

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

2 Interest and Investment Income

	2026	2025
	£	£
Interest Income - General Funds	59,320	66,714
	59,320	66,714

3 Agency Work

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

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2026

4 Related Party Transactions

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

5 General Power of Competence

With effect from 22nd May 2023 Bognor Regis Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 22nd May 2023 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

6 Audit Fees

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

These may be summarised as follows:

	2026	2025
	£	£
Fees for statutory audit services	2,100	2,100
Total fees	<u>2,100</u>	<u>2,100</u>

7 Publicity

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

	2026	2025
	£	£
Recruitment Advertising	1,861	-
Publicity	8,489	6,955
Newsletter	2,104	1,400
Council Website	345	345
	<u>12,799</u>	<u>8,700</u>

8 Members' Allowances

	2026	2025
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors' Allowance	3,000	3,000
Councillors' Expenses & Allowances	8,958	9,183
	<u>11,958</u>	<u>12,183</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2026

9 Employees

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

	2026	2025
	Number	Number
Full-time	11	10
Part-time	3	3
Temporary	-	-
	<hr/> <hr/>	<hr/> <hr/>
	14	13

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

10 Pension Costs

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

The cost to the council for the year ended 31 March 2026 was £83,292 (31 March 2025 - £75,617).

The most recent actuarial valuation was carried out as at 31st March 2025, and the council's contribution rate is confirmed as being 15.00% of employees' pay, plus a lump sum of £0 with effect from 1st April 2026 (year ended 31 March 2026 – 18.20%, plus a lump sum of £0).

Financial Reporting Standard 17 (FRS17): “Retirement Benefits” sets out accounting requirements for pension costs. For schemes such as West Sussex Superannuation Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

Bognor Regis Town Council

Notes to the Accounts

31 March 2026

11 Tangible Fixed Assets

	Non Operational Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£
At 31 March 2025	-	294,960	243,305	69,774	1,435,607	2,043,646
Additions	-	4,043	-	-	-	4,043
At 31 March 2026	-	299,003	243,305	69,774	1,435,607	2,047,689
Depreciation						
At 31 March 2025		(275,616)	(235,033)	(6,703)	(287,268)	(804,620)
Charged for the year		(8,954)	(1,804)	(413)	(47,877)	(59,048)
At 31 March 2026	-	(284,570)	(236,837)	(7,116)	(335,145)	(863,668)
Net Book Value						
At 31 March 2026	-	14,433	6,468	62,658	1,100,462	1,184,021
At 31 March 2025	-	19,344	8,272	63,071	1,148,339	1,239,026

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

Fixed Asset Valuation

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

Assets Held under Finance Agreements

The council holds no such assets

12 Financing of Capital Expenditure

	2026	2025
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	4,043	4,875
	<u>4,043</u>	<u>4,875</u>
was financed by:		
Revenue:		
Equipment Replacement Reserve	4,043	1,215
Precept and Revenue Income	-	3,660
	<u>4,043</u>	<u>4,875</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2026

13 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

- Vans & Trucks – 4
- Water Bowser & Trailer
- Sundry grounds maintenance equipment
- Sundry office equipment
- Metereological equipment
- Floral planters and baskets

Infrastructure Assets

Street lights - 44

- Footppath/Esplanade Lighting
- Allotment and Met Site Fencing
- Other street furniture

Community Assets

- Public clocks - 3
- Allotments
- Council Regalia

Other Assets

- Shares in Bognor Pier Company
- Invetment in Picturedrom Screen 4
- Shares in Bognor Regis Ltd
- Deferred Shares in West Sussex and Surry Credit Union (Boom Bank)
- Loan Fund with Boom Bank

14 Debtors

	2026	2025
	£	£
Trade Debtors	20,746	21,464
VAT Recoverable	10,768	6,568
Prepayments	39,189	35,806
Accrued Income	975	(157)
Accrued Interest Income	4,114	4,685
	<hr/> <hr/>	<hr/> <hr/>
	75,792	68,366

Bognor Regis Town Council

Notes to the Accounts

31 March 2026

15 Creditors and Accrued Expenses

	2026	2025
	£	£
Trade Creditors	12,966	8,778
Other Creditors	3,250	45,516
Accruals	8,942	9,408
Income in Advance	13,990	19,030
	<hr/> 39,148	<hr/> 82,732

16 Financial Commitments under Operating Leases

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

	2026	2025
	£	£
Obligations expiring within one year	225	225
Obligations expiring between two and five years	2,207	2,647
Obligations expiring after five years	300	-
	<hr/> 2,732	<hr/> 2,872

17 Long Term Liabilities

	2026	2025
	£	£
Public Works Loan Board	768,578	832,802
	<hr/> 768,578	<hr/> 832,802

The above loans are repayable as follows:

	2026	2025
	£	£
Within one year	66,204	64,224
From one to two years	68,250	66,204
From two to five years	217,702	211,155
From five to ten years	381,279	398,040
Over ten years	35,143	93,179
	<hr/> 768,578	<hr/> 832,802
Total Loan Commitment	768,578	832,802
Less: Repayable within one year	(66,204)	(64,224)
	<hr/> 702,374	<hr/> 768,578
Repayable after one year	702,374	768,578

Bognor Regis Town Council

Notes to the Accounts

31 March 2026

18 Deferred Grants

	2026	2025
	£	£
Capital Grants Applied		
At 01 April	28,144	28,035
Released to offset depreciation	(131)	-
Extinguished and/or transferred	-	109
At 31 March	<u>28,013</u>	<u>28,144</u>
Total Deferred Grants		
At 31 March	<u>28,013</u>	<u>28,144</u>
At 01 April	<u>28,144</u>	<u>28,035</u>

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

19 Capital Financing Account

	2026	2025
	£	£
Balance at 01 April	<u>378,079</u>	<u>355,069</u>
Financing capital expenditure in the year		
Additions - using revenue balances	4,043	4,875
Loan repayments	64,224	92,759
Disposal of fixed assets	-	(3,573)
Depreciation eliminated on disposals	-	3,573
Reversal of depreciation	(59,049)	(74,514)
Deferred grants released	131	(109)
Balance at 31 March	<u>387,428</u>	<u>378,080</u>

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

20 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2025	to reserve	from reserve	31/03/2026
	£	£	£	£
Capital Projects Reserves	394,719	74,000	(101,520)	367,199
Asset Renewal Reserves	205,383	31,336	(7,669)	229,050
Other Earmarked Reserves	132,853	54,599	(19,851)	167,601
Total Earmarked Reserves	<u>732,955</u>	<u>159,935</u>	<u>(129,040)</u>	<u>763,850</u>

The Capital Projects Reserves are credited with amounts amounts set aside from revenue to part finance specific

Bognor Regis Town Council

Notes to the Accounts

31 March 2026

projects which are part of the council's capital programme.

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

The Other Earmarked Reserves at 31 March 2026 are set out in detail at Appendix A.

21 Capital Commitments

The council had no capital commitments at 31 March 2026 not otherwise provided for in these accounts.

22 Contingent Liabilities

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

23 Reconciliation of Revenue Cash Flow

	2026	2025
	£	£
Net Operating Surplus for the year	107,553	143,939
Add/(Deduct)		
Interest Payable	24,789	26,707
Interest and Investment Income	(59,891)	(67,366)
(Increase) in debtors	(7,426)	(17,423)
(Decrease)/Increase in creditors	(43,585)	83
Revenue activities net cash inflow	<u>21,440</u>	<u>85,940</u>

24 Movement in Cash

	2026	2025
	£	£
Balances at 01 April		
Cash with accounting officers	331	330
Cash at bank	<u>1,223,740</u>	<u>1,208,830</u>
	1,224,071	1,209,160
Balances at 31 March		
Cash with accounting officers	330	331
Cash at bank	<u>1,212,016</u>	<u>1,223,740</u>
	1,212,346	1,224,071
Net cash (outflow)/inflow	<u>(11,725)</u>	<u>14,911</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2026

25 Reconciliation of Net Funds/Debt

	2026	2025
	£	£
(Decrease)/Increase in cash in the year	(11,725)	14,911
Cash outflow from repayment of debt	64,224	92,759
Net cash flow arising from changes in debt	64,224	92,759
Movement in net funds in the year	52,499	107,670
Cash at bank and in hand	1,224,071	1,209,160
Total borrowings	(832,802)	(925,561)
Net funds at 01 April	391,269	283,599
Cash at bank and in hand	1,212,346	1,224,071
Total borrowings	(768,578)	(832,802)
Net funds at 31 March	443,768	391,269

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 1st June 2026), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council

Appendices

31 March 2026

Appendix A

Schedule of Other Earmarked Reserves

	<u>Balance at</u> <u>01/04/2025</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2026</u> £
<u>Capital Projects Reserves</u>				
Economic Development	394,719	74,000	(101,520)	367,199
	<u>394,719</u>	<u>74,000</u>	<u>(101,520)</u>	<u>367,199</u>
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	205,383	31,336	(7,669)	229,050
	<u>205,383</u>	<u>31,336</u>	<u>(7,669)</u>	<u>229,050</u>
<u>Other Earmarked Reserves</u>				
Civic Fund	2,618			2,618
Election Fund	10,000	20,000		30,000
Allotments	3,102	25	(1,439)	1,688
Promotions/Publicity	2,880			2,880
Administration	8,540		(500)	8,040
Events underspend	7,382		(2,882)	4,500
P & R Projects	6,000		(4,919)	1,081
E & L Projects	4,395	4,733	(3,959)	5,169
Road Closure Admin Fees	400		(98)	302
Grant Aid	5,695	5,000	(3,900)	6,795
Tourism & Events Support	556			556
S East in Bloom	5,593			5,593
Christmas Lights/Switch on	13,000			13,000
Street Scene Enhancement	27,568		(670)	26,898
Decking Areas	4,378			4,378
Councillor Training	3,604			3,604
Town Force Equipment	0			0
Personal Safety Provision	446			446
Markets		12,332		12,332
Bike Repair Project	325			325
Staff Training	7,924		(1,143)	6,781
Town Crier	4,098	100		4,198
CIL 2020/21	686			686
CIL 2023/24	7,681		(341)	7,340
CIL 2024/25	5,982	6,427		12,409
CIL 2025/26		5,982		5,982
	<u>132,853</u>	<u>54,599</u>	<u>(19,851)</u>	<u>167,601</u>
TOTAL EARMARKED RESERVES	<u>732,955</u>	<u>159,935</u>	<u>(129,040)</u>	<u>763,850</u>

Bognor Regis Town Council

31 March 2026

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	51,564	59,005
Open Spaces	1,842	5,410
Tourism	9,931	13,691
Community Safety (Crime Reduction)	2,000	8,000
Planning & Development Services (including Markets)	462,366	502,765
Street Lighting	7,253	6,821
Other Services to the Public	111,746	108,852
Net Direct Services Costs	<u>646,702</u>	<u>704,544</u>
Corporate Management	271,004	253,224
Democratic & Civic	27,837	23,253
Net Democratic, Management and Civic Costs	<u>298,841</u>	<u>276,477</u>
Interest & Investment Income	(40,000)	(59,320)
Loan Charges	89,013	89,013
Capital Expenditure	-	4,043
Transfers to/(from) other reserves	59,076	30,895
Surplus to General Reserve	<u>411</u>	<u>8,392</u>
Precept on Principal Authority	<u><u>1,054,043</u></u>	<u><u>1,054,043</u></u>

Bognor Regis Town Council

31 March 2026

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2026 £	2026 £	2026 £	2025 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	65,490	(6,485)	59,005	50,257
Open Spaces	7,980	(2,570)	5,410	313
Tourism	13,691	-	13,691	10,667
ENVIRONMENTAL SERVICES				
Community Safety (Crime Reduction)	8,000	-	8,000	2,000
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	375,262	(19,941)	355,321	307,730
Community Development	147,444	-	147,444	75,151
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	6,821	-	6,821	6,908
OTHER SERVICES				
Other Services to the Public	125,014	(16,162)	108,852	92,373
CENTRAL SERVICES				
Corporate Management	321,003	(67,779)	253,224	279,602
Democratic & Civic	7,207	-	7,207	51,759
Civic Expenses	16,558	(512)	16,046	18,812
Net Cost of Services	1,094,470	(113,449)	981,021	895,572

AGENDA ITEM 12

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 1st 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 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 12th November 2026**, with all required documentation as outlined to:

Town Clerk
BOGNOR REGIS TOWN COUNCIL

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.

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 12th 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 1st 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.

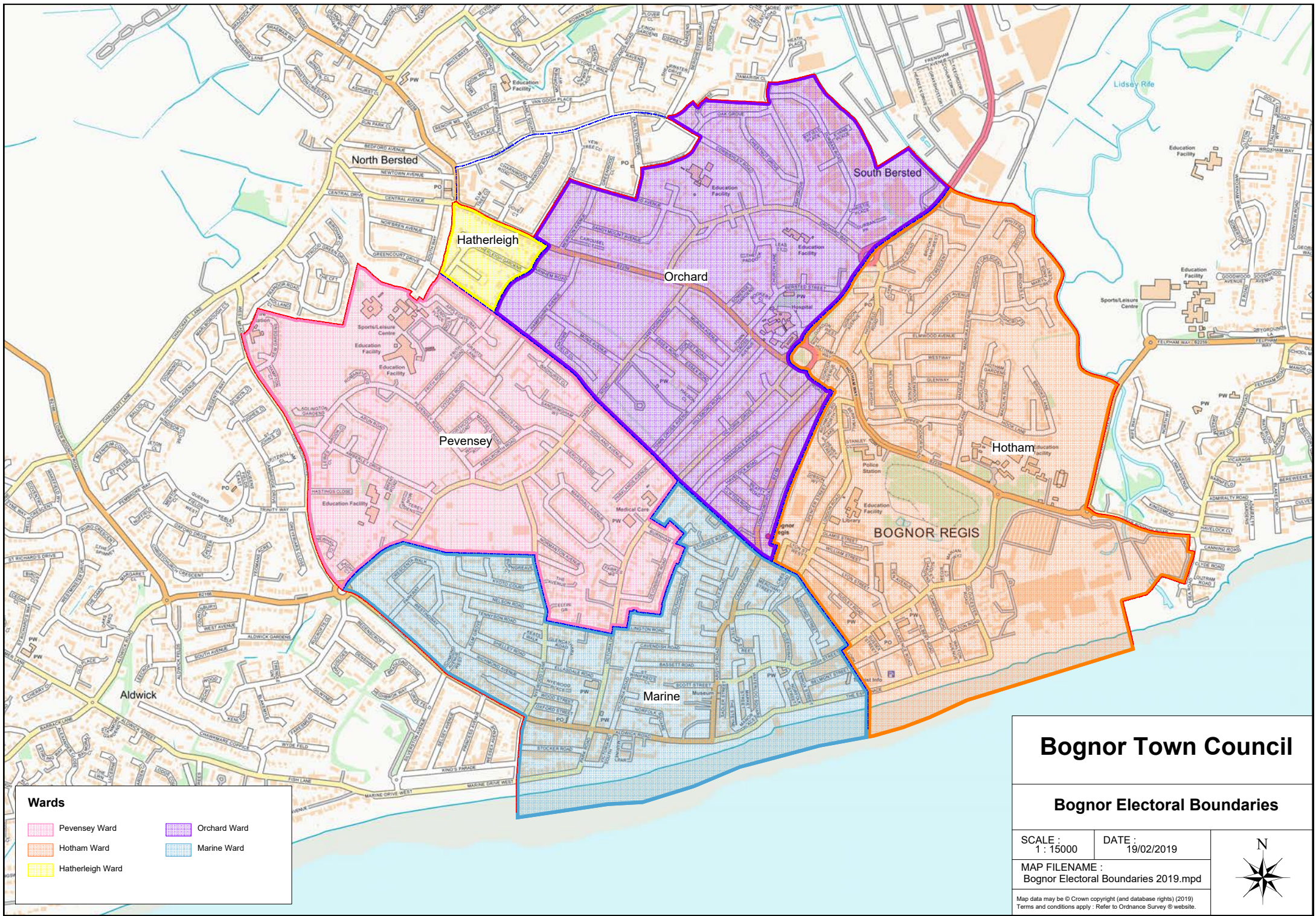
Data

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.






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




Wards

 Pevensey Ward	 Orchard Ward
 Hotham Ward	 Marine Ward
 Hatherleigh Ward	

Bognor Town Council

Bognor Electoral Boundaries

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



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 1st 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 20th May with additional details and were invited to submit any questions ahead of the meeting on 1st June.

The latest update from the manufacturer was received on 19th 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."*

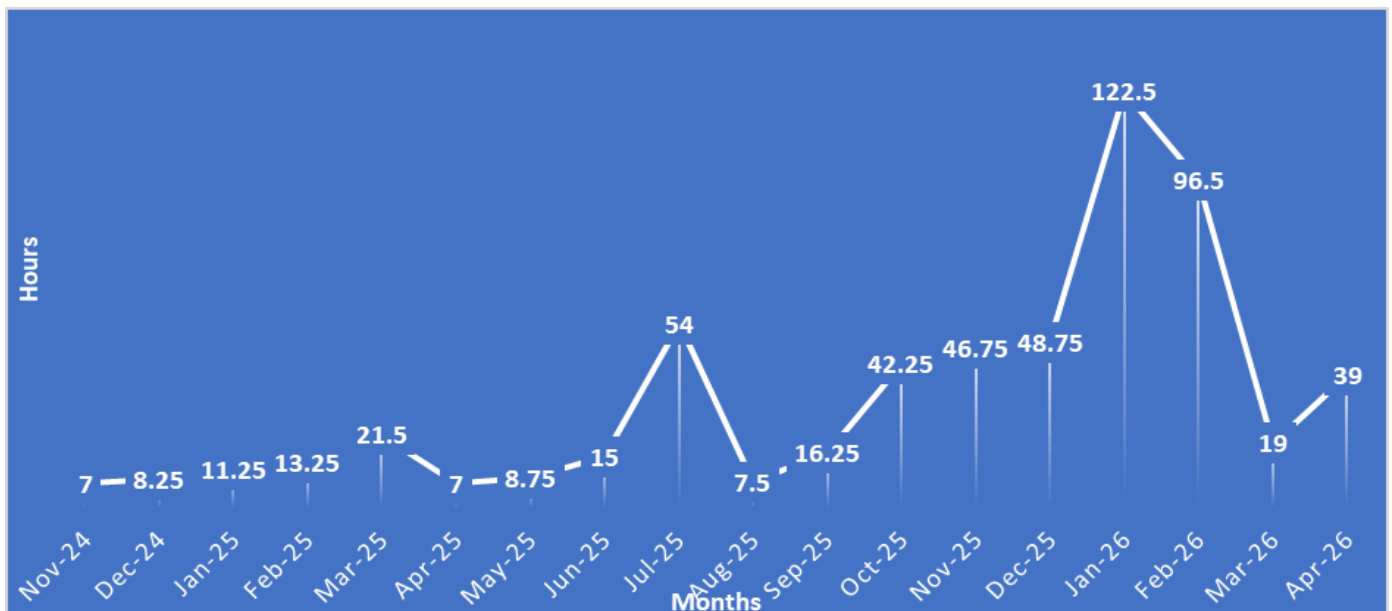
DECISION

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 31st 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 2nd 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 6th 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 - 1st JUNE 2026

AGENDA ITEM 14 - BOOM COMMUNITY BANK INCLUDING: –

- 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)

REPORT BY DEPUTY CLERK

FOR INFORMATION AND DECISION

To receive an update in relation to Boom Community Bank

Members were last updated at the Policy and Resources Committee Meeting held on 30th March 2026 (Min. 188 refers).

An update on the Bognor Regis NILS and the current financial position as of the end of April 2026 has now been received.

In summary, 31 loans have been disbursed from the fund, totalling £31,100.

Loan performance has been strong, with only £795 reaching the end of the collections process and deemed uncollectable, now written off. Therefore, as of 30th April 2026, with £8,789 currently on loan, there was funds of £15,916 available for new loans.

Attached is the detailed report on the approved NILS loans. The report also includes demographic data along with the current status of the funding pot - attached as **Appendix 1**.

A detailed report on the declined NILS loans and an overall summary of the data has also been provided attached as **Appendices 2** and **3** for Members information.

FOR INFORMATION AND NOTING

The Committee is invited to **NOTE** the update in relation to Boom Community Bank.

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)

Members are asked to consider topping up the Town Council's fund by £950, to offset the membership deposits and write-offs, thereby returning the balance to the original funding amount of £25,500. This would be funded from Reserves.

Should Members wish to continue replenishing the fund, year on year, to bring the balance in line with the original funding amount, then this would need to be factored into the Council's budget setting from 2027/2028.

DECISIONS

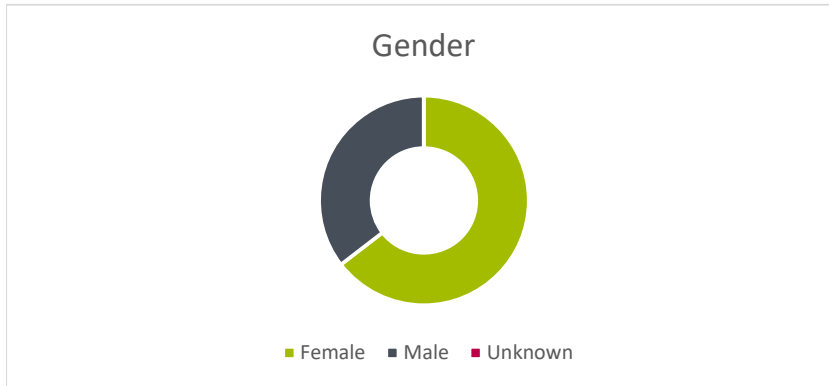
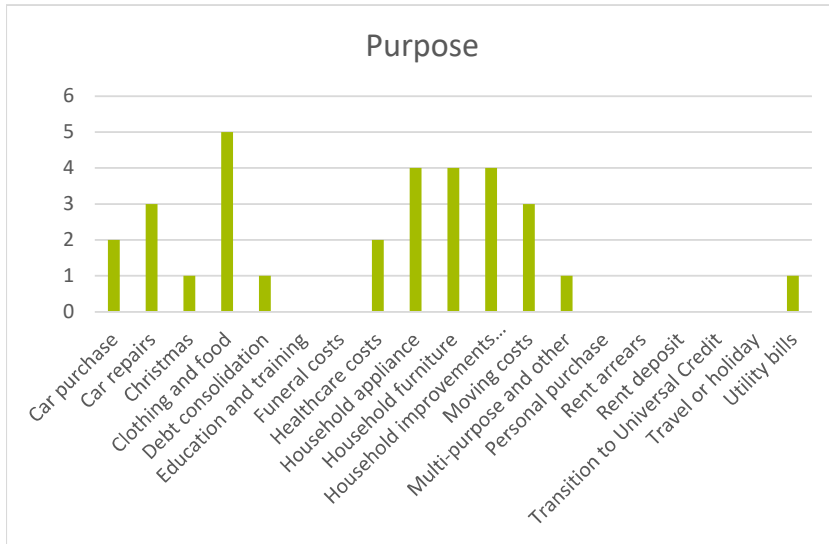
Do Members **RESOLVE** to **AGREE** that the Town Council's Boom Community Bank fund is topped up by £950 to be funded from General Reserves?

Do Members **AGREE** that budget provision should be made in future years to account for any annual top up required?

	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026	2026	2026
Bognor Regis (Declined)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr

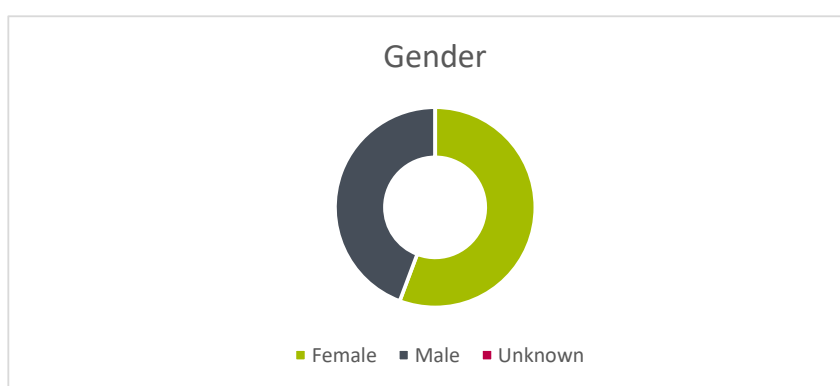
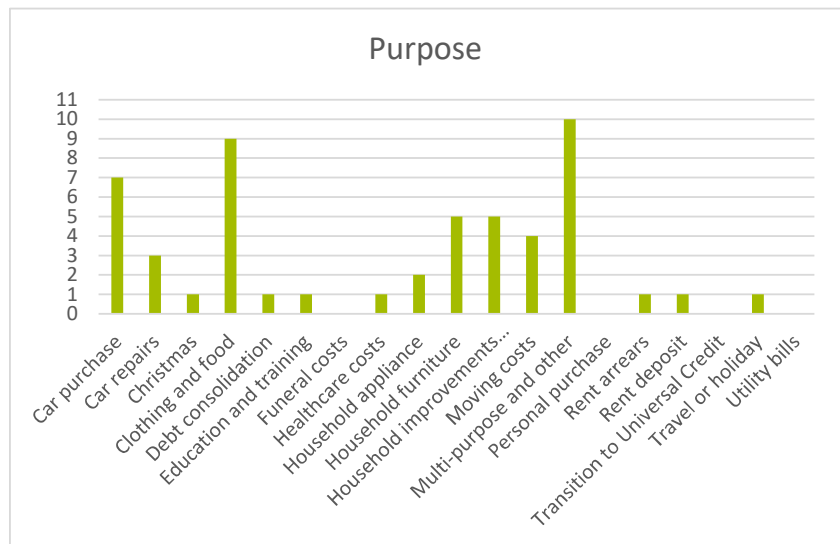
Bognor Regis Approved

Number of Loans Issued:	31
Value of Loans (£):	31,100
Average Value of Loans (£):	1,003
Number of Loans Repaid:	10
Value of Loans Repaid (£):	15,916
Value of Loans Bad Debt (£)	795

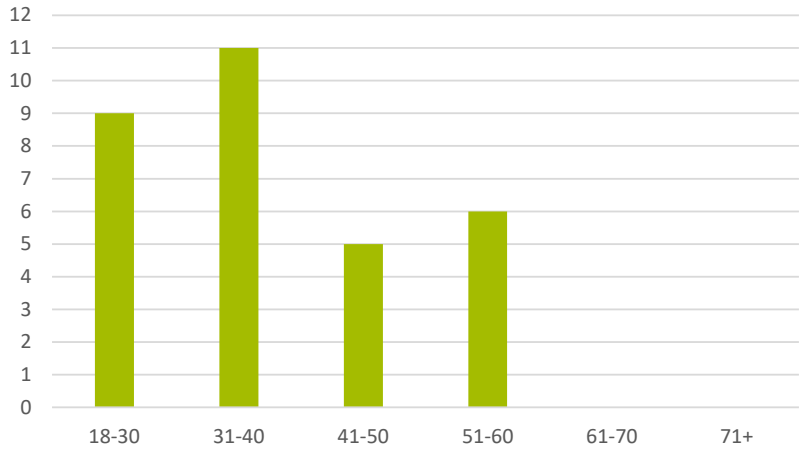


Bognor Regis Declined

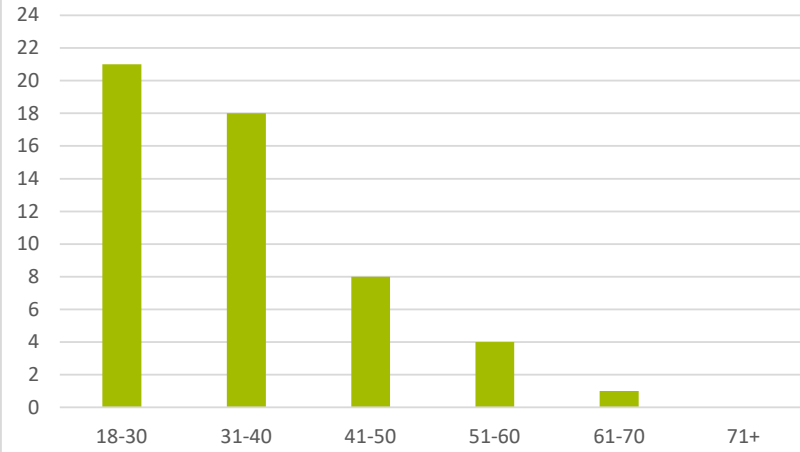
Number of Loans:	52
Value of Loans (£):	65,800
Average Value of Loans (£):	1,265



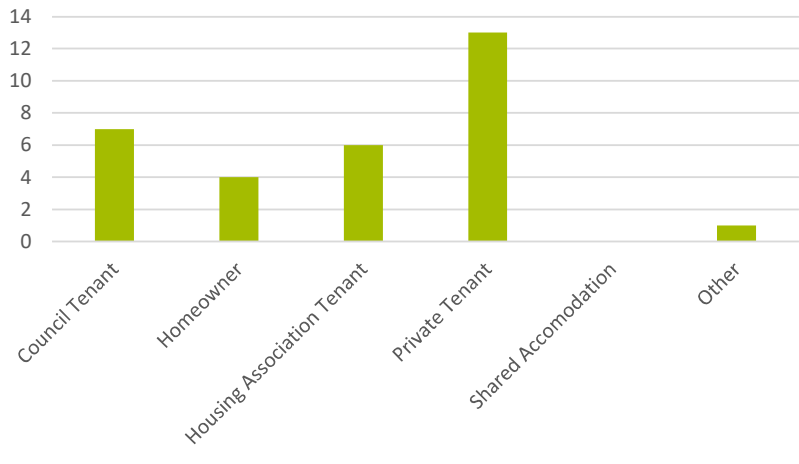
Age



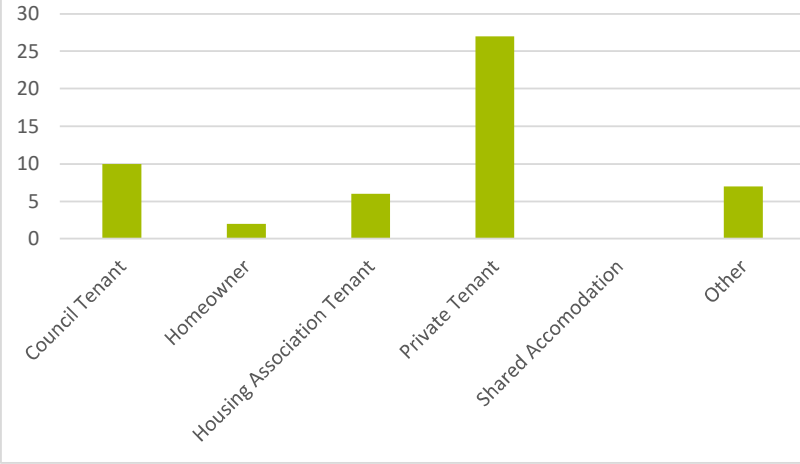
Age



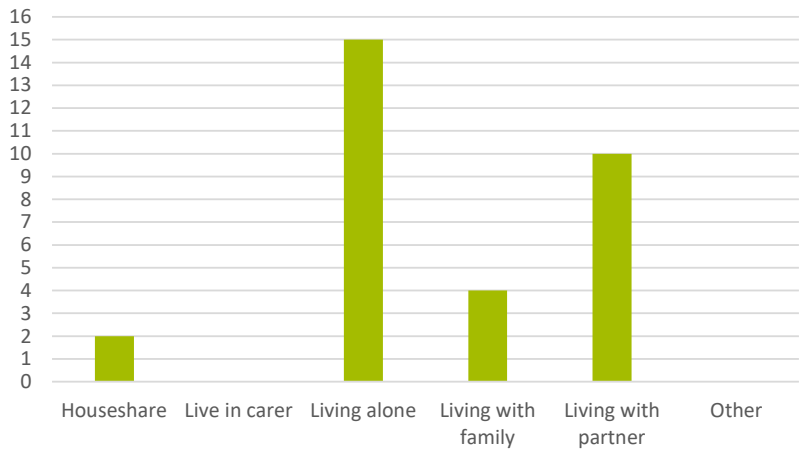
Tenure



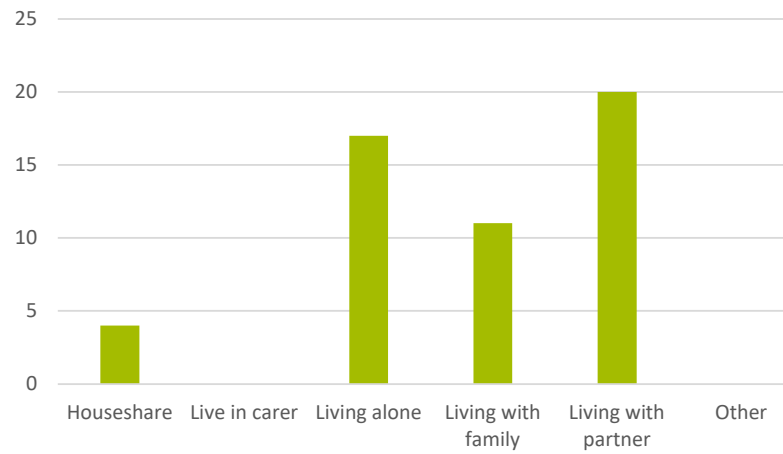
Tenure



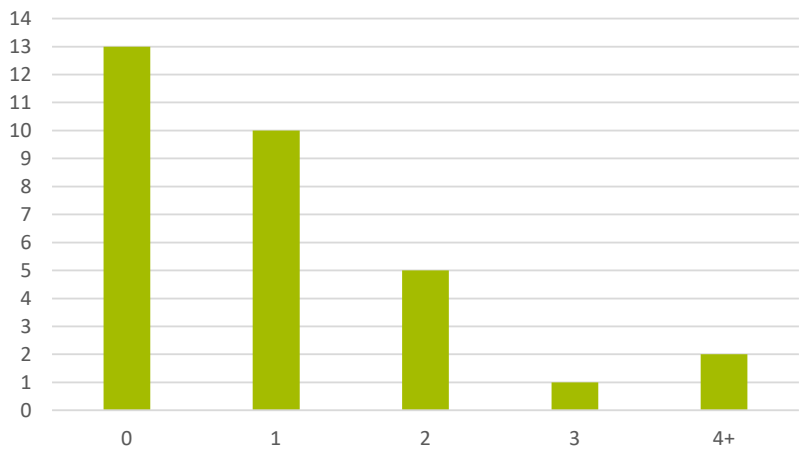
Living Arrangements



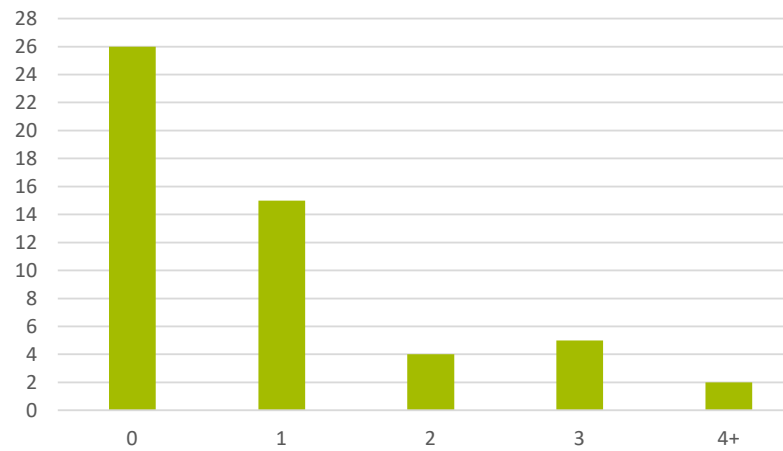
Living Arrangements

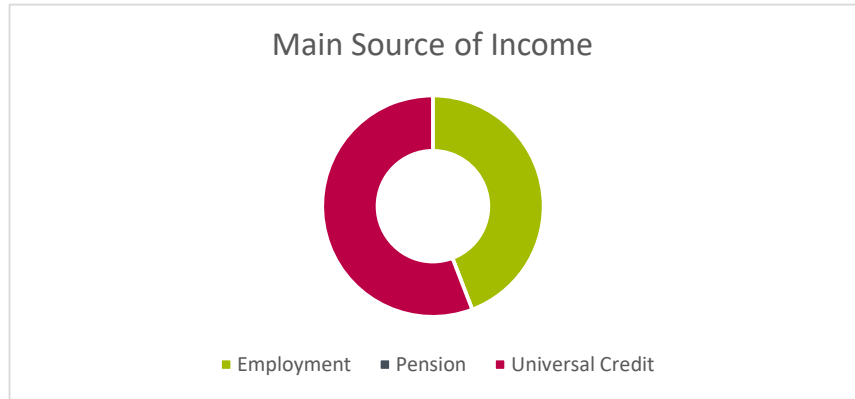
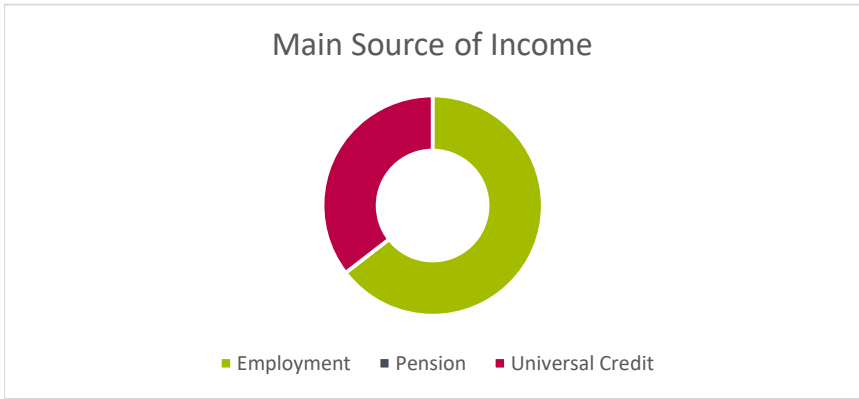
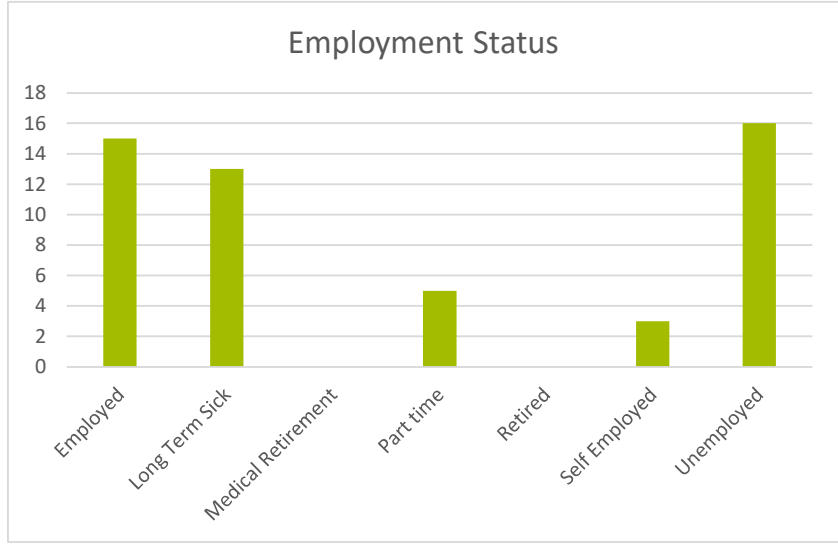


Dependants

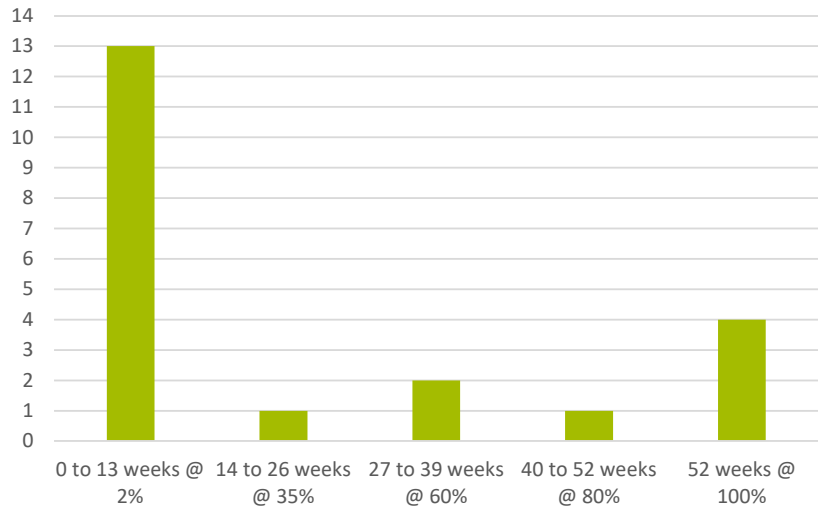


Dependants

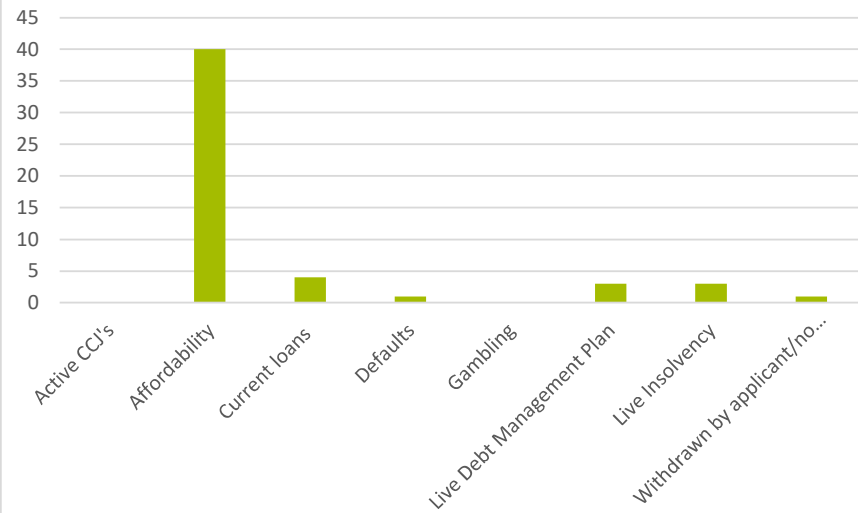




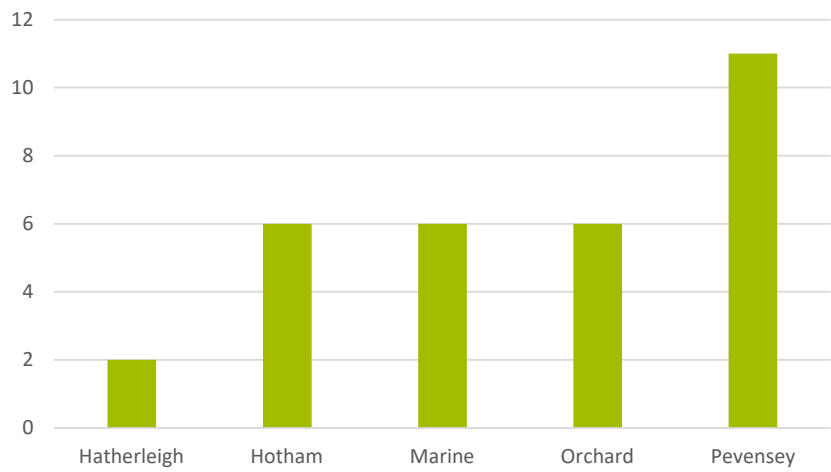
Arrears (Cumulative)



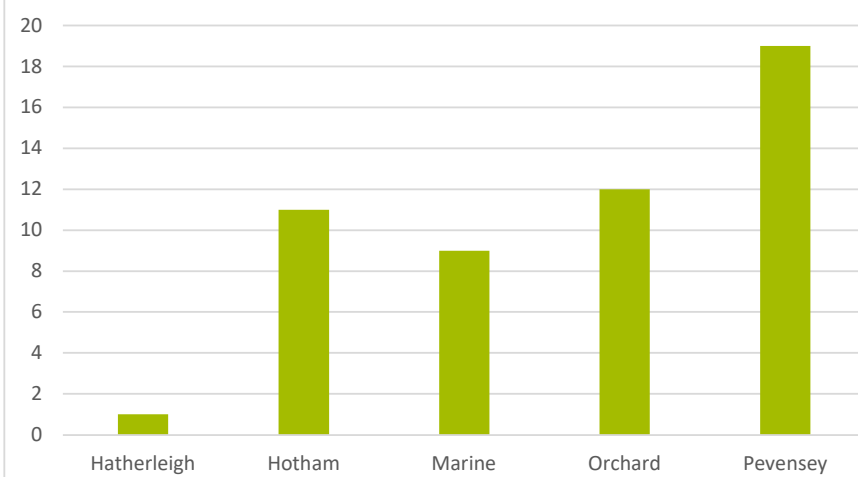
Ineligible Applicants



Ward



Ward



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
1st 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 2nd February 2026, Members resolved to agree to withdraw this funding effective from 1st April 2026 (Min. 123.4 refers). It is unknown whether the BID intend to continue sharing monthly reports with the Council, although the Town Clerk has sought clarification.

The Community Warden reports for March and April 2026 have been provided by the Bognor Regis BID (attached as **Appendix 1 - 2**).

DECISION

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



BOGNOR REGIS COMMUNITY WARDEN REPORT: TO BID DIRECTORS AND BRTC March 2026

Date: 23rd April 2026

The Bognor Regis Town Centre Warden is funded by the Bognor Regis Business Improvement District (BID) with a significant contribution from Bognor Town Council (BTC). The purpose of the warden is to enhance community safety and improve the quality of life for residents, and the people who work in the towns c300 businesses.

The warden patrols the town centre by addressing issues like crime, anti-social behaviour, and environmental concerns. This is achieved through engagement with residents, and working in partnership with local authorities, police, business owners and other agencies.

Performance Summary (month on month)

Ref:	Indicator	Source	Feb-26	Mar-26	Change
1	Total number of hours delivered	Invoice	208	228	20
2	Absence rate %	Invoice	7.14%	8.06%	0.92%
3	£ value of stock recovered by warden:	Warden/ businesses	tbc	tbc	
4	Number of stock recovery incidence	Warden/ businesses	tbc	tbc	
5	Number of engagements with business representatives	BIDBASE	793	755	-38
6	Number of businesses engaged with:	BIDBASE	60	61	1

Observations: In March the Community Warden was available and visible on 28.5/31days.

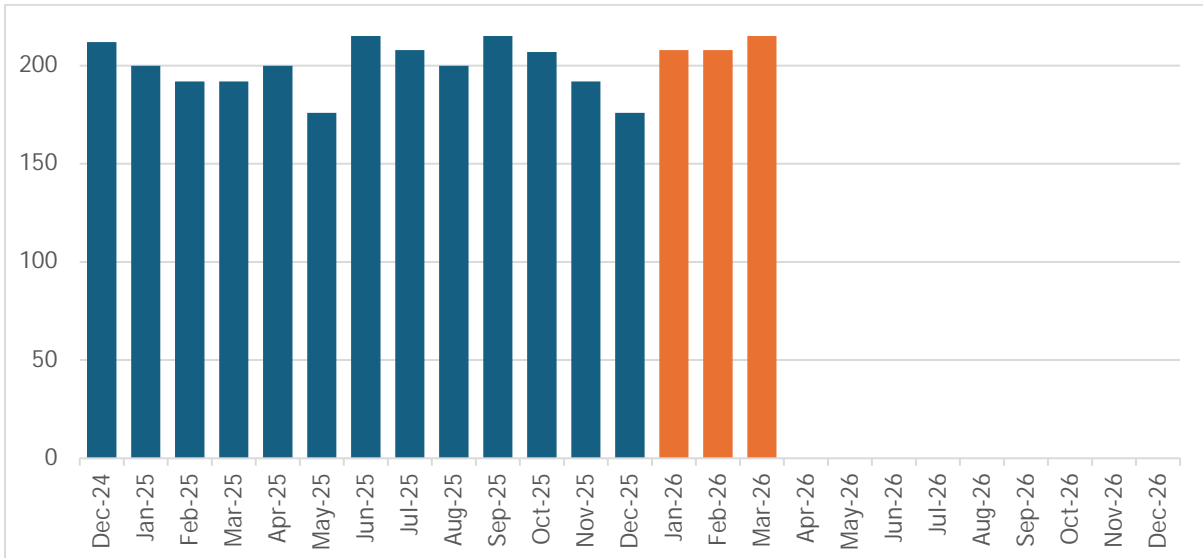
Stock recovery retails will be reported later due to a technical issue.

The warden is part of the Bognor Regis Town centre strategy to reduce crime and deliver a more welcoming town centre, other BID projects include:

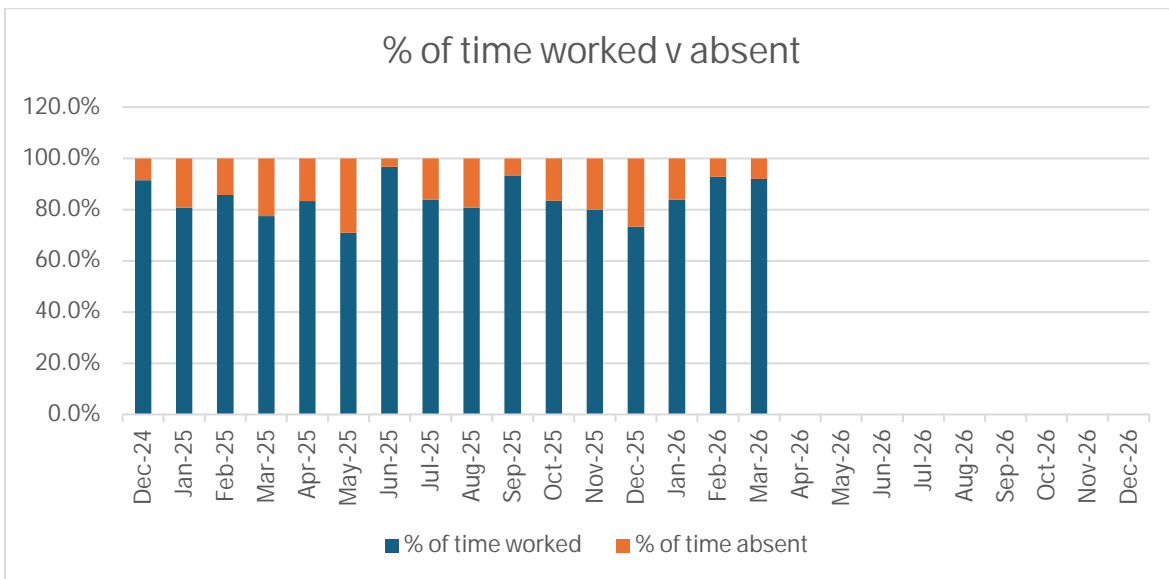
- Auxiliary CCTV cameras operated by the Sussex police
- Permanent member of the Arun Business Crime Reduction Partnership
- Permanent member of the Bognor Regis Town Centre Action Group
- Facilitator of the Town Centre Business meeting

KPIs

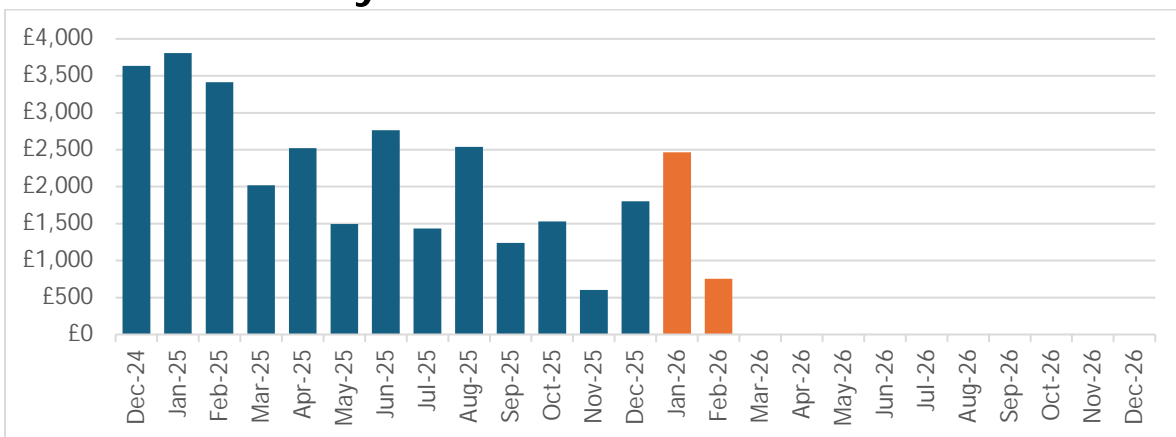
Hours worked



Absence



Stock Recovery





BOGNOR REGIS COMMUNITY WARDEN REPORT: TO BID DIRECTORS AND BRTC April 2026

Date: 28th May 2026

The Bognor Regis Town Centre Warden is funded by the Bognor Regis Business Improvement District (BID). The warden works 5 days per week, always on a Saturday and 4 other days randomly selected. The purpose of the warden is to enhance community safety and improve the quality of life for residents, and the people who work in the towns c300 businesses.

The warden patrols the town centre by addressing issues like crime, anti-social behaviour, and environmental concerns. This is achieved through engagement with residents, and working in partnership with local authorities, police, business owners and other agencies.

Performance Summary (month on month)

Ref:	Indicator	Source	Mar-26	Apr-26	Change
1	Total number of hours delivered	Invoice	208	168	-40
2	Absence rate %	Invoice	7.14%	0.00%	-7.14%
3	£ value of stock recovered by warden:	Warden/ businesses	tbc	£3,738	
4	Number of stock recovery incidence	Warden/ businesses	tbc	28	
5	Number of engagements with business representatives	BIDBASE	755	683	-72
6	Number of businesses engaged with:	BIDBASE	61	54	-7

Observations: In April the Community Warden was available and visible on all 21/21 days. The BTC had awarded their contract to another provider, so the BID benefited from a larger workforce pool.

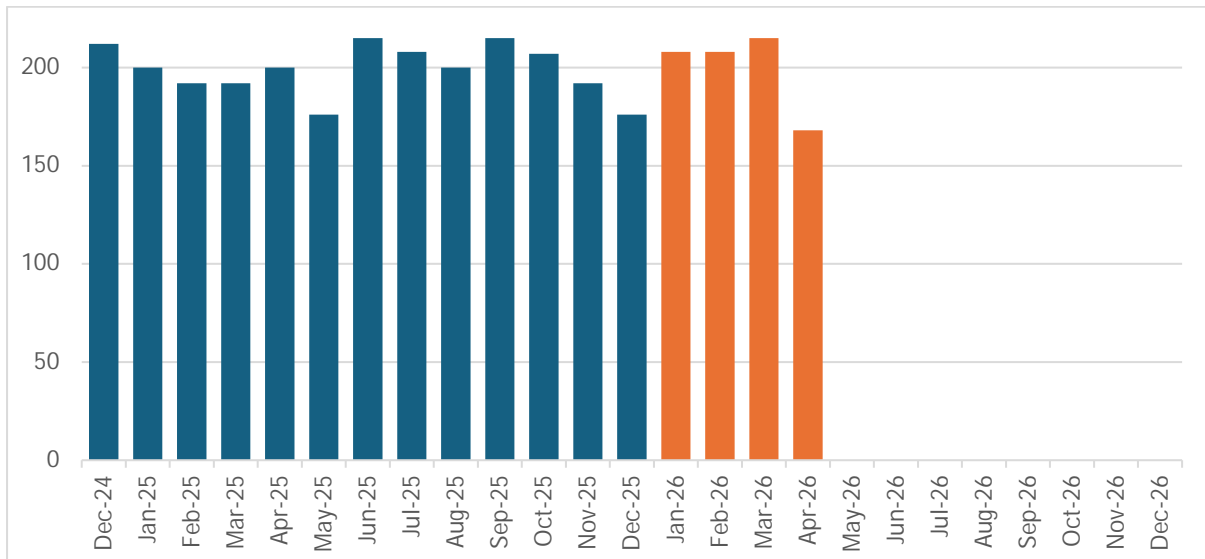
Stock recovery in April was the highest value figure since January 25. A total of £3,738 of stock was recovered.

The warden is part of the Bognor Regis Town centre strategy to reduce crime and deliver a more welcoming town centre, other BID projects include:

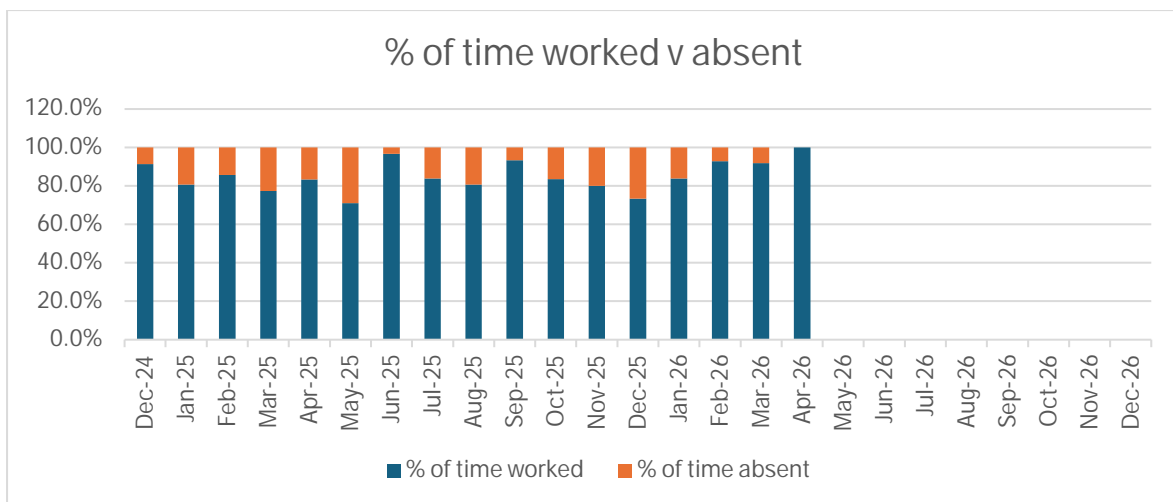
- Auxiliary CCTV cameras operated by the Sussex police
- Permanent member of the Arun Business Crime Reduction Partnership
- Permanent member of the Bognor Regis Town Centre Action Group
- Facilitator of the Town Centre Business meeting

KPIs

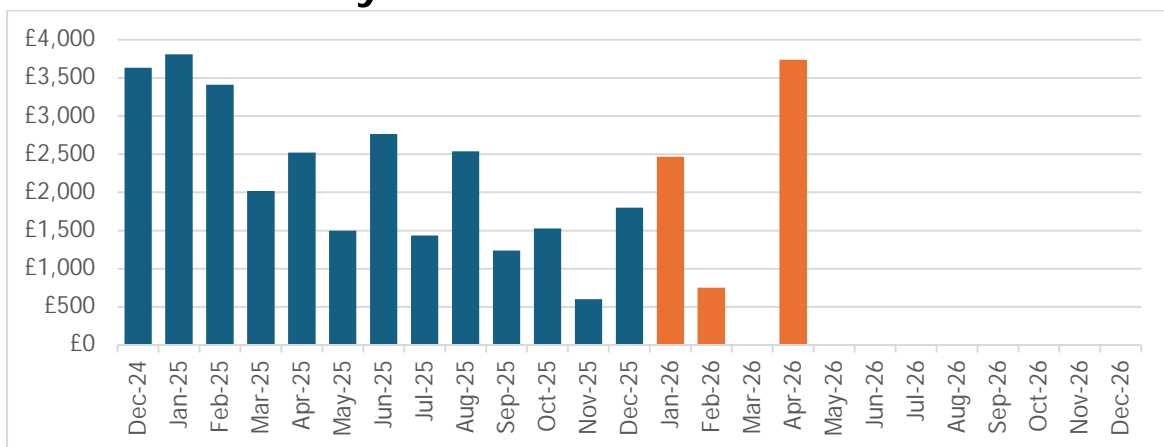
Hours worked



Absence



Stock Recovery



BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 1st JUNE 2026

**AGENDA ITEM 16 – TOWN COUNCIL COMMUNITY WARDEN INCLUDING: -
TO RECEIVE AND NOTE THE MONTHLY REPORTS FOR MARCH, APRIL AND
MAY 2026 (IF AVAILABLE)**

REPORT BY DEPUTY CLERK

FOR DECISION

To receive and note the monthly reports for March, April and May 2026

With the inception of the Town Council fully funding a 7-day Community Warden service, from 1st April 2025, the purpose of this report is for the third-party contractor to provide regular updates including key performance indicators for the information of Members.

Attached is a summary of the Community Warden's daily interactions throughout March (attached as **Appendix 1**) and April (attached as **Appendix 2**). At the time of the meeting, the report for May was not available. Interactions included, for example, patrolling the five Wards, dispersing street drinkers, reporting issues such as antisocial parking, overflowing bins and drug paraphernalia litter, assisting the BID Warden in the Town Centre with apprehending shoplifters and recovering.

DECISION

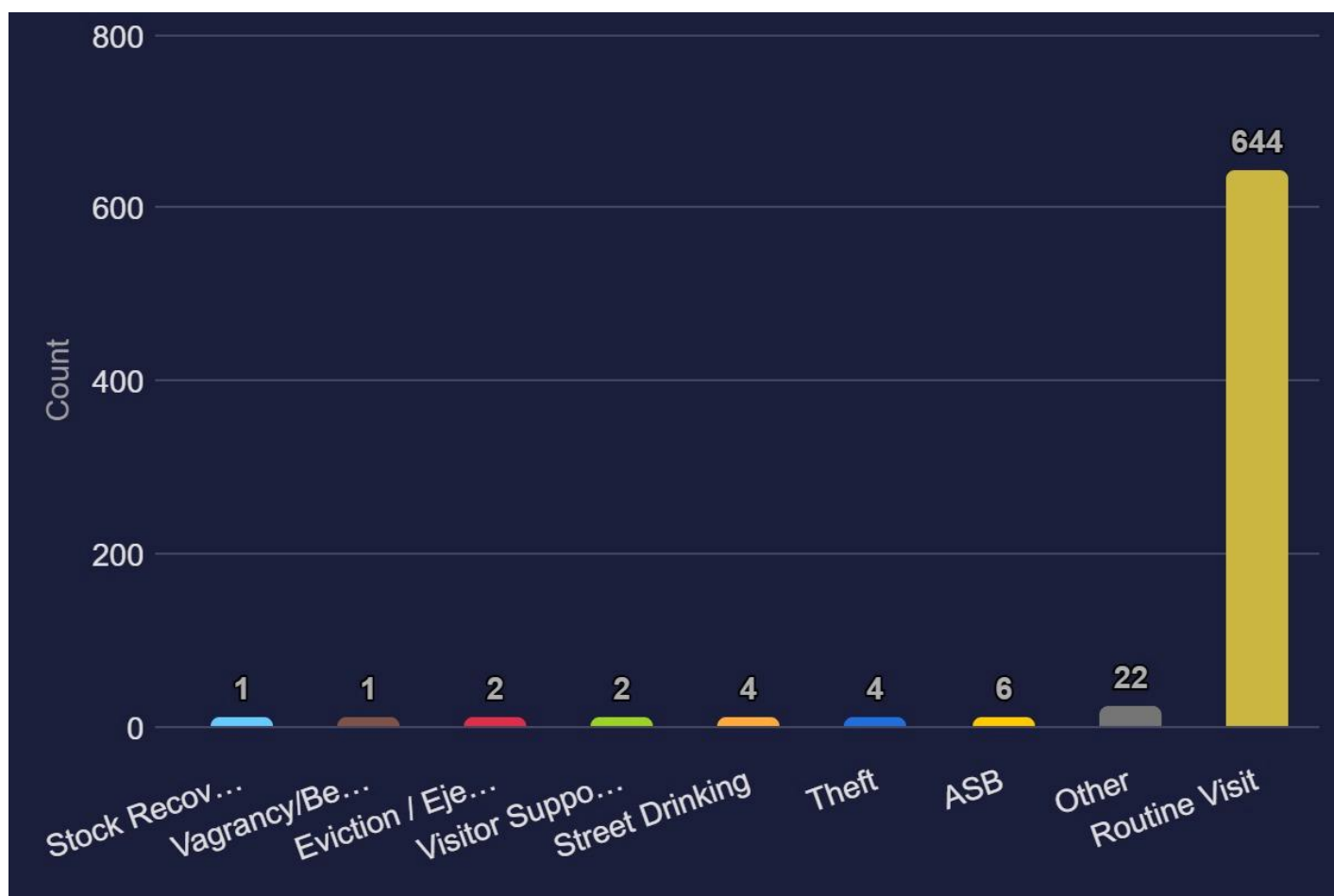
Members are asked to **NOTE** the Monthly Reports for the Town Council's Community Warden for March and April 2026.

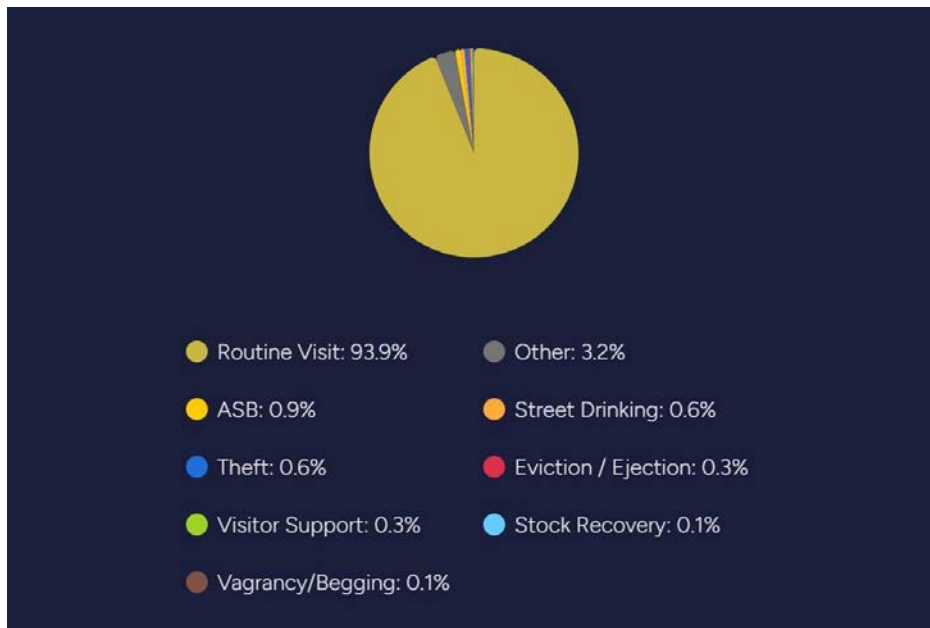


Bognor Town Council – March 2026 Report

Interactions Logged – 686

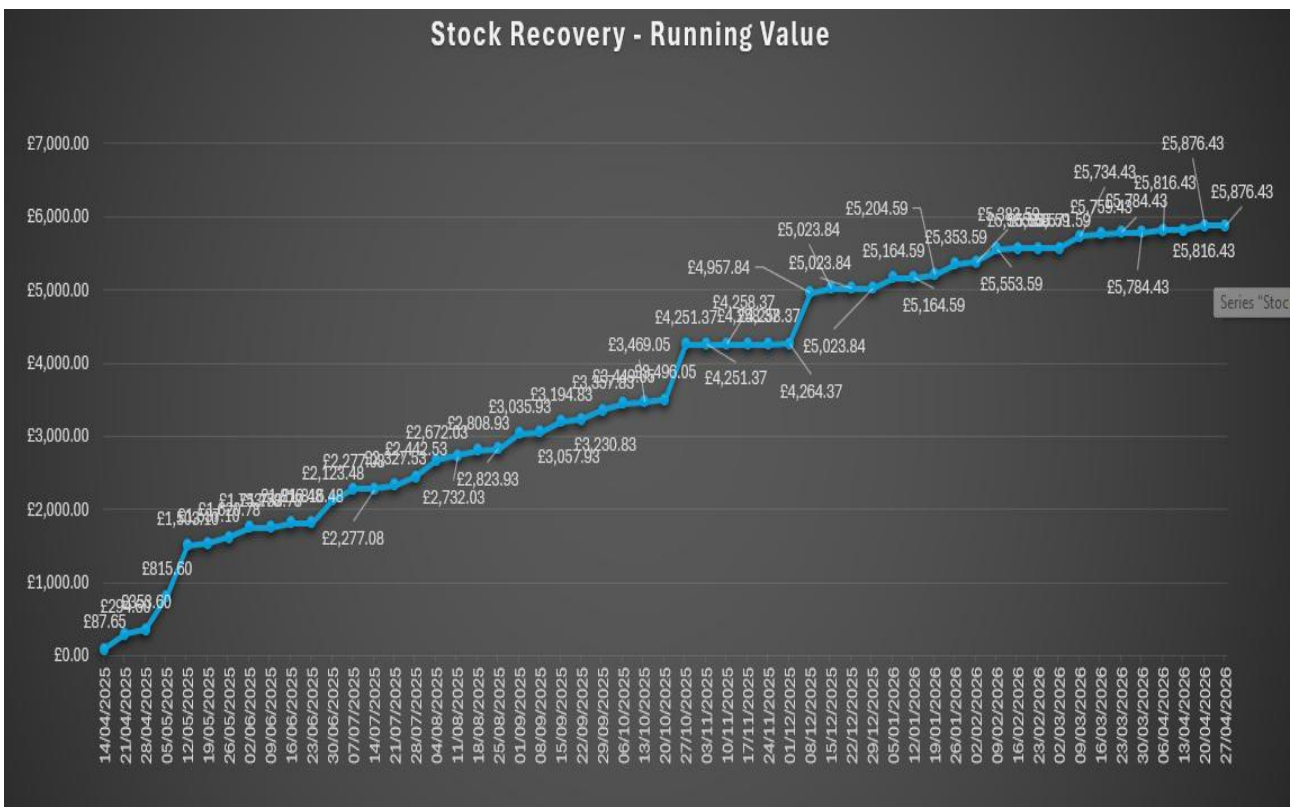
Interaction Summary 1 – Bar Graph & Pie Chart





Stock Recovery

- Total **£200.00**
- Occurrences **3**

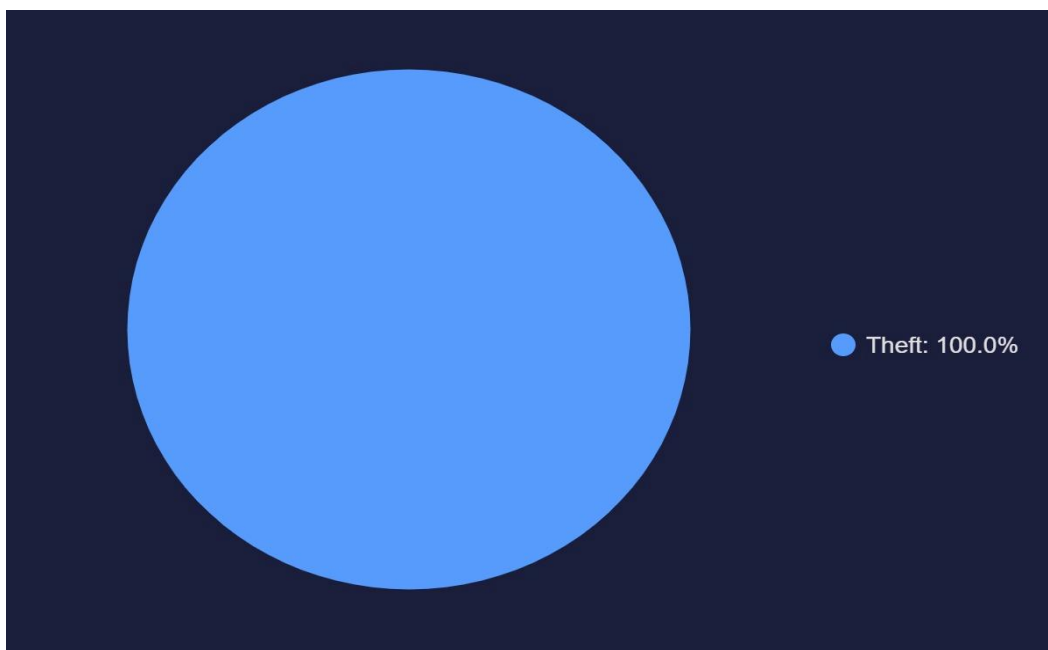


Arrest & Resistance Summary



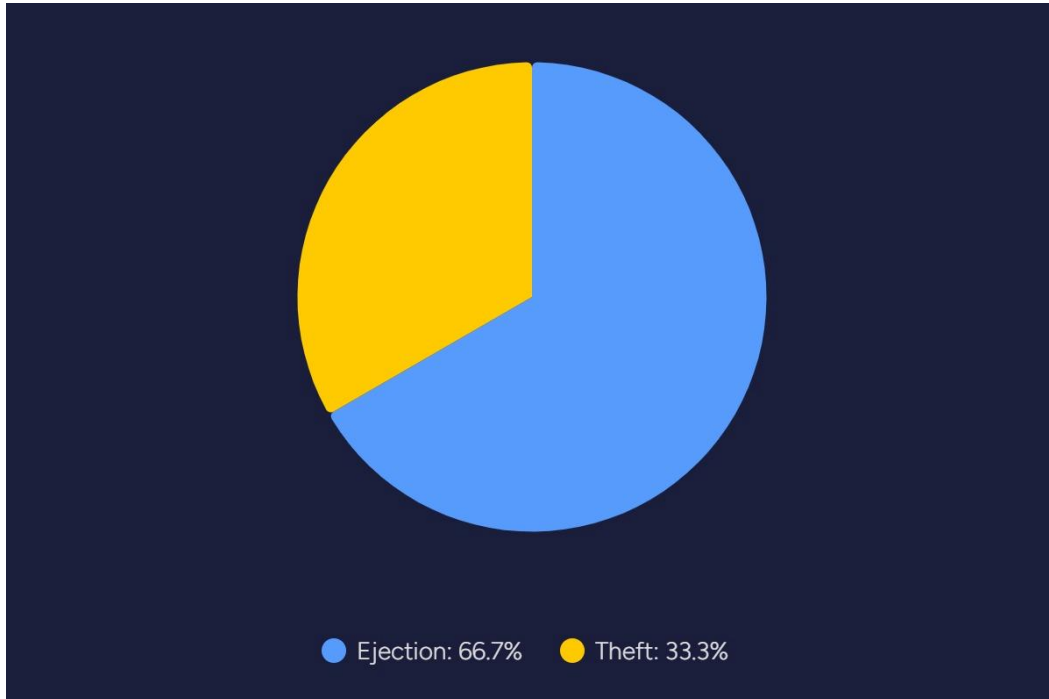
Arrest Offence Summary

An arrest is one made by the Security Officer themselves.

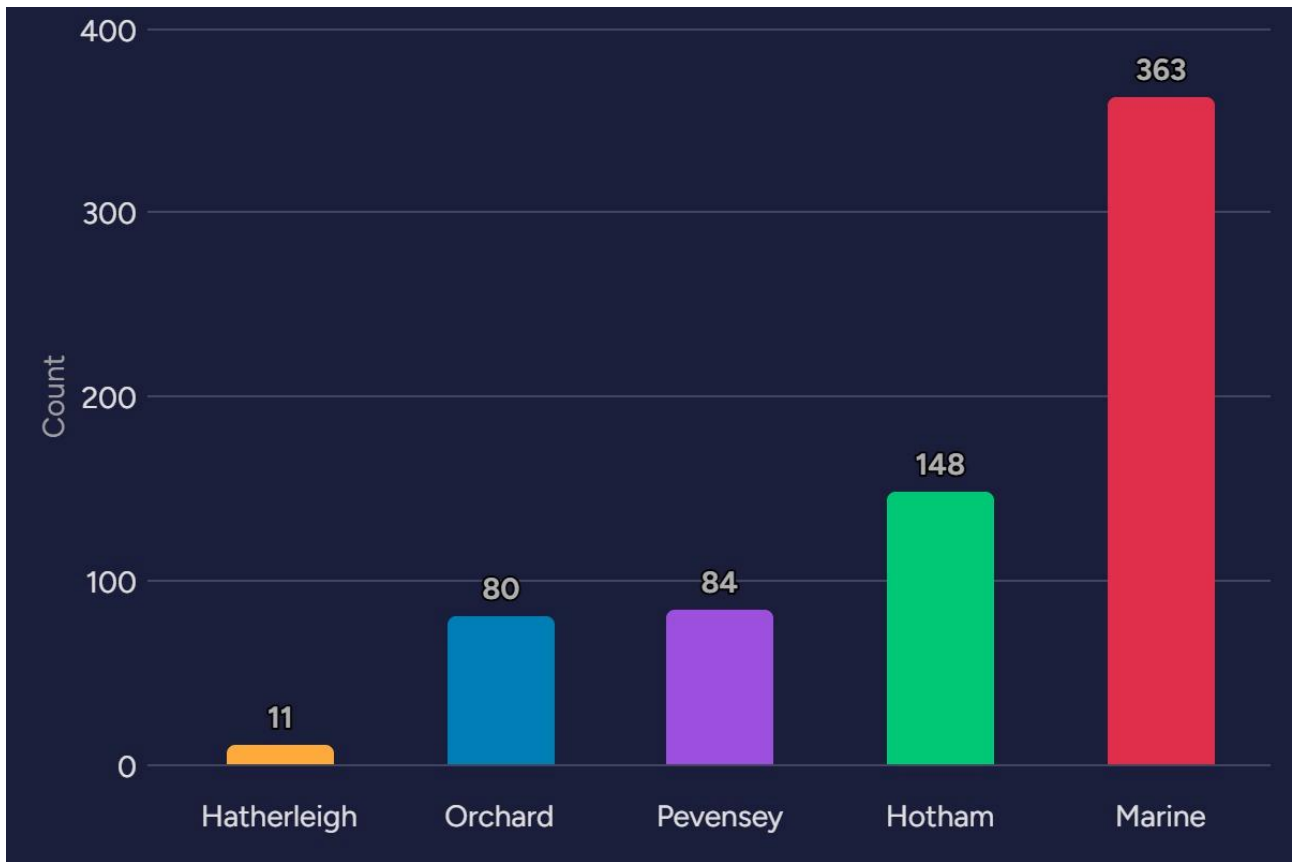


Assist Offence Summary

An assist arrest is an arrest where the Security Officer has assisted another person/body making an arrest they are in charge of.



Ward Interaction Summary

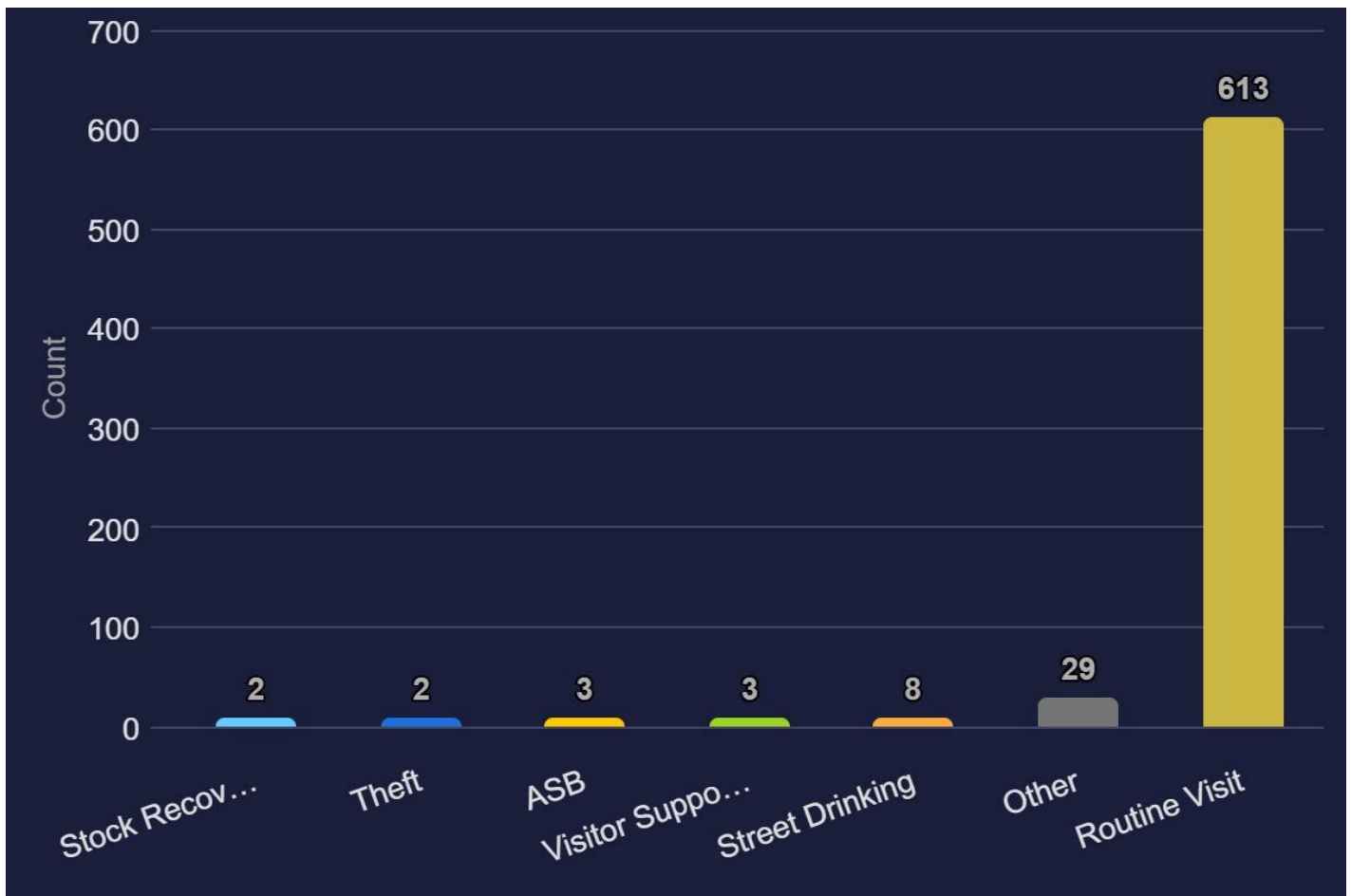


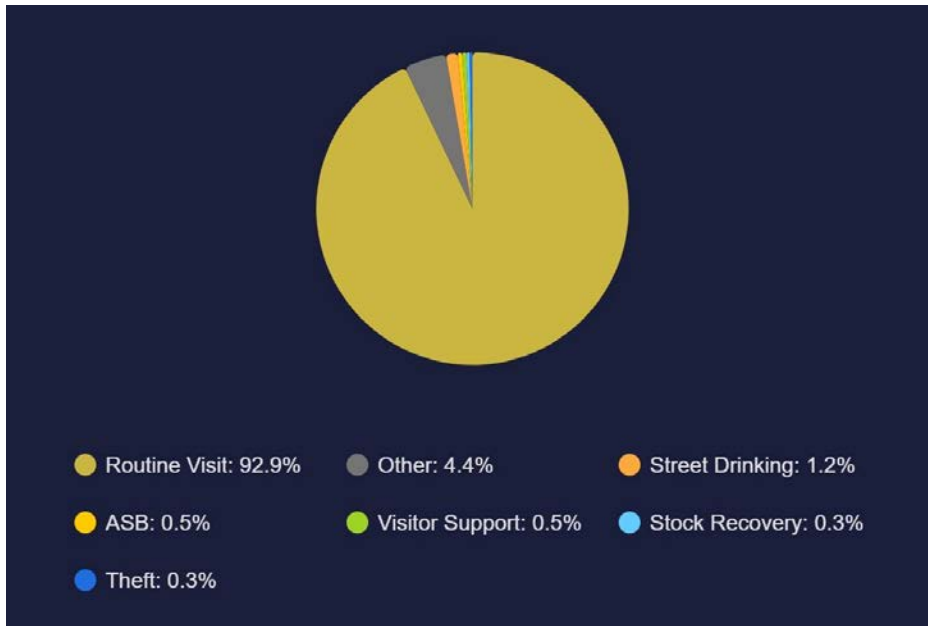


Bognor Town Council – April 2026 Report

Interactions Logged – 661

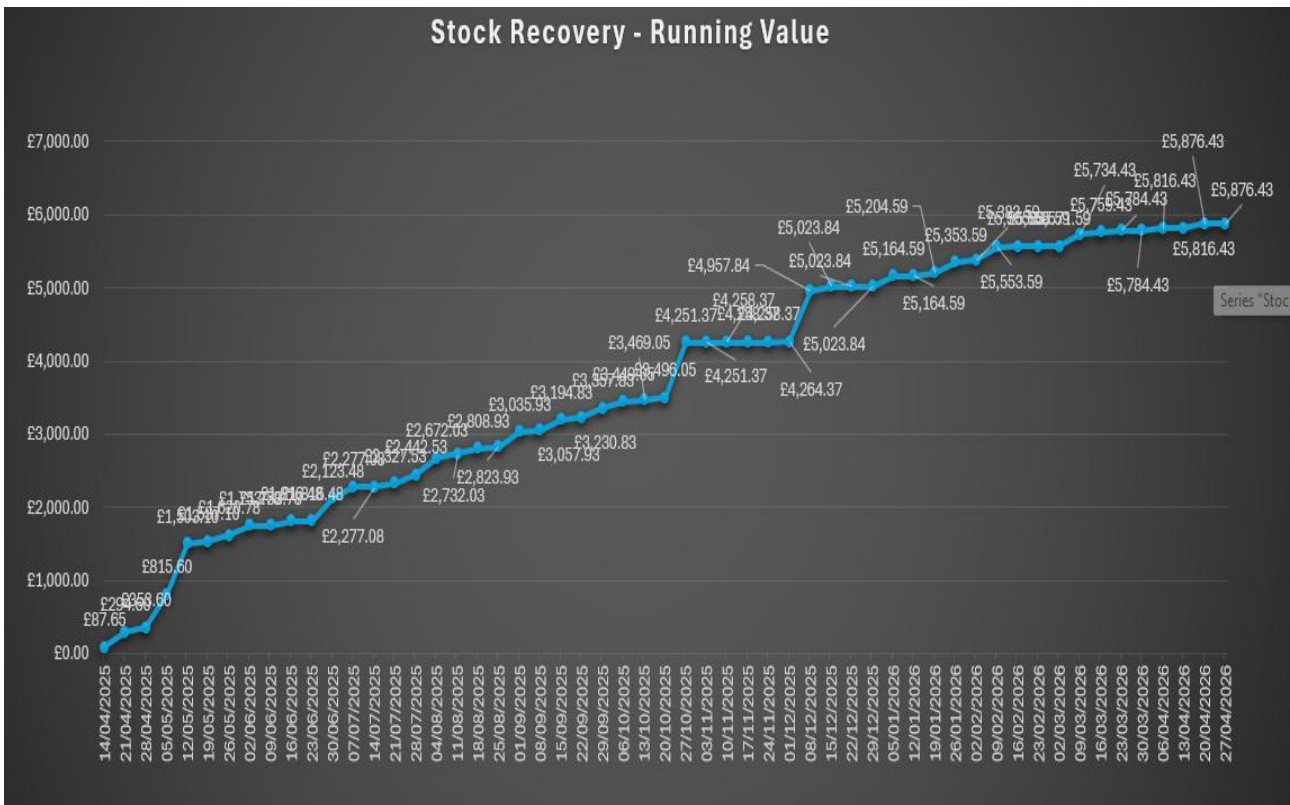
Interaction Summary 1 – Bar Graph & Pie Chart





Stock Recovery

- Total **£92.00**
- Occurrences **2**



Arrest & Resistance Summary

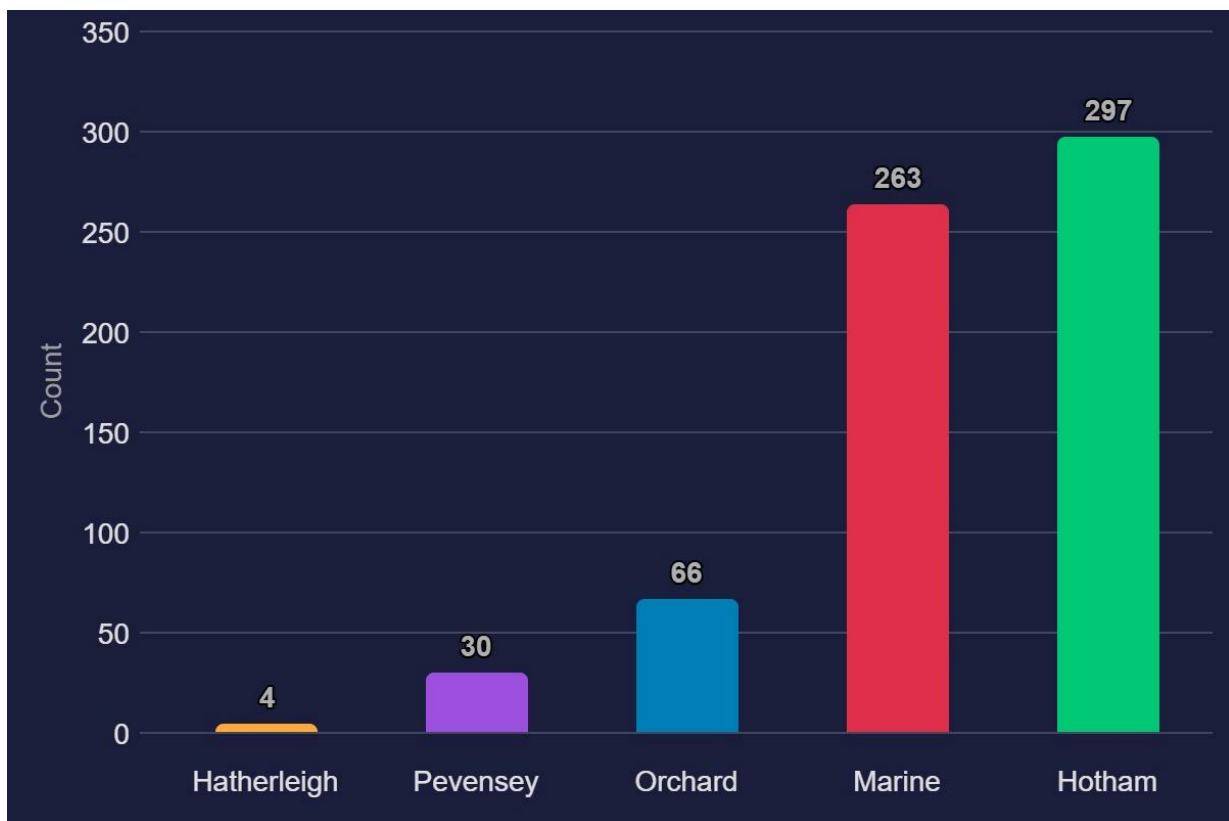
Arrest Offence Summary

An arrest is one made by the Security Officer themselves.

Assist Offence Summary

An assist arrest is an arrest where the Security Officer has assisted another person/body making an arrest they are in charge of.

Ward Interaction Summary



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 1st 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 12th March 2026 and reported to the Policy and Resources Committee at its meeting on 30th March 2026 (Min. 177 refers).

The next Full Board Meeting is scheduled to take place on 11th 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).

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 1st JUNE 2026**

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

REPORT BY TOWN CLERK

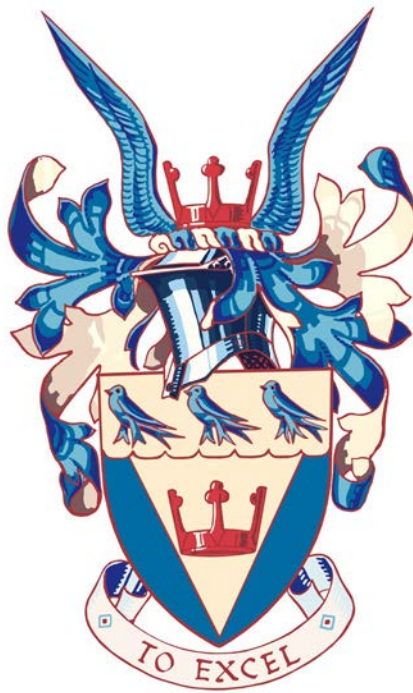
FOR DECISION

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 7th 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 **7th 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 - 1st 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 16th 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 MEETING – 1st JUNE 2026**

**AGENDA ITEM 20 - FINAL UPDATE AND RATIFICATION OF EXPENDITURE
ON EVENTS PROGRAMME FOR 2025, DEFERRED FROM THE MEETING
HELD ON 30th MARCH 2026 (MIN. 175 REFERS)**

REPORT BY THE EVENTS MANAGER

**FOR INFORMATION
& DECISION**

Unfortunately, it has not been possible to finalise the total figures as an enquiry is outstanding in relation to the 2025 Drive Through Time event. Therefore, the full and final update, with ratification of expenditure, will take place at the meeting to be held on 27th July 2026.

By way of an interim update, Members are asked to Note the combined finances for the majority of the Town Council events in 2025 namely, Proms in the Park, Book Day, Sunday Afternoon Concerts, Funshine Days, Hampshire Avenue Funweek, BMX Stunt Show, Carols in the Park and the Christmas Light Switch-On event.

The combined budget for the events listed above, excluding Drive Through Time, was £39,800. When expenditure of £40,132.78 and income of £760.48, for these events are taken into account, the result is an underspend of £472.70.

DECISION

Members are asked to **NOTE** the finances for the majority of Town Council events in 2025, excluding Drive Through Time.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 1st 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**

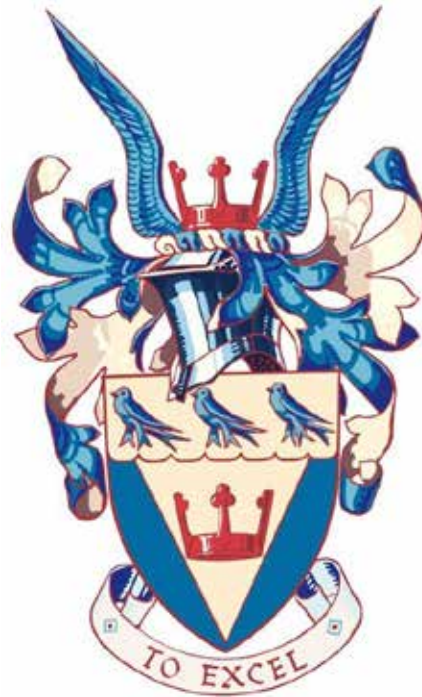
Volunteering Policy - **Appendix 3**

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 9th September 2013

Reviewed by Council on 1st 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 - 1st JUNE 2026

AGENDA ITEM 22 - TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2026

REPORT BY TOWN CLERK

FOR INFORMATION AND NOTING

A list of the Town Council's Earmarked Reserves as at 31st 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 31st March 2026.

EARMARKED RESERVES AS AT 31st MARCH 2026

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

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

AGENDA ITEM 23

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 1st 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 23rd 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 23rd 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 – 1st 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 - 1st 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 – 1st 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