



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will be held in the Council Chamber, The Town Hall, Bognor Regis at **6.30pm on MONDAY 9th APRIL 2018**

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** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

DATED this 2nd day of APRIL 2018

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest
3. To Approve the Minutes of the Meeting held on 5th February 2018
4. ADJOURNMENT for public question time
5. Matters Arising from the Minutes which are not separate Agenda items
6. To receive the Town Force Report
7. To note and receive a report regarding the reform of data protection legislation and introduction of the General Data Protection Regulation in May 2018 - Min. 147 refers
8. To receive the notes of the Car Parking Strategy Working Group meetings held 20th February and 21st March 2018

9. To receive the notes of the Heritage Partnership Board meeting held 26th February 2018 with consideration of any recommendations or actions arising from the meeting including:
 - Approval of the application form and expenditure for the Blue Plaque Scheme
 - Consideration of a Town Council contribution to the Reynolds Clock project
10. To receive and if acceptable approve the Terms of Reference drafted for the Playing Out Scheme Topic Team as discussed at the Community Engagement and Environment Committee Meeting held 22nd January 2018 - Min. 86 refers
11. To receive the recommendation from the Extraordinary Community Engagement and Environment Committee Meeting held 14th March 2018 regarding the Grant Aid Discretionary Fund - Min. 99 refers
12. Councillor Allowances - to consider requests for virement of budget for undrawn allowance to Orchard Ward and Hatherleigh Ward Allocation budget
13. To receive the recommendations from the Events, Promotion and Leisure Committee Meeting held 12th February 2018 regarding the earmarking and virement of funds (Mins. 105, 106.2, 106.3 & 107 refer)
14. To consider Internal Audit Report 2017-2018 (Interim Update)
15. To ratify release of 2018-2019 CCTV Partnership Funding
16. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the Town Centre Manager
17. To consider membership for the Deputy Clerk of the Institute of Safety & Health (IOSH)
18. To consider the amended Corporate Strategy following the meeting held 27th February 2018 and to make recommendations to Council accordingly - Min. 120 of the Meeting held 21st November 2017 refers
19. To receive quotations for a new photocopier contract and determine preferred provider
20. To ratify release of 2018/19 Partnership Funding for Arun Arts (Year 3 of 3)
21. To ratify release of 2018/19 Partnership Funding for Bognor Regis Seafront Lights (Year 1 of 3)
22. To note date of 23rd April 2018 for Safeguarding Training for all Members
23. Rolling Capital Programme - to ratify expenditure for the purchase of a wide-angle lens for the Town Council's Canon EOS 600D camera at a cost of £330 plus VAT
24. Financial Reports including: -
 - To note Committee I&E Reports for the month of February 2018 – previously copied to Councillors. These documents are available on the Town Council website @ [http://www.bognorregis.gov.uk /BR-Town-Council](http://www.bognorregis.gov.uk/BR-Town-Council) (follow the link, click on Councillors, Strategic Documents and then

the monthly I&E Reports can be accessed by clicking the appropriate box on the right of the page)

- To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of January and February 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
25. Correspondence
 26. Picturedrome Site update - Director's report, any urgent actions taken for ratification
 27. To resolve to move to Confidential Business (SO. 31.1) - (contractual)
 28. Town Force: Note of outstanding debtors
 29. Joint Consultative Sub-Committee (Staffing) - consideration of the recommendations made at the meeting held on 28th March 2018

Agenda items 26, 28 & 29 will contain confidential items and require a resolution to exclude public & 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 5th FEBRUARY 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove, Mrs. S. Daniells, S. Goodheart (during Min. 142), M. Smith and P. Woodall (from Min. 142).

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Assistant Clerk)
1 Councillor in the public gallery
Mrs. J. Smith (Town Crier) for part of meeting

The Meeting opened at 6.30pm

140. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement. There were apologies for absence received from Cllr. Mrs. J. Warr who was on annual leave and Cllr. P. Dillon who was attending another meeting. Cllr. S. Goodheart had also advised the Clerk that he may be late arriving to the meeting.

141. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating:-

- a) The item they have an interest in
- b) Whether it is an Ordinary interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the

Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their interests as any arise or again at the relative point in the meeting if they have already. In addition, the Chairman advised the Councillor in the public gallery that he too would need to declare any interests if he had any and leave the room if Disclosable Pecuniary.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda Item 27, as the tenant of the Picturedrome Cinema

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda Item 27, as an employee of the Picturedrome Cinema

Cllr. J. Brooks, in the public gallery, declared a Disclosable Pecuniary Interest in Agenda Item 11, as a supplier for the Billy Bulb mascot

142. TO WELCOME JANE SMITH, TOWN CRIER FOR BOGNOR REGIS, AND TO INVITE HER TO REPORT ON HER RECENT ATTENDANCE AT THE 65th NATIONAL TOWN CRIERS COMPETITION HELD IN HASTINGS

The Chairman welcome Jane Smith, Town Crier for Bognor Regis and adjourned the meeting from 6.32pm to 6.45pm to allow Members to hear about her recent attendance at the 65th National Town Criers Competition held in Hastings.

Members heard that the competition had been an excellent event which took place on Hastings Day, 14th October 2017 at the end of the Hastings Week festivities. The accolade of Best Dressed Town Crier was presented to Mrs. Smith and included an award of silverware, which will have to be returned at the event later this year.

Members commended Mrs. Smith on all her work and enthusiasm for the role and the benefits in promoting the Town and encouraging visitors.

Members noted that, in Mrs. Smith's opinion, competitions can be an excellent way of promoting the area, especially those events that have high footfall as usually, each competition includes an element of "Crying" about your own Town. However, with 19 competitions held each year, it is sensible to be selective about which should be attended, and Mrs. Smith felt that four or five competitions each year would be adequate.

A Member queried the Town Crier's attendance at events outside of the Town boundary and it was acknowledged that this does occur, but consideration must be given to any resident Town Crier for the places that are visited, and correct protocol followed.

It was noted that anyone can request that the Town Crier attend an event and those within the six Wards of Bognor Regis would attract only a nominal fee to cover expenses and the first hour of attendance. However, with regard to a question whether commercial work was undertaken, whilst this can be accommodated it would attract an appropriate full-scale fee.

Finally, Members sought Mrs. Smith's opinion on the proposal that nominated charities may be exempt from charges and she stated that she was keen to assist where possible but further investigation of any proposed charities would be necessary.

The Chairman thanked Mrs. Smith for taking the time to address the Committee and it was noted that the issue of competitions and nominated charities would be discussed later in the meeting.

Mrs. Smith left the meeting

143. TO APPROVE THE MINUTES OF THE MEETING HELD ON 4th DECEMBER 2017

The Minutes of the Meeting held on 4th December 2017 were approved as a correct record and signed by the Chairman.

144. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.50pm

A Member in the public gallery spoke about his desire to see any planters not currently included within the sponsorship programme either utilised for sponsorship opportunities or used to promote the 2 Hour Free Parking Scheme and this would be referred to the Town Force Manager. The Member also highlighted the movement of the decking on the seafront, as referred to in the Town Force Report and expressed disappointment that the cost was to be borne by the Town Council.

Meeting reconvened at 6.54pm

145. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

145.1 Annual Town Council Meeting 8th May 2017 – Min. 33.1 – Correspondence re: Wifi and CCTV

As agreed at that meeting, once costs etc were known, this matter would be referred to the Policy and Resources Committee for further discussion. Members are advised that Officers continue to chase ADC for the financial details and once received will refer the subject to this Committee.

145.2 31st July 2017 – Min. 37 – Public Question Time, Question regarding banners on lampposts in London Road

As a result of a query raised during Public Question time and following further investigation, ADC confirmed by email on 4th August 2017 that responsibility/ownership of the columns in question was to be handed back to WSCC/SSE and it would be for them or the BID to decide if the banner arms should be reinstated.

145.3 21st November 2017 – Min. 117 – Tablets

Subsequent to the meeting, it was felt by Officers that as all-but-one of the tablets are to remain in the Town Council offices, there would not appear to be a current need to proceed with the IT support at a cost of £240 per annum. This will, of course, remain under review and a report made to Council should it be necessary to alter this course of action.

With regard to the issues with Cllr. Mrs. Warr's hardware, it has been agreed that the Civic & Office Manager will visit Cllr. Mrs. Warr at home to see if she can resolve the issue before incurring costs from the Town Council's IT support provider. However, this visit has not yet taken place and will be arranged with Cllr. Mrs. Warr in the near future.

145.4 21st November 2017 – Min. 121 – Political Parity

This issue was referred to at the Full Council Meeting held 8th January 2018 (Min. 135.3 refers) and as a result will be considered as an agenda item by the Full Council at the meeting scheduled for 12th March 2018.

145.5 21st November 2017 – Min. 122 – Car Parking

As instructed, a letter was sent to ADC requesting an extension of the 2 Hour Free Parking Scheme to include all ground level car parks and an acknowledgment has been received but no further communication.

146. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was noted.

Cllr. Cunard declared an Ordinary Interest in this item as sponsor of one of the Christmas Trees

Cllr. Cunard expressed his disappointment at the theft of the Christmas star from the tree he sponsored by the Railway Station but did feel that the picket fencing had been a great addition to the appearance of both of the sponsored trees provided by the Town Council and hoped that this would be used again in future years.

147. TO NOTE AND RECEIVE A REPORT REGARDING THE REFORM OF DATA PROTECTION LEGISLATION AND INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATION IN MAY 2018

The Assistant Clerk's report was noted.

A Member queried who the current Data Controller, under the Data Protection Act 1998 was and the Town Clerk confirmed that she undertook this role.

Members noted that a further report, including recommendations as to how to proceed, should be presented to this Committee at the next meeting in April.

148. TO CONSIDER ARUN DISTRICT COUNCIL'S REQUEST THAT THEIR REVISED CODE OF CONDUCT BE ADOPTED BY BOGNOR REGIS TOWN COUNCIL AND TO RECEIVE A REPORT FROM L.C.S. LTD ON THE ISSUE - MIN. 119 REFERS

The Assistant Clerk's report was noted.

Members discussed at length the proposal before them and considered the recommendations of L.C.S. Ltd on this issue.

With regard to training, the Town Clerk reported that this had been arranged following the 2015 election, with the majority of Councillors attending. However, it was agreed that a refresher course may be appropriate and that L.C.S. Ltd be asked if they would be available to carry this out on an occasion when they are undertaking other works at the Town Council offices.

Members subsequently **RESOLVED** to **RECOMMEND** to Council that:

- the Council should not adopt the revised Arun District Council Code of Conduct;
- a fourth appendix (as circulated with the report) relating to Planning, be attached to the Town Council's existing Code of Conduct;
- a training refresher on the application of the Code and ethical framework should be offered to all Councillors.

149. TO RECEIVE DETAILS, INCLUDING COSTS, OF EQUIPMENT TO REGISTER FOOTFALLS AT EVENTS - MIN. 81 REFERS

The Assistant Clerk's report was noted.

Members discussed the benefits of gauging footfalls, the use of the data and the need for benchmarking to compare days when events take place to days when no events take place. Concern was expressed that whilst collection of data may be straightforward, analysis was more complex and as events are so dependent on the weather, any data collected may not be usable.

Following discussion, it was **AGREED** that this issue will be referred to the Events, Promotion and Leisure Committee for further consideration

including identification of funding for any expenditure from within their budget.

150. TO RECEIVE AN UPDATE ON THE PROPOSAL FOR BILLY BULB TO BE LOCATED FOR THE SUMMER MONTHS ON A TOWN ROUNDABOUT AND TO AGREE EXPENDITURE FOR REFURBISHMENT WORKS - MIN. 88 REFERS

Cllr. Brooks, in the public gallery, left the room at 7.04pm having earlier declared a Disclosable Pecuniary Interest in Agenda Item 11, as a supplier for the Billy Bulb mascot

The Assistant Clerk's report was noted.

Cllr. Cunard left the room at 7.05pm

Members discussed the decision by WSCC Highways to not permit the siting of the mascot on a roundabout and whether this should be challenged but following a vote it was decided not to proceed with any challenge.

Following the debate, it was **RESOLVED** to **APPROVE** expenditure of £475.16 for the refurbishment works already undertaken and that this should be funded through the remaining balance of the mascot's maintenance budget.

With regard to further fabrication works, whilst Members **AGREED** that quotations be requested for consideration at a future meeting, it was felt that any expenditure should be met through Crowdfunding rather than through Town Council budgets.

Cllr. Brooks, returned to the public gallery at 7.10pm

Cllr. Cunard returned to the meeting

151. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 22nd NOVEMBER 2017 (IF AVAILABLE)

The notes of the meeting were not yet available.

152. TO RECEIVE THE RECOMMENDATION FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 12th JUNE 2017 (MIN. 12 REFERS) THAT £500 BE VIRED FROM THE BOGNOR REGIS BRAND BUDGET TO THE PROMS IN THE PARK BUDGET

The Assistant Clerk's report was noted.

Members **RESOLVED** that £500 be vired from the Bognor Regis Brand Budget to the Proms in the Park Budget to fund the expenditure incurred for the provision of a second band at the Proms event.

153. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 19th MARCH 2018

The Assistant Clerk's report was noted.

Following discussion Members **RESOLVED**:

- To hold the Annual Elector's Meeting at 7pm on Monday 19th March 2018, in the Council Chamber at the Town Hall;
- The Agenda should allow for the standard business including approval of the previous Minutes, Annual Report, Accounts and any Resolutions received;
- That no presentations are made to allow for Community Engagement instead;
- Sussex Police & Crime Commissioner, who has already accepted the invitation to attend, shall take questions from the public;
- The Chairman of each Committee be asked to attend to answer any questions from the public.

154. INTERNAL AUDIT INCLUDING: TO REVIEW LETTER OF ENGAGEMENT AND RECONFIRM APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19; TO REVIEW THE 2018/19 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

154.1 To review letter of engagement and reconfirm appointment of internal auditor for 2018/19

The Assistant Clerk's report was noted. Members reviewed the letter of engagement circulated at the meeting and **RESOLVED** to **RECOMMEND APPROVAL** to reconfirm the appointment of Auditing Solutions Ltd. as the Town Council's Internal auditor for 2018/2019.

154.2 The Assistant Clerk's report was noted. Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2018/2019 to the Town Council.

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

The Assistant Clerk's report was noted.

Members considered the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2017/2018.

A Member queried how the transfer from paper to electronic records was progressing. The Town Clerk advised that great inroads to the historic paperwork had been made but there was more to be completed.

A Member asked for confirmation of how Town Council Assets, such as benches, were recorded and if there was a map available to enable them to be identified. The Town Clerk reported that the benches on the seafront included "BRTC" into the ironwork. The situation regarding the more recent bench installations funded through the Ward Allocation was queried and the Town Clerk confirmed that these would not include the identifying metalwork. However, all benches would be included on the asset register and would form part of the routine inspections carried out by Town Force on all Town Council assets. Cllr. Goodheart requested that a copy of the relevant map identifying the benches be provided.

Members subsequently **RESOLVED** to **RECOMMEND** that the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2017/2018 be referred to the Town Council for **APPROVAL**. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

156. TO RATIFY EXPENDITURE OF £100 FROM THE MAYOR'S EXTRA ALLOWANCE AS A DONATION TO ST WILFRID'S HOSPICE IN MEMORY OF THE LATE DOUGAL MACONACHIE, COUNCILLOR FOR BOGNOR REGIS TOWN COUNCIL

The Assistant Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the expenditure of £100 from the Mayor's Extra Allowance as a donation to St Wilfrid's Hospice in memory of the late Dougal Maconachie.

157. TO DISCUSS THE JWAAC HIGHWAYS AND TRANSPORT SUB GROUP AND IMPLICATIONS FOR THE TOWN COUNCIL ARISING FROM POSSIBLE CHANGES TO THE GROUP'S MEMBERSHIP

The Assistant Clerk's report was noted.

Following discussion Members **AGREED** that, as previously advised to JWAAC, the Town Council wished to continue with the Highways and Transport Sub Group. Furthermore, Members would be willing to look at a set up similar to JEAAC i.e. administered by the Town and Parish Councils in the area in that they provide including administrative support for the meeting including the venue, coordinating the agenda and taking minutes and with each Town or Parish Council undertaking the role for one year on a rotational basis.

Members requested that Cllr. Goodheart, who would be attending the next JWAAC meeting on 6th February 2018, relay these comments to the Committee when discussing the future of the Sub Group.

158. TO RECEIVE A REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING AN UPDATE ON THE BID

The Projects Officer's report was noted.

Members discussed at length the reasons for and against becoming a member of the BID company.

Following lengthy debate and a vote, it was **RESOLVED** that the Town Council should not become a member of the BID company.

Members did state that they hoped that the BID Board would extend an invitation to the Town Council to attend Board Meetings as a non-voting observer to facilitate future partnership working between the two organisations.

159. TO RATIFY THE DECISION TAKEN BY THE TOWN CLERK, MAYOR AND CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE TO PROCEED WITH THE ISSUE OF POLLING CARDS FOR BOTH WARD BY-ELECTIONS

The Assistant Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the decision taken by the Town Clerk, Mayor and Chairman of the Policy and Resources Committee to proceed with the issue of Polling Cards for both Ward By-Elections.

160. TO RECEIVE A REPORT FROM THE CIVIC & OFFICE MANAGER ON THE ACTIVITIES OF THE TOWN CRIER INCLUDING CONSIDERATION OF ATTENDANCE AT FUTURE COMPETITIONS

The Civic & Office Manager's report was noted.

Members discussed the matters before them at length and subsequently **RESOLVED:**

- That the Bognor Regis Town Crier be permitted to participate in further competitions, with travel expenses paid from the Town Crier's Budget;
- The decision as to which competitions to be attended will be at the discretion of the Town Crier but expenditure for travelling expenses will not exceed £500 in any financial year;
- Any unused funds from the 2017/18 budget should be earmarked along with any income received for the Town Crier;
- That the Town Crier have two charities, each year, for whom only the basic administration charge of £20 plus VAT for the duration of the event would be payable. Furthermore, Members **AGREED** that

one of these charities should be the Mayor's Charity with the other nominated by the Town Crier;

- That an "Annual Review" with the Town Crier be undertaken in the Autumn each year.

161. TO RECEIVE AN UPDATE ON THE WORKS TO OLBY'S CLOCK AS AGREED AT THE COUNCIL MEETING HELD 3rd JULY 2017 - MIN. 57 REFERS

The Civic & Office Manager's report was noted.

Members welcomed the news that the clock would be reinstalled in the March, when the scaffolding had been removed from the building.

162. TO CONSIDER THE RECOMMENDATION MADE AT THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 22nd JANUARY 2018 THAT FUNDING BE IDENTIFIED FOR A PRIZE OF £100 FOR THE CITIZENS AWARD FOR YOUNG PEOPLE - MIN. 93 REFERS

The Assistant Clerk's report was noted.

The Chairman reported that whilst he acknowledged the motive behind the recommendation, he questioned the level of the proposed award, especially when considering that the recipient of the Mayor's Civic Award receives no financial prize and the maximum awarded to competition winners through the Bognor Regis in Bloom programme was £25.

Following discussion, it was **RESOLVED** that a prize of £25 in vouchers be awarded to the recipient of the Citizen's Award for Young People.

Members proceeded to discuss how this prize should be funded and subsequently **RESOLVED** that this expenditure should be met through the Civic Fund.

163. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £3,040 PLUS VAT FOR 4 X DELL OPTIPLEX 3050 REPLACEMENT PCs INCLUDING INSTALLATION AS PART OF THE ON-GOING ROLLING REPLACEMENT PROGRAMME

The Town Clerk's report was noted.

Following discussion, Members **RESOLVED** to **RATIFY** the cost of purchase and installation of 4 x Dell OptiPlex 3050 replacement PCs at £3,040 plus VAT.

164. FINANCIAL REPORTS INCLUDING: -

164.1 To note Committee I&E Reports for the month of December 2017 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of December 2017.

164.2 To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of November and December 2017, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

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

165. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists.

Cllr. Goodheart requested a copy of the Wayne Hemmingway email, a redacted copy of the letter from the local young person and the email from WSCC regarding changes to grant funding.

Cllr. Cosgrove requested a copy of the Wayne Hemmingway email and a redacted copy of the letter from the local young person.

166. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Due to the previously declared interests, Cllrs. Cunard and Mrs. Daniells left the meeting at 7.46pm

Director's report, any urgent actions taken for ratification

The Director's Report was noted and actions taken as detailed were **RATIFIED**.

A Member asked for an update on the Schedule of Works. The Town Clerk reported that these are now nearing completion, but it was noted that no further action will be taken regarding a review of the Managing Agent services going forward, until the outstanding issue arising during the current Agent's tenure is fully resolved.

It was reported that an element of this agenda item would need to be discussed under Confidential Business as it related to a contractual matter.

167. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 31.1) - (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.31.1) - Agenda items 27 and 29 (contractual).

168. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

The Town Clerk gave a verbal report to Members on two issues relating the Kiosk, 1a Linden Road, which is now vacant.

Following discussion, Members **RESOLVED** to take action as detailed in the Confidential Minute, appended to the file Minutes.

A Member did suggest that whilst the Kiosk is vacant, consideration be given to the use of the space for promotion of the Town Council and events. Furthermore, it was suggested that should no tenant be found, the space be utilised on a permanent basis for Town Council activities although it was acknowledged that the lost income would have to be found from elsewhere.

Cllrs. Cunard and Mrs. Daniells returned to the meeting at 8.15pm

169. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee noted the list (confidential).

The Meeting closed at 8.17pm

Committee: Policy and Resources**Date: 9th April 2018****Report by: Town Force Manager****Subject: Update on Town Force Activities**

Update on the Street Scene Partnership with West Sussex County Council.

Despite chasing there has been no response from the Cabinet Member for Highways so it still remains unclear whether WSCC contribution can be used for graffiti removal from non-highway assets. In the meantime, the team continues with removing graffiti from all types of properties as per the original terms of the agreement.

Planting.

The phormiums on the Arun Leisure Centre roundabout have now been removed and the beds replanted with a mixture of Euonymous, Cornus Alba Sibirica and Carpet Roses.

One of the half-moon beds on the Orchard Way roundabout is difficult to rotovate due to extensive tree roots. As we have been given a boat to plant up, it was suggested that it could be placed on the roundabout to solve the issue. For consistency, the other half-moon bed on the roundabout would also need to be replaced with a boat. Having successfully sourced one from Chichester Harbour, we are looking to implement the changes in time for the summer planting.

There was no charge for the boat but as the Town Council made a donation of £50 to the Harbour in return for five boats in 2013, I would ask the Members to consider making a donation this time as well.

RECOMENDATION:

To consider making a donation to Chichester Harbour Conservancy for their generosity.

Sponsored planting.

NL Autos, Mamma Mia Pizza & Pasta Restaurant, LuvSweeties and Highfield Launderette have all renewed for 3 years. Post Newspapers Ltd. and Luv Carpets have renewed for 1 year.

Mamma Mia Pizza & Pasta Restaurant have taken on a second site – Longford Road planter for 3 years.

Posh Paws Nail & Beauty Ltd. have taken on a third site – Orchard Way roundabout for a year.

AC Letting are moving from Orchard Way roundabout to the A29 / Shripney Road planter on 13th April.

Signwizz and Allen's Yard did not renew their contracts.

Sites remaining to be let: Chichester Road planter (£150+VAT per quarter), Squareabout boat facing Victoria Drive (£352.70+VAT per quarter) and after 13th April, a site on Orchard Way roundabout (£262+VAT per quarter).

Yard & equipment maintenance.

- The yard floor has been repainted in line with the lease requirements.
- Annual test of the burglar alarm has been carried out by Arundel Alarms.
- Pallet truck has had its annual inspection.
- The cherry picker has passed its 6 monthly LOLER inspection without needing repairs.

Training.

Two members of staff are booked onto a 2 day NRSWA highway course and all staff will be attending an abrasive wheels course next week.

Odd Jobs for 3rd parties (extra revenue).

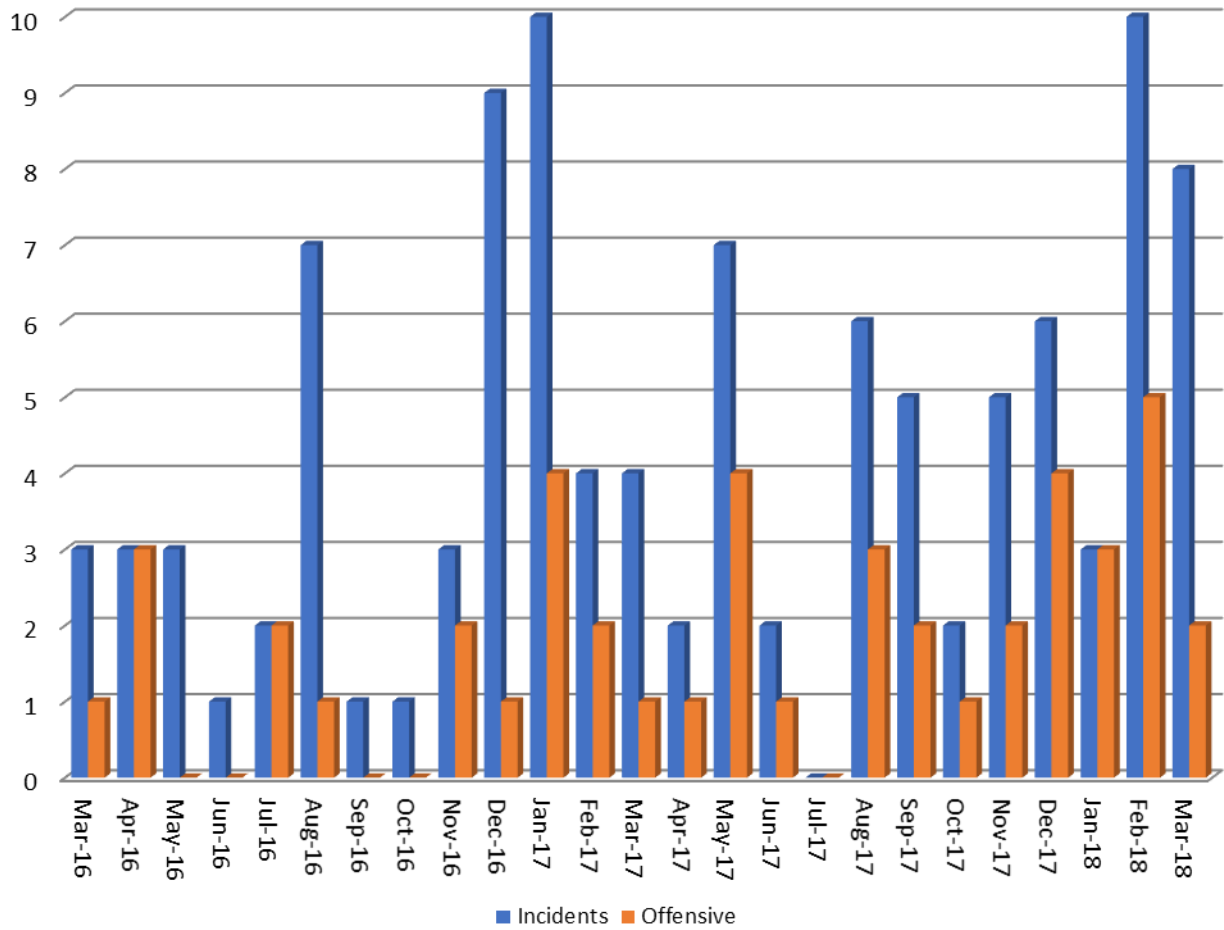
* Bognor Pier Co.- replacement of rotten wood and painting the front of the cinema kiosk. Weekly inspections of the vacant premises until they are let.

Examples of other jobs.

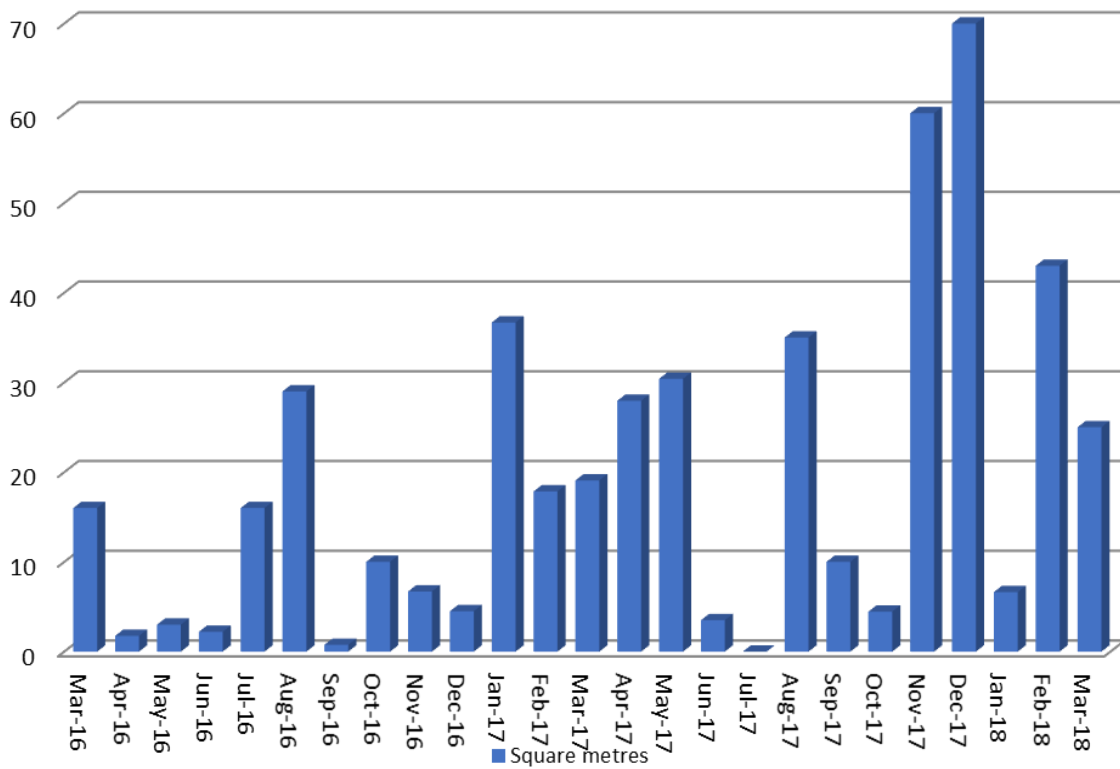
In addition to the routine jobs, Town Force have also repaired and painted the seafront showers ready for the spring/summer season, cleared moss from the soil patch at the weather station, delivered interpretative sign to the Theatre, stained BRTC bench at South Bersted Playing field, painted the hoardings at Store 21, cleaned walls of Orchard Way subway, painted the yard floor, repaired woodwork of the Theatre planters, deep cleaned inside of the vans, tested the beacon burners, put grit down in all 3 subways and around the Town Hall, commenced watering town centre trees, done a quote for Arundel Town Council for various jobs (potential income of some £10k), reduced height of the allotment hedge, removed a dead bird from above JD Sports, checked the town alleyways for graffiti and removed various graffiti incidents, secured fallen Christmas lights from the top of London Road, removed a range of graffiti and done odd jobs at the allotments.

Street Scene Partnership Graffiti statistics.

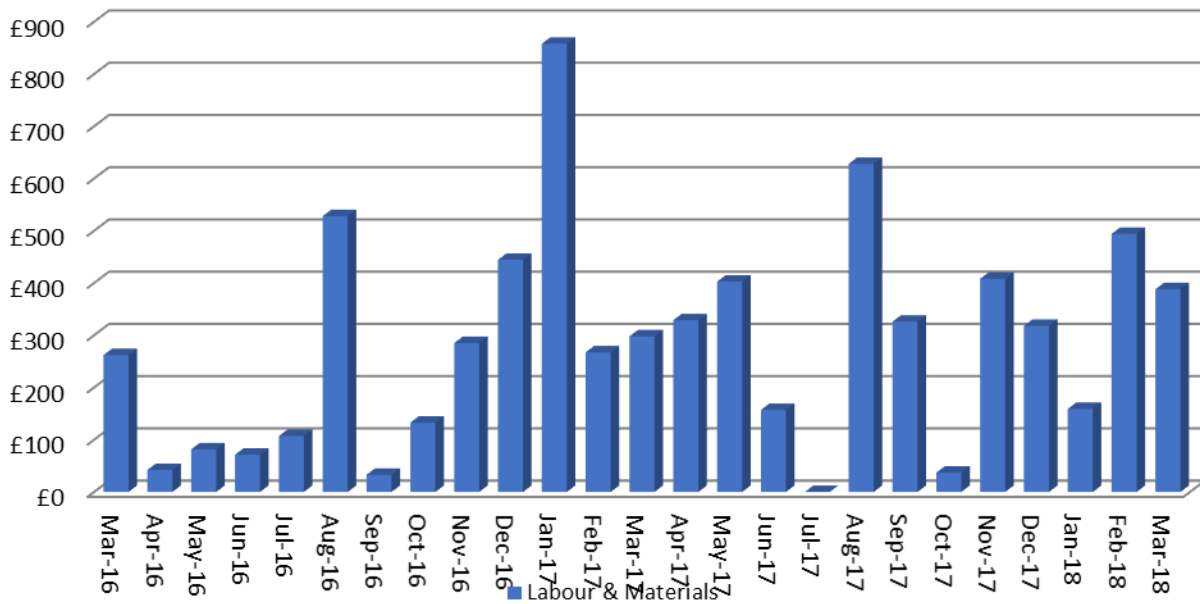
Incidents: 1 March 2016 - 26 March 2018



Square metres: 1 March 2016 - 26 March 2018



Labour & Materials: 1 March 2016 - 26 March 2018



Committee: Policy and Resources

Date: 9th April 2018

Report by: Town Force Manager

Subject: Sponsorship Sites

Floral sites not included within the sponsorship programme.

In 2013, I was tasked with maximising the sponsorship income from floral sites and at that time, as many sites were included in the scheme as possible. This has led to an increase of sponsorship income of some £6,000.

As Members will recall, at the meeting of this Committee held on 5th February, a Member suggested during public question time that consideration be given to utilising all planters for either sponsorship or promotion of the 2 Hour Free Parking Scheme (Min. 144 refers). With regard to the Queensway area, Members should note that there are already signs promoting the 2 Hr Free Parking Scheme at this location and a request has been submitted to ADC for more signs on posts to be installed.

Members are invited to note that the following floral sites are not included in the sponsorship scheme due to the reasons below:

2 x Seafront beds – Owner wouldn't permit sponsorship/signage.

Jubilee Crown – Sponsorship/signage wouldn't be appropriate as the bed is a permanent commemoration of the Queen's Golden Jubilee.

Gloucester Road wall – Owner wouldn't permit sponsorship/signage. The site is also a collision hot spot.

9 x Aldwick Road planters – Brick planters situated in front of the shops, some are on private land assigned to the shop unit, others are on Highway land. Sponsor signs would be very small and visibility restricted due to the cars parked alongside the road. Obtaining permissions from the shops would be difficult and sponsorship income negligent.

19 x Theatre planters – Relocated from London Road where they could no longer stay. The Theatre kindly agreed to have them around the building and contribute towards their upkeep. Sponsorship would not be appropriate.

2 x West Street planters – Also relocated from London Road. One planter has a directional sign on it pointing to the Museum – an arrangement agreed in support of this local facility. Sponsorship would not be appropriate.

8 x Queensway planters – The previous wooden planters were advertised for sponsorship for 4 years (cost of £200 + VAT p.a. plus the cost of signage for each planter). During this time, only 2 enquiries were received. This is believed to be due to the signs being at a low level and obstructed by the cars parked in the parking bays along Queensway. When the planters reached the end of their life and no more repairs could be carried out to repair the rotten structure, taking into account the lack of interest in sponsoring the planters, a decision was made to purchase planters made out of recycled plastic (long lifespan) and remove them from the scheme to keep the containers free from holes / glue residue etc.

There are only 2 ways of attaching signs to the planters, both of which will permanently impact the structure:

Option 1- drilling holes into the planter: manufacturer advised that any hole made in the planter below the overflow/bleed hole on the planter will cause a leakage from the newly drilled hole. Brown discharge from the wet soil and eventually the rust from the screws could stain the sign and the planter resulting in a poorly looking container. It is also possible that once the sign is removed, a shadow will be left on the planter where the sun has faded the rest of the planter.

Option 2- using an adhesive: manufacturer advised that a sticker would be more suited to a non-permanent fixing but once removed there may be some adhesive residue. Although this could possibly be removed with a solvent, it will attract dust/dirt to that area. The planters are slightly curved, not straight and therefore quite a lot of adhesive would be required. It is also possible that once the sign is removed, a shadow will be left on the planter where the sun has faded the rest of the planter.

Job centre planters and tier planters at the railway station, job centre and the library – Planters are made out of recycled plastic and not in the scheme due to the reasons mentioned above.

DECISION

Do Members **AGREE** that all the Queensway planters should be re-advertised for sponsorship and if so, should screws or adhesive be used to affix the signs?

If Members are minded to re-advertise the Queensway planters, do they **AGREE** that sponsorship of £200 plus VAT be levied per planter per annum plus the cost of the signs?

Do Members **AGREE** that all or some of the Queensway planters be attached with signs promoting the 2 Hour Free Parking Scheme and if so, should screws or adhesive be used to affix them? Furthermore, Members are invited to confirm how the signs and the installation costs should be funded.

Vacant floral sites included in the sponsorship scheme.

As the sponsorship income offsets, the cost of Town Force, plants and plant maintenance, it is crucial that all vacant sponsored sites advertise availability of the site for sponsorship and potential sponsors are not distracted by other signs.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 9th APRIL 2018**

AGENDA ITEM 7 - TO NOTE AND RECEIVE A REPORT REGARDING THE REFORM OF DATA PROTECTION LEGISLATION AND INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATION IN MAY 2018 - MIN. 147 REFERS

REPORT BY DEPUTY CLERK

FOR DECISION

As Members will recall, at the last meeting of this Committee, a report was provided, and information circulated regarding the forthcoming General Data Protection Regulations (GDPR), legislation that will replace the Data Protection Act 1998 and instruct how data is managed by the Town Council (Min. 147 refers).

One of the initial tasks to be undertaken is a review of all data held, the reason for it's retention and how it will be managed and controlled.

A summary resulting from this initial task is attached as **APPENDIX 1** and Members are asked to review this document and agree with its content.

It should be noted that a change in the way that email/website enquiries are handled will also result from the GDPR. Currently, for instance, when contacted by a member of the public on an issue that is the responsibility of ADC or WSCC, the communication is forwarded to the third party for response. In future, this will not be possible, and a response will need to be sent signposting to whom the enquiry should be referred, unless express permission has been given to pass on details to third parties. Work is currently underway to review all documentation issued by the Town Council where it will be appropriate and necessary to include consent and privacy notices.

The Deputy Clerk and Civic & Office Manager will be attending a briefing session on the GDPR organised by ADC later in the month.

An absolute requirement from the GDPR is for the Town Council to appoint a Data Protection Officer (DPO). In their recent GDPR Toolkit, NALC state:

However most clerks and RFOs cannot be designated as a council's DPO. This is because although they may satisfy some requirements of the DPO job, they will not satisfy all of them. There can also be a conflict of interest between the role of a clerk and RFO and that of a DPO and these types of conflicts should be avoided.

Therefore, investigations have been undertaken for external DPO services to which the Town Council may contract out the role. There are very few companies that are currently offering the service, although this may grow as the GDPR gathers momentum. Two companies have been identified who can offer

the services of the DPO although there are great differences in the information that has been supplied about the exact activities to be undertaken.

Company A

Service to include:

- Provision of DPO function
- To assist with ongoing compliance
- To act as the point of contact and help for the Council to comply with requests and deal with breaches
- Councils will receive dedicated updates to forms, policies and briefings
- Council will receive a Service Level Agreement
- To inform and advise the Council and its employees about their obligations to comply with the GDPR and other data protection laws
- To monitor compliance with the GDPR and other data protection laws including managing internal data protection activities, advise on data protection impact assessments, train staff and conduct internal audits
- To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc)
- Provide privacy notices and consent forms and policies
- Monitor ongoing compliance
- Provide up to date guidance including unlimited helpline calls and emails
- Help manage access requests or requests made under the other powers for individuals
- Provide IT recommendations and identify solutions for data security

The above service would be provided at a cost of £300 per annum

The service can be upgraded to include:

- A visit at least annually to check compliance and IT security and provide a report of further compliance

The cost for the service including the visit, inspection and resulting report would be £650 per annum.

Company B

- Access to support from online services
- Impact Assessment subject to an individual consultation and bespoke recommendations
- Quarterly visit from the DPO

The cost for the service including the quarterly visit would be £2,000 per annum.

It is the Officer recommendation that the service chosen include the inspection and visit, to ensure full compliance with the legislation and to confirm that Council procedures are robust.

It should be noted that no budget has been identified for this expenditure, and Members will need to confirm how this is to be accounted for.

Continued.....

DECISION

Do Members **AGREE** to outsource the function of Data Protection Officer with associated support to Company A or Company B with the resulting costs as noted above?

Furthermore, Members are invited to **AGREE** the budget through which the expenditure agreed above should be funded?

Finally, Members are asked to note that Officers are liaising with the Council's suppliers regarding data protection. For example, Capita who provide the payroll function for the Town Council and manage the Local Government Pension Scheme, will be advising the Town Council of the security measures to be undertaken when transmitting details such as salaries, pension information etc.

General Data Protection Regulation (GDPR) 2018

1. Awareness
 Data Protection Officer (DPO) – External appointment to be confirmed

2. Information Held

Reason for Data to be Held	Data Held	Where Held	Provided By	Shared With	Retention Period	Action Required
Legitimate Interest for the administration of the Allotments	Allotment Tenants' name, address, email addresses and telephone number	Excel Spreadsheet only accessible through Town Council server protected by firewall and security managed by expert contractor	Allotment Holder at point of signing Tenancy Agreement	No One	Indefinitely for the purposes of audit	Consent Form & Privacy Notice
Legitimate Interest for the management and liaison with allotment tenants	Allotment Tenants' Representatives contact telephone number and email addresses	Town Council Offices and on server protected by firewall and security managed by expert contractor	Tenants' Representative	Allotment Tenants – both existing and prospective	Whilst appointed as Tenants' Representative	Consent Form & Privacy Notice
Legitimate Interest for invitation to civic events such as Mayor's Reception, Twinning Reception, Mayor's service	Civic Database including name, address, email addresses and telephone number for local groups and organisations, dignitaries and residents of note	Access Database only accessible through Town Council server protected by firewall and security managed by expert contractor	Local groups, organisations, dignitaries and residents of note. Much is available to public on the web as local organisations and groups	No One	Indefinitely whilst appropriate but to be removed on request	Consent Form & Privacy Notice Must have an opt out option when sending out mailing lists
Legitimate Interest for invitation to Remembrance Sunday service only	Remembrance Sunday Database including name, address, email addresses and telephone number for local groups and organisations, dignitaries and residents of note	Access Database only accessible through Town Council server protected by firewall and security managed by expert contractor	Local groups, organisations, dignitaries and residents of note. Much is available to public on the web as local organisations and groups	No One	Indefinitely whilst appropriate but to be removed on request	Consent Form & Privacy Notice

Reason for Data to be Held	Data Held	Where Held	Provided By	Shared With	Retention Period	Action Required
Legitimate Interest as Town Councillors	Councillors' name, address, email, telephone numbers	Website and hard copy	Councillor	Visitors to website	Whilst an elected Member	None
Legitimate Interest to answer queries and assist residents	Electors names, addresses, contact telephone numbers, email addresses following communication to Town Council	Outlook and/or Microsoft Office only accessible through Town Council server protected by firewall and security managed by expert contractor Possible paper version retained in Parish Office	Correspondent	Councillors if absolutely necessary for them to carry their duties but no other parties	Indefinitely	Consent on website form Privacy on website form Agreed policy for staff to follow to deal with enquiries
Legitimate Interest to administer the In Bloom initiative	In Bloom entrants names/addresses/contact telephone numbers/email addresses	Microsoft Office only accessible through Town Council server protected by firewall and security managed by expert contractor	In Bloom entrant	Bognor Regis In Bloom Working Group	Physical - for year of entry only Digital - indefinitely	Consent and privacy on entrant application form
Legitimate Interest to determine applications for Grant Aid support	Grant Aid applicants including names/addresses/contact telephone numbers/email addresses	Paper copies retained in Town Council Office Digital retention of addresses etc from letters held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor	Grant Aid applicant	No one other than applicants names (usually organisations) published on website to comply with transparency requirements	Physical & Digital - indefinitely for audit	Consent and Privacy on application form

Reason for Data to be Held	Data Held	Where Held	Provided By	Shared With	Retention Period	Action Required
Legitimate Interest to facilitate sponsorship of events/floral schemes	Sponsors names/addresses/contact telephone numbers/email addresses	Paper copies of sponsorship agreements retained in Town Council Office Digital retention of addresses etc held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor	Sponsor	No One	Seven years after end of agreement for audit purposes	Privacy Notice
Legitimate Interest for the identification of residents within the 6 Wards	Electoral Roll	Paper Copies retained only	Local Authority	As designated by legislation	Disposed of annually upon receipt of new listing	None
Legitimate Interest to facilitate entry into the Drive Through Time event only	Drive Through Time entrants' names, addresses, vehicle details including registration	Paper copies held in Town Council office Digital retention of addresses etc held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor	Drive Through Time Entrants	No One	Paper copies – until after event Digital – indefinitely	Consent Form & Privacy Notice on entrant application Must have an opt out option when sending out mailing lists
Legitimate Interest for the recruitment process	Applicants for Jobs including names, addresses, employment history	Paper copies held in Town Council office If application submitted by email, digital retention of application form held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor	Applicants	No One	Two years On rejection, digital copies destroyed	Consent Form & Privacy Notice on application form

Reason for Data to be Held	Data Held	Where Held	Provided By	Shared With	Retention Period	Action Required
<p>Legitimate Interest for the administration of staff, administration of pension scheme members (past and present), payroll, HMRC</p>	<p>Staff details (current and previous) including names, addresses, contact details, salary, HMRC, absence/sickness records etc (inc. co-opted, non-voting Committee Members</p>	<p>Paper copies held in Town Council office</p> <p>Digital retention of application form held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor</p>	<p>Employee,</p>	<p>WCC Capita for purpose of payroll and pension administration</p>	<p>Application Form - Length of employment</p> <p>References - One year</p> <p>Payroll & tax - six years</p> <p>Absence records - three years</p> <p>Appraisal record - five years</p> <p>Disciplinary record- one year after end of employment</p> <p>Summary of employment - Ten years after end of employment</p>	<p>Consent Form & Privacy Notice</p>
<p>Legitimate Interest to carry out the works as requested by the client</p>	<p>Town Force client details (commercial work) inc contact names, address, email and telephone</p>	<p>Paper copies held in Town Council office</p> <p>Digital retention of invoices held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor</p>	<p>Client</p>	<p>No One other than Town Council Accountant and Internal Auditor who have sight of paper copies for financial management & inspection purposes only</p>	<p>Six years for VAT records</p>	<p>Consent Form & Privacy Notice</p>

Reason for Data to be Held	Data Held	Where Held	Provided By	Shared With	Retention Period	Action Required
Legitimate Interest to carry out the Town Council's functions	All Town Council Suppliers inc contact names, address, email and telephone	Paper copies held in Town Council office Digital retention of invoices held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor	Suppliers	No One other than Town Council Accountant and Internal Auditor who have sight of paper copies for financial management & inspection purposes only	Six years for VAT records	Consent Form & Privacy Notice

3. Communicating Privacy Information
 All actions as detailed under "Action Required" column above
 Town Council's Privacy Notice to be published on website
4. Individuals' Rights
 All requests to delete personal data or provide electronically will be managed by the DPO
 All those making requests will be supplied with details of retention periods as noted above
5. Subjects Access Request
 See 4 above
6. Legal Basis for Processing Personal Data
 Bognor Regis Town Council does not "process" data but retains details and "controls" data to enable the discharge of functions such as events, allotments, personnel etc.
7. Consent
 Where data is to be requested, consent needs to be incorporated into existing documentation as noted under Section 3
8. Children
 There will not be any need for Bognor Regis Town Council to gather data regarding children, as defined by those under the age of 13
9. Data Breaches
 - i) All breaches are to be notified to the DPO immediately
 - ii) DPO will be responsible for notifying ICO of any breaches if necessary
 - iii) Breaches that will be reportable to the ICO i.e. where the individual is likely to suffer some form of damage, such as identity theft or a confidentiality breach, will be restricted to the data included on recruitment application forms
10. Data Protection Impact Assessment (DPIA)
 Due to the limited data retained by Bognor Regis Town Council and the restricted nature of its use, it is unlikely that any DPIA's will be necessary
11. As noted above, an external contractor will be designated as the Town Council's Data Protection Officer
12. The Town Council does not operate internationally

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 9th APRIL 2018**

AGENDA ITEM 8 - TO RECEIVE THE NOTES OF THE CAR PARKING STRATEGY WORKING GROUP MEETINGS HELD 20th FEBRUARY AND 21st MARCH 2018

REPORT BY PROJECTS OFFICER

**FOR INFORMATION
AND DECISION**

Members are invited to receive the notes of the recent meetings of the Car Parking Strategy Working Group (attached as **Appendix 1** and **2**) including the following **RECOMMENDATIONS**:

- i. Members of the Car Parking Strategy Working Group would like to fix a small informative sticker to promote the 2hr Free Parking Scheme to the relevant pay and display machines and would seek the permission of ADC to do this.

After discussion the group **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a letter be sent to Arun District Council to seek the relevant permissions.

- ii. Members of the Car Parking Strategy Working Group would like WSCC to consider providing free or low-cost sponsorship for the promotion of the 2hr Free Parking Scheme on out of town grass verges or roundabouts.

After discussion the group **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a letter be sent to WSCC with this request.

- iii. The Civic Society are drafting a letter in response to a reply from WSCC to previous correspondence and has asked the Car Parking Strategy Working Group to support this.

After discussion the group **AGREED** to **RECOMMEND** in principle to the Policy and Resources Committee that a letter of support be sent to WSCC endorsing the views of the Civic Society subject to the approval of the final draft.

DECISIONS

Do Members **AGREE** that a letter be sent to Arun District Council to seek the relevant permissions to fix a small informative sticker to promote the 2hr Free Parking Scheme to the relevant pay and display machines?

Do Members **AGREE** that a letter be sent to WSCC requesting consideration of providing free or low-cost sponsorship for the promotion of the 2hr Free Parking Scheme on out of town grass verges or roundabouts?

Do Members **AGREE** in principle that a letter of support be sent to WSCC endorsing the views of the Civic Society subject to the approval by the Working Group of the final draft?

NOTES OF THE
CAR PARKING STRATEGY WORKING GROUP
HELD ON TUESDAY 20th FEBRUARY 2018

PRESENT: Cllr. P. Dillon (PD) Chairman (Bognor Regis Town Council)
Cllr. J. Brooks (JB) (Bognor Regis Town Council)
Cllr. T. Gardiner (TG) (Bognor Regis Town Council)
Hugh Coster (HC) (Civic Society)
Ray Abrahams (RA) (Federation Small Businesses)
Paul Wells (PW) (Traders Association)

IN ATTENDANCE: Mrs. S. Hodgson (SH) (Projects Officer, Bognor Regis Town Council)

The Meeting opened at 3.00pm

1. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. Apologies for absence had been received from; Cllrs. M. Smith and P. Woodall (Bognor Regis Town Council), Cllr. B Lanzer (West Sussex County Council), Toyubur Rahman (Town Centre Manager) and Glenna Frost (Town Clerk, Bognor Regis Town Council)

2. TO NOTE THE NOTES OF THE MEETING HELD ON 8th NOVEMBER 2017 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

2.1 The notes of the meeting held 8th November 2017 were **NOTED** and the following points raised;

Item 2.1: Members were asked to note that going forward, the BID Company will take over the administration of the 2hr Free Parking Disc Scheme. Members asked for clarification on how the Town Council could be assured a say in any future negotiation process should the BID ask for a financial contribution from the Town Council towards the scheme; especially, as PW advised, that the Traders Association would be wound up and be incorporated into the BID Company when the BID comes into being on 1st April 2018. SH advised that there was a pre-launch BID meeting shortly at which the BID Business Plan would be reviewed by its members and hopefully there would be more information on how the scheme would be funded and administered. SH further advised that the Town Council are not BID Members and in future will only be able to attend any BID Board meetings as an invited guest, in an advisory capacity, and will have no authority to influence or vote on any decisions. As JB and SH are representatives of the Town Council to the BID, they will monitor the situation and report any update back to the Working Group at the next meeting.

Item 3: RA had offered some funding towards stickers for the pay and display machines to promote the 2hr Free Parking scheme subject to permissions. PW reported that contact had been made with the Outdoor

Services Manager at Arun District Council and he was awaiting a response.

Cllr. Bob. Lanzer (BL) (West Sussex County Council) had offered to investigate if there was anything West Sussex County Council could offer by way of support as a contribution to the scheme. Members asked about remaining funds from section 106 to cover the cost of a free sign on an out of town roundabout or to provide a sign at no cost. SH read out the response from BL:

"The S106 money referred to was we believe time-restricted and was used in the most part on the regeneration works in the town centre more than two years ago. The funding was provided to Arun District Council (ADC) who managed and delivered the works. Other funding contributions delivered by the Sainsbury's site were tied into specific conditions and therefore could not have been used (bus provision for example).

In terms of funding any sign out of existing revenue budgets, I am afraid that this would not be possible as due to limited budgets we are targeting safety and regulatory signs only at present. This is a position we have reinforced on a number of occasions. We have supported this parking scheme previously by working with ADC (Arun District Council) around sign design and installation at specific sites throughout the town. The County Council also awarded £180,000 towards the regeneration of the town through its Kick Start programme. I would be happy to advise on any additional locations should they be requested.

The response was noted.

Promotion: PW gave an update of the 2018 2hr Free Parking Disc sales and reported that since the launch in December, 21,000 discs had been sold. A joint promotion over the Christmas period in partnership with the Town Council Switch-On event and the Town Centre Manager Ice Rink had been very successful. The promotion had included advertising on local radio and newspapers, flyers and posters. HC asked PW if he could provide him with a comprehensive list of any planned marketing going forward.

JB reported that a list provided to him by the Town Council's Town Force Manager highlighted some available sponsor sites throughout the Town that he felt could be used to promote the scheme further. Discussion followed including the possibility of funding a site on either a Town centre or out-of-town roundabout. SH confirmed the promotion budget was currently £661.00 and RA again offered some funding with the understanding that it included the FSB logo.

It was **AGREED** that the Chairman would liaise with the Town Force Manager to obtain permission to utilise any available sponsor sites for promotion of the scheme until other sponsors could be found and to also investigate the costs of roundabout sponsorship with appropriate recommendation to the Policy & Resources Committee to follow.

SH reminded members that from April the discs would become the remit of the BID Company and whilst the Town Council will continue to support and promote the scheme, the lead should come from them. Members **AGREED** to continue to promote the scheme independently until the BID comes into operation on the 1st April 2018 and will then liaise with them.

Item 4: Members were asked to note the change of name for the group as agreed by the Town Council's Policy and Resources Committee to the "Car Parking Strategy Working Group".

3. UPDATE ON RESPONSE FROM ARUN DISTRICT COUNCIL REGARDING SUPPORT AND EXTENDING THE 2HR FREE PARKING SCHEME

(PW left the meeting during this item)

A letter had been sent to the Chief Executive of Arun District Council on behalf of the group urging ADC to consider giving serious consideration to extending the scheme to include all ground level car parks when negotiations begin for 2019.

SH read out the response:

"Thank you for your letter 12th December 2017 regarding the 2 Hour Free Parking disc scheme. Your letter and its contents are noted"

After discussion the group **AGREED** that there was no further action to be taken at this time.

4. UPDATE ON RESPONSE FROM WEST SUSSEX COUNTY COUNCIL REGARDING COVERS AND ROLL-OVER FACILITY FOR PAY AND DISPLAY MACHINES

JB had previously raised the issue that the pay and display machines on the seafront did not have a rollover facility in operation as promised. He would also like to see the covers that go on the signs over the October – March period to read Free Parking – not Out of Order. BL had agreed to investigate both points.

SH read out his responses:

"To change the signs on the existing meter covers to read 'free parking' or something similar would require the purchase of new bags. A new bag with bespoke sign would cost in the region of £200 each and there are five machines. As it currently stands, this is not financially viable although we have asked that this be considered when the bags require changing.

Currently all of the on-street West Sussex machines are set up on a Decrementing Linear Tariff which enables customers to purchase the required time for the amount paid, with a carry-over option in place at each location."

JB was encouraged to hear that the carry-over option had been installed and would check that this was the case on all pay and display machines in the area.

Members were disappointed that the covers for the pay and display machines could not be changed as that "Free Parking from 30th Sept – 31st March" sent a more positive message than "Machine Not Working." The group **AGREED** to seek permission from WSCC to allow them to put their own sign over the bags.

5. UPDATE ON RESPONSE FROM WEST SUSSEX COUNTY COUNCIL REGARDING A LETTER SENT FROM THE CIVIC SOCIETY – 1ST DECEMBER 2016

A copy of the response was circulated. (**Appended to these Notes as Appendix 1**). HC was very unhappy with the response and stated his disappointment that the Civic Society had not received the original reply or indeed a copy direct. As this was the first time he had seen the letter he asked for more time to consider his response. SH reminded HC that any response from him directly should make clear it is from the Civic Society. Should the Working Group wish to respond it would require the agreement of the Town Council's Policy and Resources Committee.

6. FUTURE STRATEGY FOR THE WORKING GROUP

The Chairman left the meeting during this item and handed the Chair to Cllr. Brooks.

Following discussion, it was **AGREED** that the remit for the Car Parking Strategy Working Group would be:

To monitor and make representation on all parking matters within the 6 wards of Bognor Regis through liaison with the relevant partners.

Members further **AGREED** to make a recommendation to the BID Company to consider taking ownership of the Fitzleet Car Park from Arun District Council. As the flagship car park for the Town the Working Group believe it could be operated more efficiently under the BID and provide them with a regular income stream.

6. DATE OF NEXT MEETING

Members would like to have a meeting before the Traders Association incorporate themselves into the BID Company on the 1st April 2018, and therefore, the meeting was set for Wednesday 21st March 2018 at 3.00pm subject to venue availability.

The Meeting closed at 4.10pm.

**Car Parking Strategy WG
28th Feb 2018 - Appendix 1**

**Response from West Sussex County Council regarding a letter sent
from the Civic Society – 1st December 2016**

"Dear Mr Coster,

Thank you for your letter dated the 1 December 2016.

I am sorry that you feel as though Bognor Regis has been 'singled out' with regard to charged parking and can assure you that this is not the case. The current scheme in Bognor Regis was only introduced by the Council after a lengthy and comprehensive consultation with various parties and similar exercises did also take place in Arundel and Littlehampton, although in these towns work was ceased at an early stage. I am particularly intrigued by your reference to Arundel because as I recall, the reason proposals did not proceed was simply because the road space is so constricted that residents and businesses were not in agreement about how it should be shared. At no point did officers accept the argument that the proposals would damage trade and tourism and there is no evidence that I am aware of that demonstrates that on-street parking charges have this effect elsewhere.

Our current view is that the modest on-street charging in Bognor Regis perfectly complements the off-street parking arrangements managed by Arun District Council. In a nutshell we are seeking to encourage long-stay off-street parking in the car parks and short-stay parking on-street. At the moment, this arrangement allows us to demand manage the parking where it is needed, so as to provide regular turnover (for shoppers), avoid commuter parking, to maintain capacity and minimise congestion. If there were to be additional free parking with time limits, it would still need to be enforced by Arun District Council (ADC) and therefore would need to be self-financing. Furthermore, with more free parking, it would be very difficult to have time constraints that manage parking in the same way as paid parking and this could actually result in increased congestion in the town centre. In short, if the on-street parking is too cheap, or free, then the streets could easily become heavily congested with circulating traffic which is looking for that free or cheap parking.

Whilst the two-hour free parking in the car parks is welcome, because it should encourage more cars into the car parks, I am not sure that the scheme on its own is the best way to achieve this goal. I say this because people tell me it is a bit complicated – especially for new visitors to the town. Having said that, it is clear that ADC's strategy of encouraging more parking in the car parks perfectly reflects the traffic management objectives in our own Integrated Parking Strategy. Naturally we work with our colleagues at ADC to make sure this works as well as possible.

With regard to the street markings within the parking scheme, it may interest you to know that the Council does already have an agreement with ADC, whereby waiting restrictions may be refreshed by ADC if it is considered that this is enforcement critical. However, there is a set annual

budget for this type of work and so a town-wide refresh would unfortunately not be possible. Any member of the public may report faded white/yellow lines directly to West Sussex County Council via the Love West Sussex facility (see below):

<https://www.westsussex.gov.uk/roads-and-travel/report-a-problem-with-a-road-or-pavement/#report-problems-online>

In sum, I can assure you that the Council is actively contributing toward the regeneration of Bognor Regis although I do not necessarily agree that the provision of additional free on-street parking would support this objective."

NOTES OF THE
CAR PARKING STRATEGY WORKING GROUP
HELD ON WEDNESDAY 21st MARCH 2018

PRESENT: Cllr. J. Brooks (JB) (Bognor Regis Town Council)
Cllr. T. Gardiner (TG) (Bognor Regis Town Council)
Hugh Coster (HC) (Civic Society)
Ray Abrahams (RA) (Federation Small Businesses)

IN ATTENDANCE: Mrs. S. Hodgson (SH) (Projects Officer, Bognor Regis Town Council)

The Meeting opened at 3.30pm

1. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

Apologies for absence had been received from; Cllrs. P. Dillon (Chairman), M. Smith and P. Woodall (Bognor Regis Town Council), Cllr. B Lanzer (West Sussex County Council). Mr. T. Rahman (Town Centre Manager), Mr. P. Wells and Mr. C. Heaps (Traders Association) and Mrs. G. Frost (Town Clerk, Bognor Regis Town Council).

In the absence of the Chairman, Cllr. Dillon, the group **AGREED** for Cllr. Brooks to take the Chair and he welcomed everyone to the meeting.

2. TO NOTE THE NOTES OF THE MEETING HELD ON 20th FEBRUARY 2018 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

2.1 The notes of the meeting held 20th February 2018 were **NOTED** and the following points raised;

Item 2.1: RA had received the following response from CH regarding stickers for the car parking payment machines:

“We have inspected the payment machines in the car park and concluded that they don’t need any additional marketing materials so would it be possible to direct the funds offered by the FSB towards banners instead?”

(pricing costs for the banners were also made available).

HC was not in agreement with the conclusion and felt there would in fact be plenty of space on the machines to fix a small informative sticker to promote the 2hr Free Parking Scheme. Furthermore, he felt that a banner was not a suitable alternative.

After discussion the group **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a letter be sent to Arun District Council to seek the relevant permissions.

RA confirmed that the funding amount available from the Federation of Small Businesses was £450.00. This was noted, and RA was thanked for the generous donation.

Item 2.1-3: HC felt the response from BL regarding use of the roundabouts and grass verges was not sufficient and proposed that the group write a more direct letter to him to ask if West Sussex County Council would consider providing free or low-cost sponsorship for the promotion of the 2hr Free Parking Scheme on out of Town grass verges or roundabouts.

After discussion the group **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a letter be sent to Bob Lanzer at WSCC with this request.

Item 3. HC expressed his concerns regarding the response from ADC and was not confident that the group should leave promotion of the 2hr hour scheme and the proposal to extend the scheme to additional car parks to the BID. Other members felt that as the Traders Association would be integrating into the BID from the 1st April, negotiations with ADC would now be their remit. TG felt the group should not be challenging a decision that had been agreed at the last meeting.

3. UPDATE ON RESPONSE FROM WEST SUSSEX COUNTY COUNCIL REGARDING COVERS AND ROLL OVER FACILITY FOR PAY AND DISPLAY MACHINES

SH reported that there had not been any response regarding signage on the covers.

JB reported that there had not been an opportunity to test the roll over facility at this stage, but he would action as soon as possible.

4. FURTHER CONSIDERATION OF THE RESPONSE FROM WEST SUSSEX COUNTY COUNCIL REGARDING THE LETTER SENT BY THE CIVIC SOCIETY ON THE 1ST DECEMBER 2016

HC had drafted a response from the Civic Society that he was proposing to send to WSCC in response to the reply received from them. He asked for the group to send their own letter supporting the Civic Society's comments and views. The letter circulated was in the draft stages and would be subject to some changes. Pending a copy of the final draft being received the group **AGREED** to **RECOMMEND** in principle to the Policy and Resources Committee that a letter of support be sent to WSCC endorsing the views of the Civic Society subject to the approval of the final draft.

5. FOR INFORMATION - VARIATION OF PARKING CHARGES

SH circulated a copy of the Variation of Parking Charges that had been issued by ADC regarding some changes to parking costs. As the Town Council's Planning and Licensing Committee would be considering their response, this item was for information only and this was noted.

6. PROMOTION AND MARKETING

JB felt that the signage in the Queensway relating to the free parking scheme for the Fitzleet car park was insufficient and needed more promotion, as the entrance is difficult to identify. He is currently liaising with the Town Council's Town Force Manager, who is responsible for sponsorship of the planters in the area, to see if some of the planters can be made available and will report back to the group. He also reported that the ADC had previously agreed to erect some directional signs in prominent locations, but this had not been actioned. JB will email the relevant information to SH so she can chase this.

SH gave an update received from PW who had reported that he was in the process of adding more boards within the Fitzleet car park. He was waiting for some artwork, but these will be installed asap.

HC wanted an update from the BID on what they are doing to promote parking.

7. ITEMS FOR FUTURE AGENDA

Car park in Victoria Road – SH to prepare an update for the next meeting

Consideration of the West Sussex County Council and the Arun District Council Parking Strategy including parking facilities for the proposed Linear Park

8. DATE OF NEXT MEETING

Members noted that the attendance of some of the representatives was limited due to work commitments and would like the next meeting to be held early evening with a start time of 6.00pm. SH will make the necessary arrangements for a May meeting.

The Meeting closed at 16.40pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 9th APRIL 2018**

AGENDA ITEM 9 - TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 26th FEBRUARY 2018 WITH CONSIDERATION OF ANY RECOMMENDATIONS OR ACTIONS ARISING FROM THE MEETING

REPORT BY PROJECTS OFFICER

FOR DECISION

Members are invited to receive the notes of the recent meeting of the Bognor Regis Heritage Partnership Board (BRHPB) meeting (attached as **APPENDIX 1**) including the recommendations as noted below:

Blue Plaques:

The BRHPB reviewed the revised draft of the blue plaque application form (attached as **APPENDIX 2**) and **RECOMMEND** this to the Committee for approval.

With regard to expenditure, the BRHPB **RECOMMEND** to the Committee that £442.50 plus VAT for the purchase of the initial 11 blue plaques as identified by the BRHPB together with £836 plus VAT for installation and fixing, giving a total of £1,278.50 plus VAT be met from the existing Heritage Partnership Finances budget

Reynolds Clock:

Members are asked to consider offering some financial funding to the Reynolds clock project. As the installation is on a profit-making commercial business it does not meet application criteria of most funding streams. The initial designs and costings for the project are £20,000 and the BRHPB **RECOMMEND** that the Committee consider a contribution to the project in order for match funding from other partners to be sourced.

DECISIONS

Do Members **AGREE** with the revised draft of the Blue Plaque Application Form?

Do Members **AGREE** with expenditure of £1,278.50 plus VAT from the existing Heritage Partnership Finances Budget to fund the purchase and installation of the initial plaques?

Do Members **AGREE** to make provision for financial funding for the Reynolds Clock project to enable match funding and identify a budget from where this will be funded?

**MEETING OF THE BOGNOR REGIS HERITAGE PARTNERSHIP BOARD
ON 26th FEBRUARY 2018**

Council Chamber, Bognor Regis Town Hall, Bognor Regis

Present:

Paul Wells - PW (Chairman & Bognor Regis Trust), Ken Blamires - KB (Bognor Regis Trust), Cllr. Jim Brooks - JB (BRTC), Greg Burt - GB (Bognor Regis Museum), Cllr. Pat Dillon - PD (BRTC), Sue Harris - SH (Hotham Park Heritage Trust), Sue Hawker - SHW (Community Volunteer) and Margaret Murphy (ADC)

In Attendance: Sheila Hodgson - SHD (BRTC)
Cllr. Damien Enticott - DE (BRTC)

Apologies:

Glenna Frost (BRTC), Sylvia Endacott (Local Historian) Howard Dicks (Bognor Regis Museum) and James Jones-McFarland (ADC)

Meeting opened at 6.00pm

1. INTRODUCTIONS AND WELCOME

The Chairman welcomed those present and invited them to introduce themselves.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 5th OCTOBER 2017

The notes of the meeting held on 5th October 2017 were accepted as a true record.

3. TO APPROVE THE NOTES OF THE HERITAGE SUB-GROUP MEETINGS HELD ON THE 17th AND THE 24th JANUARY 2018

The notes of the meetings held on the 17th and the 24th January 2018 were accepted as a true record.

4. MATTERS ARISING

There were no matters arising

The Chairman asked for the order of business to be changed and the following two agenda items were discussed together.

5 & 6. To CONSIDER THE RECOMMENDATIONS FROM THE HERITAGE SUB GROUP INCLUDING: REVISED APPLICATION FOR THE BLUE PLAQUES AND THE BREIF FOR THE MASTER MAP SPECIFICATION; REVIEW OF ACTION PLAN AND PROGRESS REPORT INCLUDING: HERITAGE TRAIL (INCORPORATING THE BATHING MACHINE, ICE HOUSE AND BLUE PLAQUES) AND REYNOLDS CLOCK

Heritage Trail and Brief Specifications: KB had produced 3 draft maps for the BRHPB to consider:

Map 1. Incorporating 3 walks replicated from the publications currently on sale at the Museum

Map 2. Incorporating the seafront interpretive signage boards, the blue plaques and the tree trail in Hotham Park

Map 3. A configuration of both maps

GB was asked if the Museum would be happy for the heritage trail to recreate some of the content of the publications as detailed in Map 1 He confirmed that he felt sure that this would be acceptable as long as appropriate recognition was afforded to the Museum.

Following discussion, the BRHPB **AGREED** that the maps could now be put forward to the map designers for production costs to enable the funding application for the project to be initiated.

KB further produced a draft outline of the website layout for the BRHPB to consider and a discussion of the content followed. Some members felt there was a lot of duplication of other websites and that the content could be reduced by just adding links to these other sites. They were also keen to encourage the inclusion of a content management system to enable changes and modifications.

KB confirmed that this was the first draft and there would be more opportunity to discuss in depth going forward and asked for members to have a detailed look and feed any comments back to him.

SE had sent in a list of questions for the meeting which she had requested be discussed in her absence. The responses of the BRHPB are inserted in red.

I have looked at the proposal, which constitutes a large amount of work, in detail and would make the following comments: -

- *References to William Blake are inconsistent. However, his association is with Felpham, and thus should be treated similar to all other Felpham, Pagham matters, i.e. not included.*

The BRHPB felt that this was a valid point, but it may be useful to have a link at a later stage

- *There are numerous references to 'dependent on copyright agreements'. This implies that still no contact has been made with the Local History Society for a written agreement.*

GB has given a verbal agreement on behalf of the Museum however a more formal application will be undertaken with all relevant groups which KB will action

- *Historical Society is incorrect - it is the Bognor Regis Local History Society. (There are a number of either spelling or mistakes in names.)*

Proof reading will be undertaken before any launch or publication

- *Reference the Hotham trail, a large number of his buildings are, a} across the road and b} are now private residences or University buildings.*

The BRHPB do not anticipate this to be a problem as these buildings are visible. However, the University will be contacted with regard to access

- *I note the reference to a downloadable A4 map – would this not be too small to be of any use.*
The designers will be asked to look at this
- *'Words in Stone and Steel' - Since this book was produced in 2015, three buildings have been sold and now have a change of use and some of the other information has changed or been updated. I personally regularly check – ready for any update that is carried out in the future.*
There will always be changes and these will be easier to update on a website than publications and regular site updates will take place
- *Assuming this is to be a long-term project, I would ask*
 - *Who will supply the future funding?*
A levy will be written into the application to make funding provision for this
 - *What are the future costs likely to be?*
At this stage this is unknown
 - *Who will maintain and update the website?*
This is a discussion to be had in more depth, but initial thoughts are the Museum, Town Council and the Trust

As you know I do struggle with the concept of the amount of work that is going into this website, the costs involved and to whom it is targeted. The visitor before he arrives? The visitor on arrival? We currently do not have a full Tourist Information Service. I suppose the final question is 'Do we know there is a need.' Some towns are going down the Facebook route!

It was thought that a Bognor Regis Heritage Partnership Facebook page was set up when the BRHPB was initially formed, however this will be investigated by SHD. It was acknowledged that there are still some points that need to be addressed and possibly more as the project comes together, however, these will be addressed as the project moves forward and continually addressed at future meetings.

Members discussed signage for the individual trails. This will be looked at in more detail at a later stage, but it will be added to the brief and incorporated in the funding application.

Blue Plaques: The BRHPB reviewed the revised draft of the blue plaque application form and **AGREED** to **RECOMMEND** it to the Policy and Resources Committee for approval

Following discussion members also **AGREED** the proposals for the initial blue plaques and were keen to get them installed as soon as possible. The Chairman asked if there were sufficient funds in the budget to cover these costs and asked SHD to investigate and to also clarify if the BRHPB had delegated powers to utilise the budget without the need to wait for approval from the Policy and Resources Committee.

If this is not the case the BRHPB **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the costs for the purchase and installation of the required blue plaques be met from the existing budget. SHD will identify the actual costs and include in her report to the Policy and Resources Committee.

Reynolds Clock: JB reported that he was disappointed that he had been unable to secure any funding for the proposed clock. SHD advised that she had undertaken some research but as the clock is to be installed on a commercial profit-making business it was difficult to find a funding stream with the required criteria. The BRHPB discussed various options and felt that the best option would be to approach the Town Council to see if they would be willing to support the project and offer some initial funding that could be used to seek match funding opportunities.

The BRHPB **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the Council consider offering some financial funding to the Reynolds clock project.

7. ITEMS FOR FUTURE AGENDA

A member of the public has been researching the area between Marine Drive West and Nyewood Lane with particular reference, to a community of fisherman who resided at the sea end of Fish Lane. This research has led to a stone plaque on the promenade, but this has been painted over and a litter bin erected in front. Arun District Council have agreed to move the bin, but to date this hasn't been actioned and BRHPB are asked to consider if they would pursue this to consider restoring the stone plaque.

PD said he would try and get the bin re-sited asap and the BRHPB **AGREED** to contact the member of the public via the Chairman for more information.

8. DATE OF NEXT MEETING

The next meeting will be in April 2018, to bring the meeting back into line with the original scheduled quarterly meetings. However, should an earlier meeting be required due to the progression of the heritage trail this will be arranged.

SHD will make the necessary arrangements and advise.

Meeting closed at 7.20pm



BOGNOR REGIS TOWN COUNCIL COMMEMORATIVE (BLUE) PLAQUE SCHEME



BOGNOR REGIS TOWN COUNCIL
THE TOWN HALL
CLARENCE ROAD
BOGNOR REGIS
PO21 1LD

What is the Commemorative Plaque Scheme?

Bognor Regis Town Council in partnership with the Bognor Regis Heritage Partnership recognise that residents want to honour and remember those who have been associated with the town and have made a positive contribution to society or given outstanding service to the town. Therefore a Commemorative plaque scheme has been launched. Plaques will be installed on the building where the nominated person worked or lived.

All plaques follow the same basic layout and contain key information such name, dates of birth and death, date of relevant occupancy and up to 12 words of explanatory text. Plaques are individually designed and made to the Council's specification.

Making a recommendation.

Prior to making a recommendation, please read the criteria below in order to ensure the application meets these requirements. It is desirable that the nominated person meets at least 80% of the criteria., however, the panel will consider all applications and judge on their individual merit.

CRITERIA FOR A COMMEMORATIVE PLAQUE

1. The person should have been deceased for 25 years or have passed the centenary of their birth, whichever is earlier.
2. The person must have lived or worked within the 6 wards of Bognor Regis (see attached map) for a significant period of time.
3. They must have made an important, positive contribution to society and/or given outstanding service to the Town.
4. They must have made a positive contribution to the area through their work or other activities.
5. Their name will be instantly recognisable to the well informed passer-by.
6. They deserve recognition, for example are famous or important locally, or have attained notability.

Who can nominate?

Anyone can make an nomination. Please make sure that the nomination meets the selection criteria.

You can:

- Complete the form available online at www.bognorregis.gov.uk/ print and return via post or email
- Download a copy and fill it in by hand
- Request an application form from Bognor Regis Town Council on 01243 867744
- Write to request an application form:

Bognor Regis Town Council

Town Hall

Clarence Road

Bognor Regis

PO21 1LD

or email bognorTC@bognorregis.gov.uk

Consent.

In order to process the recommendation please provide details of the building on which you would like the plaque to go plus written consent from the owner. Listed buildings may require Listed Building Consent if the plaque is to be attached to the building. We advise you to complete a Listed Building Advice Request form and submit it to the relevant Authority, (Arun District Council) www.arun.gov.uk/listed-buildings for advice. Evidence of their decision will be required

Who makes the decision?

Bognor Regis Heritage Partnership Board meet quarterly and will consider each application on it's own merit. They will determine final content and their recommendation will be put to the Town Council who will have the final say. The Panel's decision will be final.

It is possible that an application may take up to six months from receipt of application to decision. Receipt of an application will be acknowledge by email.

COSTS

The nominating individual or organisation must budget for and fund any costs involved in designing, producing and installing the plaque.

The design and production costs may vary according to the level of work required but are likely to be in the region of £68.00 + VAT for the plaque and £76.00 +VAT for fittings and installation.

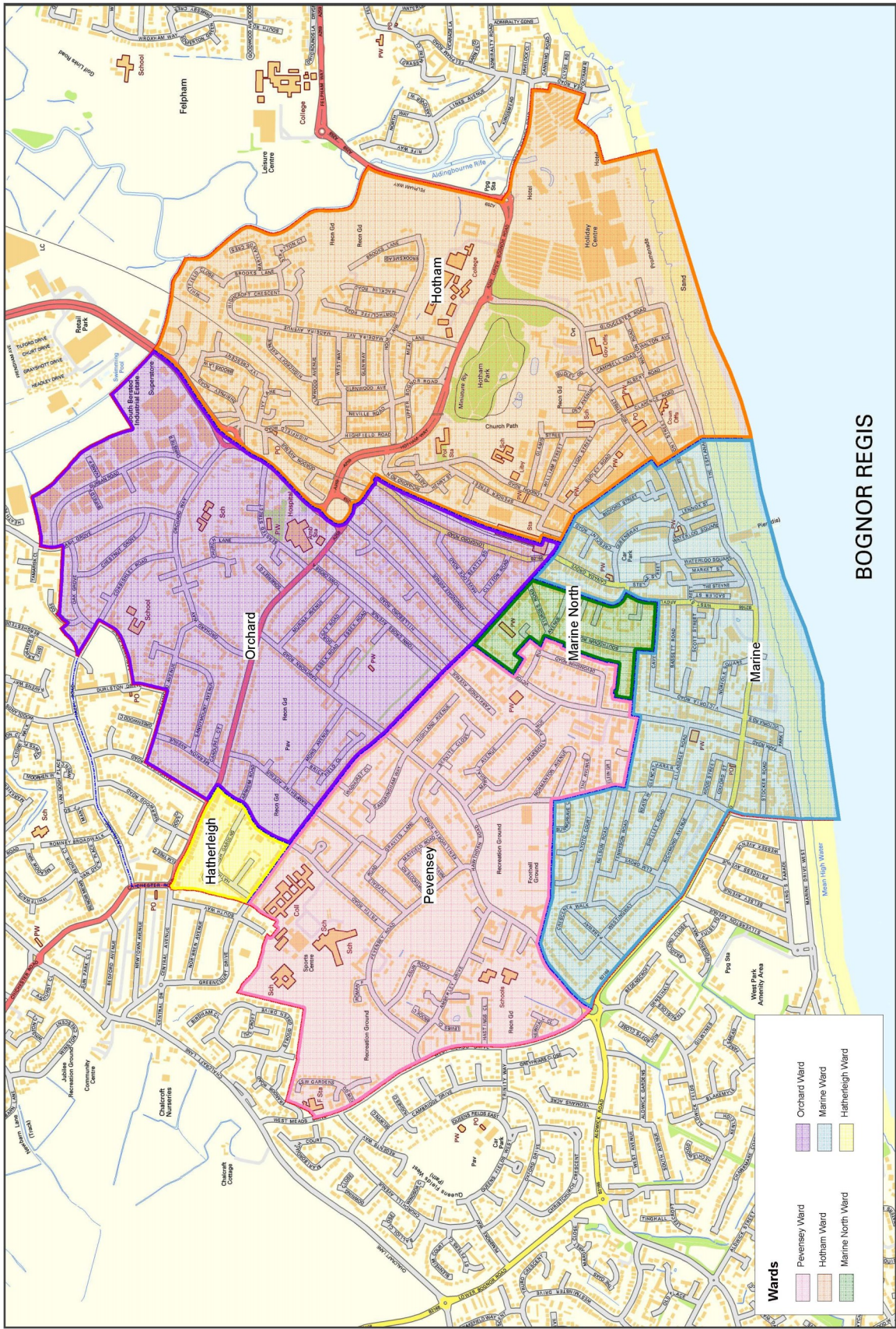
The Council will be responsible for assessing the costs and carrying out the installation work.

The cost for designing, producing and installing the plaque will be required in advance of any design work or site attendance.

Payment by cheque made payable to Bognor Regis Town Council, cash or BACS to Bognor Regis Town Council sort code, 08-90-81 Ac. No. 50363632

Responsibility for ongoing maintenance and associated costs will be the responsibility of the person nominating.

WARD MAP OF BOGNOR REGIS



BOGNOR REGIS

Wards

- Orchard Ward
- Pevensey Ward
- Hotham Ward
- Marine North Ward
- Hatherleigh Ward
- Marine Ward

APPLICATION CHECKLIST

In order to prevent unnecessary delay, please tick and ensure that you have:

Read the notes and criteria for applicants

Completed the Application Form, answering all the questions.

Enclosed written consent from the owner of the building to which the plaque would be attached

Obtained consent from the Local Authority if this is a Listed Building and enclosed evidence of their decision

PLEASE NOTE: Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application.

COMMEMORATIVE PLAQUE NOMINATION FORM

DETAILS OF NOMINATED PERSON:

FULL NAME OF PERSON TO BE HONOURED

YEAR OF BIRTH ___/___/___

YEAR OF DEATH ___/___/___

DETAILS OF ACHIEVEMENTS AND REASONS WHY THIS PERSON SHOULD BE RECOGNISED

ADDRESS OF THE BUILDING WHERE THE PERSON LIVED WORKED OR THEIR ACHIEVEMENT
TOOK PLACE

.....
DATES THE PERSON NOMINATED LIVED OR WORKED AT THIS ADDRESS

.....
SUGGESTED TEXT FOR PLAQUE. UP TO 12 (TWELVE) WORDS not including name or dates of birth and
death

.....
DETAILS OF PROPERTY OWNER WHERE THE PLAQUE IS TO BE FITTED (The Council will only consider
nominations for plaques if the owner of the building has given written consent)

HAS THE OWNER GIVEN PERMISSION?

YES NO

NAME OF OWNER

ADDRESS OF OWNER (INC POSTCODE)

.....
IS THIS A LISTED BUILDING? IF SO HAS CONSENT BEEN OBTAINED?

YES NO

IS THIS A COMMERCIAL BUILDING

YES NO

DETAILS OF APPLICANT:

NAME
.....

ADDRESS
.....

.....

TELEPHONE NUMBER

EMAIL



RETURN FORM TO
BOGNOR REGIS TOWN COUNCIL
THE TOWN HALL
CLARENCE ROAD
BOGNOR REGIS
PO21 1LD

AGENDA ITEM 10

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018

AGENDA ITEM 10 - TO RECEIVE AND IF ACCEPTABLE APPROVE THE TERMS OF REFERENCE DRAFTED FOR THE PLAYING OUT SCHEME TOPIC TEAM AS DISCUSSED AT THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 22nd JANUARY 2018 - MIN. 86 REFERS

REPORT BY THE DEPUTY CLERK

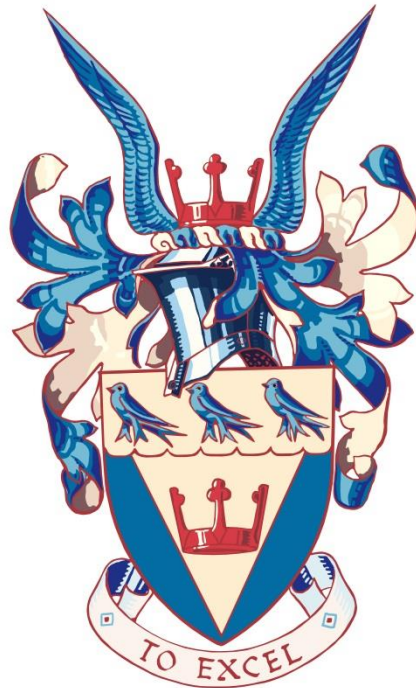
FOR DECISION

At the meeting of the Community Engagement and Environment Committee held 22nd January 2018, Members requested that, following their discussion on the issue, the Projects Officer draft Terms of Reference for the Playing Out Scheme Topic Team for consideration by this Committee (Min. 86 refers).

Members are therefore invited to receive the draft document, attached as **APPENDIX 1** and if acceptable **RECOMMEND** their adoption to Council.

DECISION

Do Members agree to **RECOMMEND** to **COUNCIL** that the drafted Terms of Reference for the Playing Out Scheme Topic team be adopted?



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLAYING OUT PROJECT

TOPIC TEAM

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

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLAYING-OUT PROJECT

This is a Topic Team of the Community Engagement and Environment Committee

Membership: Open but to include at least one Councillor at all times

Quorum = n/a

Function of Working Group Column 1	Delegation of Functions Column 2
<p>1. To engage with and enable the community to identify suitable residential areas within the 6 Wards of Bognor Regis that Bognor Regis Town Council can support and inform the Playing Out Project</p> <p>2. To work with the residents to take ownership of the project going forward to ensure long-term sustainability</p> <p>3. To refer any programme and budgets to the Community Engagement and Environment Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme</p>	<ul style="list-style-type: none">• Topic Team to make recommendations to Community Engagement and Environment Committee• Topic Team to make recommendations to Community Engagement and Environment Committee• Topic Team to make recommendations to Community Engagement and Environment Committee

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018**

AGENDA ITEM 11 - TO RECEIVE THE RECOMMENDATION FROM THE EXTRAORDINARY COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 14th MARCH 2018 REGARDING THE GRANT AID DISCRETIONARY FUND - MIN. 99 REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Extraordinary Community Engagement and Environment Committee Meeting held 14th March 2018 the following recommendations were made to this Committee: -

- i) The initiative be re-named, the Flexible Community Fund (FCF)
- ii) Point 1 of the Guideline/Criteria and Checklist second sentence to now read, *"It offers financial support for extra-ordinary circumstances for applications that fall outside the criteria of the Town Council standard Grant Aid procedure"*
- iii) Point 3 of the Guideline/Criteria and Checklist to change, *"on an ad hoc basis"* to now read *"on a discretionary basis"*
- iv) Point 4 of the Guideline/Criteria and Checklist to change, *"small sums between £0 and up to £5,000"* to now read, *"Grants **from** £25.00 will be considered at the discretion of the Committee"*
- v) Point 5 of the Guideline/Criteria and Checklist that the wording be changed to reflect any changes that may be made to the Town Council's Corporate Strategy
- vi) That an extra point be added to include reference to General Data Protection Regulation (GDPR)
- vii) Any applications received for small amounts of £100.00 or less, be considered and approved by the Chairman and Vice-Chairman in liaison with the Town Clerk with their decision ratified at the next scheduled Committee Meeting of the Community Engagement and Environment Committee

With regard to point vii) Members should note that it is not legally possible for Members to have delegated authority. It would therefore be the Officer recommendation that this proposal be amended slightly to read:

On receipt of applications for small amounts of £100 or less, approval will be delegated to the Town Clerk in liaison with the Chairman and Vice-Chairman of the Community Engagement and Environment Committee with their decision ratified at the next scheduled Committee Meeting of the Community Engagement and Environment Committee.

A copy of the revised Guidelines/Criteria and Application Form, including changes reflecting i) to vi) above, is attached as **APPENDIX 1**. Members should note that as the Corporate Strategy is still under review and is an agenda item later at this meeting, it has not yet been possible to make the changes referred to under point (v) but this will be completed as soon as the final Strategy is agreed.

Members are invited to consider the suggestions i) to vii) above and confirm their agreement or rejection of each proposal.

DECISIONS

Do Members **AGREE** with the proposals number i) to vi) as per the attached **APPENDIX 1**?

Do Members **AGREE** with the amended condition vii) providing delegated authority to the Town Clerk, in liaison with the Chairman and Vice-Chairman, to approve applications for small amounts up to £100 with the decision ratified at the next meeting?

Do Members **AGREE** with the revised Guidelines/Criteria and Application Form?



FLEXIBLE COMMUNITY FUND APPLICATIONS **FOR APRIL 2018 TO MARCH 2019**

GUIDELINES/CRITERIA AND CHECKLIST

- 1.** The aim of the Town Council's Flexible Community Fund is to support the valuable contribution made by the voluntary sector and to the wellbeing of the community. **It offers financial support for extraordinary circumstances for applications that fall outside the criteria of the Town Council Standard Grant Aid procedure**
- 2.** It is open to local residents, community organisations and the voluntary sector whose activities and projects are for the benefit of Bognor Regis residents.
- 3.** All applications will be considered and determined by the Community Engagement and Environment Committee on a discretionary basis and their majority decision will be final.
- 4.** Grants **from** £25.00 will be considered at the discretion of the Committee. It will further be at the discretion of the Committee as to whether the whole sum is given to one applicant, however, applications for smaller amounts are encouraged. The total distributed cannot exceed the budget of £5,000 in any one year.
- 5.** The Bognor Regis Town Council Vision is to develop a clear Bognor Regis brand to become more powerful and enterprising, controlling our own destiny so that we can deliver relevant and sustainable local services, develop community cohesion and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2016-2019 and organisations are required to show how their application would meet one or more of these:

- Promoting the Bognor Regis Brand and Town Area
- Partnership Working and Community Engagement and Empowerment
- Take on more devolved services
- Acquiring and creating more community assets

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

6. The Flexible Community Fund will not fund organisations applying for:
 - 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 meet staff costs including salary
 - Activities that are of a political or religious nature
 - Activities that involve the use of alcohol, drugs or abusive substances
 - 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

7. The Community Engagement and Environment Committee will not consider requests from applicants:
 - Who have been refused funding under the standard Town Council Grant Aid process
 - Who have submitted an application to the Flexible Community Fund within the previous 12 months (either granted or refused)
 - That fundraise to support their head office for distribution to other areas

8. To ensure the safeguarding of public finance any organisation submitting an application **may** be required to 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.

9. For your application to be processed, the Town Council require:
 - the most up-to-date, signed, certified accounts
 - copies of current bank statements for all bank accounts
 - a Chairman's Report or Constitution
 - a copy of the Policy Statement regarding Child Protection (if applicable) submitted with the application.

No public funds may be paid over until the accounts and reports have been inspected and the Council is satisfied. As noted on the application form, these may be provided either at the time of application or after approval, but **always** prior to any payment being released.

10. 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. children, people with special needs etc.) follow good practice in protecting such people.

***To be submitted with the application**

11. Applicants to provide only the information required as stated on the form.
12. Applicants may be asked to provide additional information.
13. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
14. Should your 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. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the Flexible Community Fund must be returned to the Council.
15. 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.
16. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
17. By signing the Application Form, applicants agree that their details will be retained by the Town Council for the purposes of the administration and accounting of the FCF scheme only. Details will not be shared with any third party. Applicants may change the contact details for the organisation at any time by emailing the Town Council on bognortc@bognorregis.gov.uk.

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.

Applications must be made on the form provided by this Council and must be sent to the Clerk at the address given on the application form.

Please complete the enclosed Checklist and return with your application form

Checklist

In order to prevent unnecessary delay, please tick and ensure that you have:

- Read the notes for applicants
- Answered all questions. It is not sufficient to simply attach documents in response to questions. Ensure you have entered the actual amount of grant requested
- Enclosed your most up-to-date, signed, certified accounts
- Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence
- Enclosed your latest Chairman's Report or Constitution (or similar e.g. Constitution or Treasurer's/Secretary's Report) or confirmed that this will be provided prior to payment or an explanation as to why not available.
- Included additional supporting material, e.g. cuttings, reviews etc. (optional)
- Enclosed copies of estimates for proposals/project
- Enclosed a copy of your most recent bank statements for all bank accounts or confirmed that these will be provided prior to payment or an explanation as to why not available.

PLEASE NOTE: Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application.



BOGNOR REGIS TOWN COUNCIL

FLEXIBLE COMMUNITY FUND
APPLICATION FOR YEAR
1st APRIL 2018 to 31st MARCH 2019

IMPORTANT NOTICE – Please note that before payment of any agreed Grant is made, applicants may be required to submit a **statement of accounts for the last complete year, copies of current bank statements for all bank accounts and a signed copy of the Chairman's or Secretary's report where applicable.** Successful applicants will be advised in their notification letter of all requirements to enable payment. However, to speed up the process, applicants may provide these documents in advance and attach to this application. Please supply copies and not the originals, as the Council cannot accept the responsibility for the security of any original documents. We are unable to return documents. 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	Charity number
Company Ltd. by Guarantee	Company number
Other (please specify)	

5. Please supply the following information:

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?

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. Are current Bank Statements and Certified Accounts attached?

Please tick

Yes

No

If No, can you confirm that these will be made available should your application be successful? Yes No

If the Bank Statements and/or Certified Accounts will not be available, please give an explanation why

9. Is an up-to-date Child Protection/Vulnerable Groups Policy enclosed?

Please tick

Yes

No

If no please explain why this is not required

10. Please confirm the amount 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)

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

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

13. Purpose of the grant - please show how this will meet the Town Council's strategy and priority headings as listed in the Guidelines/Criteria and Check List. Please continue on additional sheet if necessary

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

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

--

16. 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 £		

17. 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

--

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.

Name..... Signed.....

Position..... Date.....

Email address..... Organisations website.....
(If applicable)

Please place a cross in the box if you wish to be contacted in future years about the Town Councils Grant facilities only. You may withdraw your consent at any time by emailing bognortc@bognorregis.gov.uk

Please complete this form fully and return to:

Glenna Frost
Town Clerk
Bognor Regis Town Council
Town Hall, Clarence Road, Bognor Regis, PO21 1LD

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018**

**AGENDA ITEM 12 - COUNCILLOR ALLOWANCES - TO CONSIDER
REQUESTS FOR VIREMENT OF BUDGET FOR UNDRAWN ALLOWANCE
TO ORCHARD WARD AND HATHERLEIGH WARD ALLOCATION BUDGET**

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members are invited to note that the following Councillors have requested to forego their Members Allowance and for the funds to be vired to their respective Ward Allowance:

Cllr. Jan Cosgrove – Vired to Orchard Ward Allowance

Cllr. Damien Enticott – Vired to Hatherleigh Ward Allowance

DECISION

Do Members **AGREE** to the virement of the Members Allowances for Cllrs. Cosgrove and Enticott to the Orchard and Hatherleigh Ward Allowances respectively?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018**

**AGENDA ITEM 13 - TO RECEIVE THE RECOMMENDATIONS FROM THE
EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 12th
FEBRUARY 2018 REGARDING THE EARMARKING AND VIREMENT OF
FUNDS (MINS. 105, 106.2, 106.3 & 107 REFER)**

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Events, Promotion and Leisure Committee Meeting held 12th February 2018 the following recommendations were made to this Committee: -

Min. 105 - that the overspend on events in the 2017/18 financial year of £98.13 be met through General Reserves;

Min. 106.2 - that £2,000 be vired from the 2018/19 Funshine Days Budget to the Royal Commemoration Budget to fund expenditure for the Royal Wedding event;

Min. 106.3 - that £750 be vired from the 2018/19 Bognor Regis Brand Budget to the Drive Through Time Budget to fund the expenditure incurred for the film element during the evening;

Min. 107 - that the underspend from the Town Guide Budget for 2017/18 financial year be earmarked and used towards the distribution costs for the 2018 Event Pamphlet.

DECISIONS

Do Members **AGREE** that the overspend on events in the 2017/18 financial year of £98.13 be met through General Reserves?

Do Members **AGREE** that £2,000 be vired from the 2018/19 Funshine Days Budget to the Royal Commemoration Budget to fund expenditure for the Royal Wedding event?

Do Members **AGREE** that £750 be vired from the 2018/19 Bognor Regis Brand Budget to the Drive Through Time Budget to fund the expenditure incurred for the film element during the evening?

Do Members **AGREE** that the underspend from the Town Guide Budget for 2017/18 financial year be earmarked and used towards the distribution costs for the 2018 Event Pamphlet?

AGENDA ITEM 14

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018**

**AGENDA ITEM 14 - TO CONSIDER INTERNAL AUDIT REPORT 2017
- 2018 (INTERIM UPDATE)**

REPORT BY DEPUTY CLERK

FOR INFORMATION

A copy of the Internal Audit Report 2017-2018 (Interim Update) is attached for Members' consideration - **Appendix 1**.

The Town Clerk is pleased to be able to report that no significant issues have been identified by the Internal Auditor during his recent visit.

FOR INFORMATION ONLY

The Committee is invited to **NOTE** the Internal Audit Report 2017-2018 (Interim Update).

Bognor Regis Town Council

Internal Audit Report 2017-18 (Interim Update)

Prepared by Nigel Archer

*For and on behalf of
Auditing Solutions Limited*

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service the Council since the outset of the “Limited assurance” audit arrangements: this report sets out the work undertaken in relation to the 2017-18 financial year during the course of our two interim visits, which were undertaken on 14th September 2017 and 20th February 2018.

Internal Audit Approach

In conducting our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover has been designed to afford appropriate 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 ‘Internal Audit Report’ in the Council’s Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We are pleased to report that, on the basis of the work undertaken to date in 2017-18, the Council continues to maintain adequate and effective internal control arrangements, with no significant issues identified: consequently, it has not been considered necessary to append any Action Plan of formal recommendations this year to date.

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. DCK Accounting Solutions Ltd continue to provide the basic accounting function to the Council, which affords a higher level of security and results in greater segregation of duties than may otherwise have been anticipated. Consequently, we have: -

- Noted that the Council remains a full Omega software user, with one combined cashbook for the Current & Reserve bank accounts operated at the Co-Op. In addition, there are supplementary holdings in the CCLA Deposit Fund;
- Verified the accurate carry forward of balances in the financial ledger for 2017-18 to the detail in the 2016-17 Balance Sheet / Statement of Accounts and Annual Return;
- Verified that the ledger remains "in balance" at the present date (i.e. 31st January 2018);
- Ensured that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres, remains in place;
- Checked and agreed transactions in the combined cashbook for the Co-Op Current and Reserves accounts to relevant bank statements, including the daily "sweeps" for April & August 2017 and January 2018;
- Checked and agreed detail of all transactions (due to the low volumes) on the Mayor's Charity cashbook to bank statements for the financial year to 31st January 2018; and
- Verified the content and accuracy of bank reconciliations as at 30th April & 31st August 2017 on the principal cashbook, and subsequently as at 31st January 2018 on both the main and the charity cashbooks.

Conclusions

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

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 and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Continued our review of the minutes of Full Council and its extant Standing Committee meetings (except Planning and Licensing) for the municipal year to early February 2018 in order to ensure that no issues affecting the Council's financial stability either in the short, medium or long 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. Clearly the on-going Picturedrome project is a significant financial development but this has been costed in detail in the previous year and would not appear to have any unforeseen consequence at present; and

- Noted that revisions to the previously adopted Standing Orders (SOs) and Financial Regulations (FRs) have been made to take account of the changes in EU and Public Contracts Regulations and these were adopted by Committee in April 2017 and, subsequently, Full Council in May 2017: minor revisions to SOs have been further approved in November 2017.

Conclusions

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

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 again examined the procedural controls in place over the receipt and verification of invoiced expenditure, together with the release of funds and consider that they continue to operate effectively. We have continued our review of this area for the year to 31st January 2018 examining a sample of 60 payments (namely all those individually in excess of £3,500 and, more randomly, every 35th cashbook transaction irrespective of value), which totalled more than £510,000 and represented 75% by value of all non-pay related expenditure to that date.

We note that VAT returns continue to be submitted on a regular quarterly basis, utilising the HMRC on-line facility as required under extant legislation, and have checked and agreed the December 2017 submission to the underlying Omega control account balances.

Conclusions

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

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 appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We are pleased to note that a further review and update of the extant financial risk assessments using the LCRS software has been undertaken with the documentation approved by Policy & Resources committee in early February 2018 and submitted to Council for their formal adoption at the next available meeting; and
- We note that the Council's insurance cover continues to be provided by Aviva (under a reasonably standard longer term agreement) and have obtained a copy of the current policy schedule for the year ending 10th August 2018. We note that both Employer's and Public Liability cover stand at £10 million, that Fidelity Guarantee remains at £60,000 (as recently re-affirmed by members) and Loss of Revenue is £100,000.

Conclusions

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

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 the satisfactory conclusion of the 2018-19 budget deliberations resulting in the Council approving and adopting a Precept of £878,655 at its meeting in January 2018 (there continues to be no supplementary Council Tax Support Grant) with a projected surplus of £13,585; and
- We are pleased to note from examination of the year's Council and Committee minutes, that periodic budget monitoring reports continue to be considered by members and have examined the latest available report (December 2017) with no un-explained variances arising to warrant further enquiries by officers at present.

Conclusions

No issues arise in this review area currently. We shall, at our final visit, examine the level of retained reserves and, if appropriate, comment further at that time.

Review of Income

In 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. Consequently, at this update visit, we have:-

- Examined a sample of two months' Sales Ledger daybooks (December 2017 and January 2018) to supporting customer invoices for both Town Force services and roundabout / planter advertising, ensuring that the agreed levels of charges were levied and that there has been no undue delay in appropriate settlements either in full or in relation to sponsorships on a quarterly basis;
- As noted earlier in this report, checked and agreed three sample months' receipts in full from bank statements to cashbooks;
- Verified that all monthly dividends receivable on the two Public Sector Deposits had been paid and credited to the appropriate income code within the nominal ledgers for April 2017 to January 2018; and
- Finally in this area, we have examined the Sales Ledger Aged Debtors report, noting that there are no significant matters arising with regard to long-standing settlements due and that any minor irrecoverable items had been formally approved by members for write-off.

Conclusions

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

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 Internal Audit Report process, to assess and sign-off on the soundness of controls in this area of the Council's financial activities.

- The Council operates a limited petty cash scheme, with a maximum Imprest holding of £300 which is "topped up" as and when required. A small Excel control sheet is maintained and acts as both the Omega nominal ledger posting document and the approval for reimbursement "invoice". We have checked and agreed the expenditure incurred and repaid in July 2017 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT was separately identifiable for periodic recovery (albeit completely immaterial); and
- Additionally, the Clerk holds a debit card for the current account should the need arise for electronic payments, such as emergency payments or statutory requirements such as Land Registry applications. In a similar manner to the petty cash, this is very limited in use and we have checked and agreed a relatively minor sample as part of the supplier payments testing noted earlier in this resume.

Conclusions

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

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation was being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last updated with effect from 1st April 2017 with regard to employee contribution percentages. We have examined the payroll procedures in place and the physical payments made to staff to date in 2017-18 by reference to the August 2017 documentation, the underlying detail of which continues to be produced externally by West Sussex County Council's payroll bureau service.

- The Council has duly implemented the previously agreed national pay awards for 2017-18 and we have agreed the salary rates of each employee to the published scales;
- PAYE Tax Codes have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2017;
- National Insurance Table deduction rates have been checked to ensure that computations are made accurately;
- Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the current bandings (albeit only marginally revised this year compared with 2015-16 and 2016-17); and
- We have checked and agreed the net pay values from individual payslips to the payroll summaries and resultant bank statement and cashbook transactions, as well as verifying the monthly settlements to the County Council and HMRC from the relevant cashbooks / cheque payments.

Conclusions

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

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.

- The Council currently holds two investments in the Public Sector Deposit Fund and we have checked and agreed the balances on each from the Omega balance sheet to the third party statements as at 31st December 2017;
- We are pleased to note that the Council has an appropriate, formal Investment Policy in place, which was most latterly re-adopted in January 2017; and

- We note that the Council currently has two outstanding PWLB liabilities and we have checked and agreed the first instalment repayments for the current year (in early October 2017) from their third party advice notes to cashbook transactions as part of the higher value supplier payment testing work noted earlier in this report.

Conclusions

There are no significant issues arising in this area currently and we shall confirm the year-end balance disclosures in the Annual Return at the final visit.

AGENDA ITEM 15

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018

AGENDA ITEM 15 - TO RATIFY RELEASE OF 2018-2019 CCTV PARTNERSHIP FUNDING

REPORT BY THE DEPUTY CLERK

FOR DECISION

Provision has been made by the Town Council for a revenue partnership contribution to CCTV in the 2018/2019 budget to the value of £2,000. As we enter the next financial year, the Committee is asked to ratify the release of this partnership contribution as has been done at this time in previous years.

DECISION

The Committee is invited to **RATIFY** the release of the 2018-2019 CCTV Partnership Funding of £2,000 as agreed as part of the Town Council's budget provision for the next financial year.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018**

AGENDA ITEM 16 - REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

A Town Centre Manager Ops meeting was held on the 15th March 2018 and the following issues were discussed:

BID:

The BID Company has now been incorporated and the bank account set up. Membership and Directors forms have been sent out and the date for the first AGM is still to be decided. Due to a systems problem the BID charges were not included with the annual business rates bill so will be going out separately.

A meeting with the businesses was held on the 13th March to discuss the year 1 delivery plan, which included;

- Loyalty Scheme
- Events
- Ambassador/Business Warden for the town
- Parking*

*The BID will set-up a parking forum to address any issues relating to parking including expansion of the current 2hr Free Parking Disc Scheme as well as addressing the issues/opportunities surrounding on street parking and Fitzleet Car Park. The forum aims to add quality to the parking experience.

The formation of this group will need to be borne in mind when Members consider the re-appointment of the Car Parking Strategy Working Group at the June meeting.

Members are also invited to note that the BID Launch was held on 27th February 2018 together with a meeting of Bognor Regis BID Board on 22nd March 2018 and the notes of these meetings are as attached **APPENDIX 1** and **2** respectively.

Public Realm:

Maintenance is ongoing and there will be no further updates going forward.

Power Boxes:

The TCM was informed by the Projects Officer that the power boxes in the precinct have now been isolated and will no longer be available for the use of market or street traders with immediate effect. The Town Council's contract with SSE, is for an un-metered power supply to be provided for the Christmas Lights Switch-On Event only. SSE have advised they will allow the power to be used year-round if the Town Council or another body pay to have meters

installed. There was some discussion about the ownership of some of the low-level power boxes which will be investigated but should the current TCM or the new BID Company wish to install meters they will have to meet the costs and ensure that any meters would not interfere with the high-level power boxes that feed the Christmas lighting displays.

Arcade:

ADC are beginning to attract new businesses to this area and Warrens Bakery will be occupying one of the premises shortly. Other units are under discussion.

Shop Audit:

A new audit is currently being undertaken.

Old Town Improvements:

This project has been put on hold for the time being.

CCTV Upgrade:

Still awaiting costs.

Lamp Post Banners:

The BID will be looking to put something on these banners but are happy for anyone to use should they wish.

It was agreed that the Ops meetings will continue post BID in April and the meetings will include representatives from ADC, BRTC and the BID.

Anti-Social Behaviour:

Members may be aware of serious incidents of Anti-Social Behaviour (ASB) that have occurred throughout the Town in recent weeks, with London Road being particularly impacted by the youths concerned.

The core group of individuals involved in the activities are all of school age, do not all live in Bognor Regis and their ASB is not restricted to this Town, but they travel (on the rail network) and have caused problems in Littlehampton, Barnham, Angmering and Rustington.

At the request of the Traders, a meeting was called with the Police to discuss the issues and the Clerk and Assistant Clerk attended on behalf of the Council.

The information that could be passed on was limited, due to the nature of the ongoing investigation and actions to be undertaken, but the following were highlighted:

- i) As the culprits are under the age of 18 they have to be handled under different legislation to adults with the justice system aiming not to criminalise the young people until all other avenues have been explored;
- ii) A great deal of intervention work is being undertaken by the Police, ADC Anti-Social Behaviour team and their County Council partners but due to safeguarding legalities, further information cannot be put

into the public domain. However, reassurance was given that work is being undertaken on a daily basis with these young people;

- iii) There have been numerous Facebook posts naming the young people and their families. However, the posts do not embarrass or concern the young people – it simply adds gravitas to their “gang” persona;
- iv) Traders are at liberty to ban any individuals from their premises, but the Police cannot affect this and therefore it may be an action to be taken up by the Town Centre Manager;
- v) In response to criticism at the amount of time for Police to respond to 999 calls the subject of Police resources was raised and that Arun Policing priorities at the current time, together with ASB, are Cuckooing and Modern Slavery. It was noted that any criticism of the level of Police resources must be directed at central Government and the PCC.

Business Wardens:

The Traders have raised a number of issues in relation of the business wardens. To try and address these concerns a meeting was held on the 6th March 2017 with representatives from Business Wardens, Police, Traders Association, Town Centre Manager, ADC and BRTC.

The main concern of the traders is the lack of business wardens’ presence in the town. Shoplifting within the precinct is prevalent and they feel a visible presence of the wardens on a regular basis, would go a long way to deter offenders. The business wardens felt that the traders were not engaging with them enough to report incidents of shop lifting and anti-social behaviour. The more incidents that are logged will allow a greater degree of intelligence gathering which in turn will warrant more deployment of wardens in the town.

There was some misunderstanding regarding the Face watch scheme as the Town Centre Manager believed membership numbers were restricted to a fixed amount. This is not the case and he will now try and enrol more traders into the scheme. The business wardens will also re-visit as many of the shops as possible over the coming weeks to try and establish some confidence. It was also agreed that regular meetings to monitor the ongoing situation would be helpful.

Notes of the BID launch meeting 27th February 2018 – Butlins (Attendee list appended)

Introduction by P. Cooper(PC) Chichester University

PC thanked the board and its supporters of the BID process over the last 4 years.

A temporary Board of Directors has been appointed until the AGM as follows:

Paul Wells – Chairman

Matthew Reynolds Furniture – Vice Chair

Hannah Shrimpton – William Hardwicke – Director

Jeremy Pardy – Butlins – Director

Mark Halls – Wilko's – Director

PC explained the transition from the TCM role to the BID. The TCM's position was originally funded by ADC, BRTC, Butlins and the University of Chichester. Funding for the role will continue until October however, the TCM board will take a step back and hand over responsibility to the BID. Although some of the TCM board members will now become members of the BID Company, they have elected to do so in a non-voting capacity as observers.

PC then handed over to Paul Wells (PW)(Chairman), who thanked PC for all his hard work in getting the bid to its present stage. The Chairman said that now the BID Company is incorporated it is time for the BID members to grasp the opportunity to improve the Town Centre and make Bognor Regis a better place for their business.

PW handed to Toyubur Rahman (TR) – Town Centre Manager

TR said he had found the TCM role challenging from the inset but over the last 4 years has found it to be rewarding and had witnessed some amazing changes and improvements.

Presentation (slides)

Agenda

What is the BID

Bid Ballot and results – clarification of figures and results and turnout

Established BID area map

Bid area breakdown – who pays what

Introduce BID Company – Ltd Company by Guarantee, non- profit,

Registered Address the former VIC Office, still operating from there at the moment

Membership – who can be members, who can vote

Directors – who has a right to appoint and vacant positions:

Class A - 5 vacant positions

Class B – 2 vacant positions

Class C – 1 vacant position (ADC only – declined to take position)

Year 1 delivery Programme

Promote Positive image of Bognor Regis

Reduce Anti-social behaviour

Stimulate the night time economy

Better Parking

What will the BID do?

Create a well-known Town Centre through events promotion and marketing

Create a welcoming Town Centre through uniformed wardens or ambassadors, work with partners and Police to reduce crime and ASB

Create an active town centre at night to stimulate the evening and night time economy through the introduction of the arts and cultural events, late night shopping on a regular structured basis, work with tourism and hotels to raise standard

Better parking – to make it easier for visitors and staff to park in the town centre and improve access, promote and encourage the extension of the 2-hr free parking scheme by working with partners

Next steps

Set date for the AGM

Receive Director Nominations

Receive Membership firms

Agree 1-year delivery plan

BID Levy bill to go out March 2018

BID goes live 1st April

First tranche of funds received late May 2018

Summary

It is now time for the members and levy payers to take control of the BID company. TR hopes all will get involved to make the BID a success

Comments & Questions:

The levy for the BID is being collected now but the Directors are not taking control straight away?

This is why the AGM needs to take place as soon as possible

A list of priorities for the first year have been set but have KPI's been written in to measure success?

(no response was given on this point)

The BID knows what monies it is due to receive - how much of that has been broken down?

You know the figure of what you were expecting to receive last year – why don't you know what the costs are for the priorities?

The costs have been broken down to a point but until the members have agreed the priorities it is not possible to account for every expenditure.

What is the TCM's priority?

To provide an ambassador or security warden

You say making the Town Centre safe is a key priority – what inroads have been made? If security is a priority, why has this not been costed already to put the BID in a position to be ready to go and up and running straight away?

The BID need to know which directions business would prefer to move in i.e. does the Bid employ someone directly, or through an agency? Should this person be a security/warden or an ambassador? These are decisions for the members to make.

PW urged retailers to sign up to shop-watch as it is a valuable and effective tool.

How do you find out "how to cut the cake"?

More money on cultural events

Portable bandstands

The BID wants comments and suggestions from all business and would urge members to email TR with thoughts and ideas

What happens if a levy payer doesn't pay up? The figures are based on everyone paying in?

ADC have procedures in place for bad debt recovery

Chris Heaps from the Traders Association reported that with the implementation of the BID the Traders Association has agreed to be incorporated into the BID and going forwards, will transfer their remaining assets to the BID Company

With regards to security, the BID needs to make sure money is not wasted on employing nothing more than actors

There are some businesses who are buying stolen goods that have clearly been stolen from other local businesses and selling them on – this needs to be addressed and stopped.

The BID should not be paying for the type of security that should be covered by the police – pressure must be put on the police to do their job!

As a BID levy payer ADC should be on board with the supporting the growth of the night time economy but continue to refuse licensing applications for events

ADC are fully supportive of the BIDs aims and would suggest that the night time licensing issues be taken up with their senior management. This is something the BID can do.

It is time now for the members of the BID to start working as a collective – and to change their language i.e. “I would like the BID to take this up with ADC on our behalf” the BID has a powerful collective voice

Not sure how a vibrant night time economy would balance with urban delivery.

Will Toyubur be the BID Manager?

The current board has agreed that TR will take the post of the BID manager and be employed via the university. However, if members wish to overturn this decision, they have the power to do so, democratically at the AGM

Final Summary

The BID is going to happen. There will be some negative comments, but it has the potential to be successful and the power to make strides on all issues at higher levels. By year three members will be able to accurately measure its success. Over the next few weeks, a closed Facebook group will be set for all levy paying members for them to channel any thoughts, ideas or questions.

The AGM will be arranged for next month.

The Chairman thanked everyone for attending and the meeting closed.

APPENDIX

Attendees:

Alex Berry- Spirit FM
Greg Burt - Bognor Regis Museum
Ryan Burrows -Spirit FM
Kelly Cardwell - Dimensions Hair
Paul Chase - Sussex Cameras
Carole Chase - Sussex Cameras
Chris Clark- Polkadot Stripes
Roger Clayden - Clayden & Co Jewellers
Dave Cooper- University of Chichester
Suzanne Donnelly- Mobility & Comfort
Michael Donnelly - Mobility & Comfort
Kevin Fox- Falcon Homes
Henry Green- Covers
Chris Heaps -Heaps of PC
Alex Hilditch -Boutique Roma
Sheila Hodgson - Bognor Regis Town Council
Mariya James - Boutique Roma
Shane Matthews -Pier Bar
Andy Mitchell - St Wilfs Hospice
David Myers - Bognor Regis Regeneration Board
Jason Passingham -Heygate Bookshops
Racheal Prior- St Wilf Hospice
Toyubur Rahman -Bognor Regis Town Centre Management
Matthew Reynolds -Reynolds Furniture
Hannah Shrimpton - William Hardwicke
Paul Wells- Unique Workwear & Printing
Jane Wells -Unique Workwear & Printing

Bognor Regis BID Board Meeting 22nd March 2018

Attendees: BID Directors: Paul Wells – Chairman, Matthew Reynolds Furniture – Vice Chair, Hannah Shrimpton – William Hardwicke and Mark Halls – Wilko's

In Attendance: Toyubur Rahman (TCM), Chris Heaps (Traders Association), Caroline Gosford (ADC), Cllr. J. Brooks and Sheila Hodgson (BRTC)

The BID Company Incorporation Formalities were completed following some minor amendments.

The Future BID Board attendees was discussed, and the BID agreed that Arun District Council, Bognor Regis Town Council and the University would receive automatic invites. The board further agreed and would request for officer representation by the Council rather than Members. The Police would also be invited to attend on a regular basis. BID Members would be invited to either quarterly or 6 monthly meetings for updates.

The Traders Association will be disbanded and incorporate themselves into the BID

Feed back from the pre-bid meeting – this covered in a separate report

The first AGM will be early May possible date Monday 7th – to be confirmed

From the end of March, the VIC office will no longer be available for use and new premises will need to be found asap. TR has been offered temporary accommodation at several places, however, the board felt it was important to find somewhere permanent asap.

The board have asked TR to draft a job description and person specification for an admin assistance as they would like to fill the post quickly.

The board discussed the position of an ambassadorial role for the town centre. This could be in the form of volunteers who would be uniformed and trained to meet and greet and engage with visitors. TR will begin to draft a job description.

A BID year 1 Delivery Plan meeting was held on the 13th March with some of the BID members to outline the priorities for year 1. These included:

- Loyalty Scheme
- Events
- Ambassador/Business Warden for the town

- Parking

The BID will now take responsibility for the 2hr Free Parking Scheme as well as adding quality to the overall parking experience. JB asked the board for their support of some promotional ideas for the 2hr scheme put forward by the Town Councils Car Parking Strategy Group.

The BID is looking at developing a website and have approached 2 local companies for assistance with this. The board will discuss in more detail before making any decision on which company will be chosen to take on this role.

The next meeting is scheduled for the 19th April 2018.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018**

**AGENDA ITEM 17 - TO CONSIDER MEMBERSHIP FOR THE DEPUTY
CLERK OF THE INSTITUTE OF SAFETY & HEALTH (IOSH)**

REPORT BY THE TOWN CLERK

FOR DECISION

Following the Deputy Clerk's successful completion of NEBOSH, to ensure that the Town Council stays abreast of information relating to Health & Safety, membership of the Institute of Occupational Safety & Health (IOSH) may be undertaken.

The annual subscription would be £153 and would provide access for the Council to an active and respected community sharing in the specialist knowledge and expertise of occupational health and safety professionals, allow the Council to keep up to date with Health & Safety developments through bulletins and the IOSH magazine together with access to technical advice and expertise.

There will also be Sussex Branch meetings that can be attended to hear about specific Health & Safety issues.

Decision

Do Members **AGREE** that the Deputy Clerk may take membership in IOSH at a cost of £153 per annum?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 9th APRIL 2018**

AGENDA ITEM 18 - TO CONSIDER THE AMENDED CORPORATE STRATEGY FOLLOWING THE MEETING HELD 27th FEBRUARY 2018 AND TO MAKE RECOMMENDATIONS TO COUNCIL ACCORDINGLY - MIN. 120 OF THE MEETING HELD 21st NOVEMBER 2017 REFERS

REPORT BY DEPUTY CLERK

FOR DECISION

Members will be aware that it was agreed at the meeting of this Committee held 31st July 2017 that a review of the Corporate Strategy be undertaken to agree the future objectives of the Council. Following the postponement of the original date, this meeting took place on Tuesday 27th February 2018 and, as requested by Members, Mr. G. Chambers from L.C.S. Ltd was invited to lead the review.

The Notes of this meeting, including comments on the existing objectives is attached as **Appendix 1**.

A summary of the proposed revised objectives arising from the meeting is attached as **Appendix 2**.

Members are therefore invited to consider the proposals before them and confirm the content of the final document for **RECOMMENDATION** to Council at the Annual Town Council Meeting on 14th May 2018.

As Members will read in the Notes of the meeting, there are two areas where no decision was reached, and the Committee are asked to confirm whether the Wifi and Weather Observations should remain within the document.

However, it should be noted that the future process for weather observations was an agenda item at the Joint Consultative Sub-Committee (Staffing) meeting on 28th March 2018. Therefore, the decision regarding the weather observations only will need to be deferred until later in the meeting when the recommendations of the Sub-Committee are received under Confidential Business.

Members will, however, need to confirm how they wish to proceed with regard to the Wifi at this point in the meeting.

At the Council Meeting held 12th March 2018, a Member made reference to the strapline "Back to the Best of Bognor", currently contained within the Corporate Strategy, and suggested that an alternative, more forward-looking slogan be adopted by the Council. Members are therefore invited to consider this proposal and instruct as to how they wish to proceed.

Councillor Brooks, whilst not a Member of this Committee, has spoken to the Town Clerk since the review meeting took place and suggested the inclusion of a new item under Priority 2 - Partnership Working, referring to working with ADC on the improvement of the Seafront and Promenade. This objective could attract part or all of the unused Seafront Strategy funding which was allocated for the

potential devolution of seafront concessions and included within Priority 3 of the Corporate Strategy, now recommended for removal.

Finally, Members will note that the revised objectives as drafted, result in all three objectives under Priority 3 - Take on more Devolved Services, being removed and Members are therefore invited to confirm that reference to this Priority should be removed and the Priorities renumbered appropriately.

DECISIONS

Do Members agree to **RECOMMEND** to **COUNCIL** to remove the reference to Wifi provision from within the Corporate Strategy?

Do Members agree to **RECOMMEND** to **COUNCIL** the inclusion of a new Priority 2, referring to partnership working with ADC on the improvement of the Seafront and Promenade? Furthermore, if Members are minded to agree with this proposal, do Members wish to **RECOMMEND** to **COUNCIL** that all or part of the Seafront Strategy earmarked budget be allocated to this initiative, or do Members wish to **RECOMMEND** to **COUNCIL** that another use be identified or the sum be returned to General Reserves?

Do Members agree to **RECOMMEND** to **COUNCIL** any amendments or additions to the revised objectives contained with **Appendix 2**?

Do Members wish to **RECOMMEND** to **COUNCIL** to retain the "Back to the Best of Bognor" strapline or if not, to confirm any replacement?

Do Members wish to **RECOMMEND** to **COUNCIL** that the reference to Priority 3 be removed from the document?

Notes of the Corporate Strategy Review Meeting held 27th February 2018

Present: Cllrs: Brooks, Cunard, Mrs. Daniells, Gardiner,
Reynolds and Mrs. Warr

In attendance: Mr. G. Chambers (L.C.S. Ltd)
Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Assistant Clerk)

Meeting opened at 6.02pm

Mr. Chambers thanked Members for inviting him back to work on the review of the Corporate Strategy, a document that was now five years old. Mr. Chambers went on to outline the purpose of the review, which is to shape the activities and priorities of the Council over the next two years, into the inaugural year of the new administration in May 2019. This session would consider all the existing objectives to ascertain whether they had been successful, were not now achievable or if, five years into the process, the Council simply did not have the capability to achieve the target. The review would also consider any recommendations for new objectives.

Mr. Chambers circulated a report (attached as **APPENDIX 1**). However, before moving to the review of the existing objectives, Mr. Chambers referred to a consultation by WSALC on their Health & Wellbeing initiative which requested feedback and asked if the Council supports Health & Wellbeing. Mr. Chambers went on to explain that if Members felt that this was an area that the Council could become more involved with, then this would help inform the review of the Corporate Strategy.

Those present each gave their own opinion on the matter of Health & Wellbeing and the overwhelming response was that this area, which entails more of a social services aspect and is already serviced by many voluntary groups, would not be suitable for focus within the Corporate Strategy. Opinion was expressed that the Council should prioritise activities that improve the Town and the offer for residents and visitors and the Council's proven track record in events was noted. The decision was therefore taken to set the Health & Wellbeing initiative aside and move on with the review of the current objectives.

Members went on to review each topic in turn, making recommendations for amendment or removal. A summary of the decisions is attached as **APPENDIX 2**. This summary includes the existing objective and details any amendments or if the proposal is that it should be removed.

There were several areas where the discussion led to no clear decision and therefore it was agreed that the following matters be discussed further at a future meeting as noted below:

Wifi Network

The Policy and Resources Committee are to consider and make suitable recommendation regarding the Council's future involvement with Wifi. Discussion revolved around whether there was still a need for Wifi as so many people had data packages. It was also noted that the seafront Wifi was no longer available due to the impending demolition of the Foreshore Office and there had been no contact from the Wifi provider, about a replacement service.

Monitoring of Weather Data

The Joint Consultative Sub-Committee (Staffing) are to consider the current processes for weather observations and to report back to the Policy and Resources Committee with recommendations to inform a decision as to whether this should remain an objective of the Corporate Strategy.

It was also **AGREED** to recommend two new objectives as noted below:

Town Crier

As this initiative is now up and running (where as it was an aspiration in the existing Corporate Strategy) the new objective will refer to the continued promotion and utilisation of the Crier.

Assets of Historic Value

Members discussed at the meeting the possibility of the Town Council purchasing Assets of Historic Value, other than the Town Hall, and therefore **RECOMMEND** that the Council undertake a pre-feasibility study in this area, in relation to a specific property, details of which will only be released at the Council meeting under Confidential Business due to the commercial sensitivity.

The Meeting closed at 8.05pm

Bognor Regis Town Council

Corporate Strategy Review Working Party

Review and Development of the Corporate Strategy 2018

Tuesday 27th February 2018

Introduction

Members first developed the principles of the Bognor Regis Town Council Corporate Strategy at their training day on the 6th March 2013. So in just under 5 years the Town Council has adopted a strategic approach to Council business and the strategy is now into its 4th revision.

At a meeting of the Corporate Strategy Review Working Party held in January 2016 Members considered completed actions together with actions considered to be less effective in achieving the Council's goals. Since that time Members have received several performance reports relating to the strategy. The following report summarises the Council's current performance in relation to the Corporate Strategy, including suggested amendments and additions which flow from practical experience of strategy implementation. In particular Members attention is drawn to the outcome box of each action, which provides an overview of the actions in terms of their relevance, ability to be achieved and progress in being achieved.

Bognor Regis Town Council Corporate Strategy-Next Steps

In addition to the performance report which follows, a review of the Corporate Strategy provides the opportunity to capitalise on opportunities and to include or delete actions taking account of current issues.

One issue in particular that Members may wish to consider is that of Health and Wellbeing. In regard to this we have recently been consulted by the West Sussex Association of Local Councils requesting information relating to the value of WSALC's work on Health and Wellbeing and asking if the Council support Health and Wellbeing in their community and whether it is believed that they can play a key role and if so details of future plans.

WSALC have produced a report on how Parish and Town Council's can support Health and Wellbeing within West Sussex and they are offering their support to assist council's who are interested.

Members views on this are sought to enable a response to WSALC

In the broader perspective Members may be aware that at the Joint Western Arun Area Committee this evening the agenda includes an item relating to the new Coastal Care programme on the development of Local Community Networks in the Western Arun area.

The purpose of the Coastal Care Programme is about 'Inspiring Healthy Communities' with ambitious plans to create a delivery model for Health and Wellbeing within the community by focusing on:

- Building on and developing genuine partnerships between health, councils, the voluntary sector and local communities
- Breaking down professional and organisational silos
- Shifting patterns of care and services to be more proactive, preventative and local

Shared Learning from Other Parts of the Country

In addition to the opportunities raised through WSALC and JWAAC, Members may wish to consider the work of Town and Parishes relating to Health and Wellbeing within other parts of the country.

Within Cheshire for example all the Towns within the Borough have been developing their own Health and Wellbeing initiative. Firstly, by dipping their toe into the water by running a Health and Wellbeing fayre.

Such fayres have been exceptionally popular and successful. They basically included the Town Councils bringing together all the local voluntary and statutory providers of health related services including:

- Local dementia groups
- Organisations for the hard of hearing and visually impaired
- CVS
- Support service networks for young people including psychological counselling services
- Leisure services promoting health and activities
- Healthy food and cooking demonstrators
- Local authority support services
- Representatives from the clinical commissioning group and information on town health profiles

The fayre would comprise a series of stalls operated by the various health groups; there would be breakout sessions dealing with a variety of local health issues and most importantly the local community would be encouraged to attend to find out what is available for them and their families.

Members views are therefore sought as to whether they wish to include Health and Wellbeing within the revisions to the Corporate Strategy and if so should the first quick win project be a Health and Wellbeing fayre within Bognor Regis.

Performance Review of the Corporate Strategy

Priority 1 - Promoting the Bognor Regis Brand

Project 1- Promoting the Bognor Regis Brand and Town Area

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
We will promote and advertise the Bognor Regis Brand and Town area.	EP&L	<p>Branding is being done via the BRTC Events “Follow the Ducks” campaign. Vinyl wrapping of a London Taxi with “Follow the Ducks to Bognor Regis”</p> <p>Ducks</p> <ul style="list-style-type: none"> • 1 Year deal for “Duxi” • #FOLLOWTHEDUCKS • Merchandising – 2016 <p>Taxi wrapping agreement ended Feb ‘17</p> <p>Funding through Bognor Regis Brand Budget for purchase of uniforms for all TC staff specifically for events – completed.</p> <p>Sponsorship of large board for 17/18 football season at BR Football Club agreed with sponsorship of smaller boards lapsing – completed.</p> <p>Bunting purchased and erected in London Road and High Street – completed.</p>	<p>Ongoing</p> <p>“Duxi” deal ends Early 2017</p>	<p>£2.5k over 4 years for a Campaign budget (ends 2017/18)</p> <p>Additional £10k for 2016/17</p> <p>Bognor Regis Brand Budget</p> <p>Unspent budget from 2016/17 earmarked for use in 2017/18 allocation</p>	<p>Raising of the awareness of the town around the area and further afield.</p> <p>Taxi wrapping was innovative but challenging to measure its impact. Use of #followtheducks resulted in up to 50 ducks being sent out.</p> <p>Possibilities for the branding of the Town are limited by the budget available and now also a cross over with ADC’s current work with Wayne Hemmingway on brand and image.</p> <p>Efforts continue to promote the Town Council i.e. logo, newsletter, publications etc</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
Develop ideas and produce a Council Logo.	EP&L	<p>Develop suggestions through EP&L Committee</p> <p>Continued use of Sunniest Logo</p>	Under 6 months	Could utilise additional £10k as identified above	<p>Agreed, usable and adaptable logo to be used on all BRTC publicity both printed and electronic which can be used as an alternative to the Crest on “non civic” documentation</p> <p>Well recognised as Town Council Logo but has been used in whole or part by other organisations. Guidelines have been agreed by EP&L Committee.</p>
We will continue to support tourism as we have already and where possible to find new ways of keeping the town on the map including setting up and supporting a local tourism group.	EP&L	<p>Ongoing</p> <p>Work is being done through the Our Place funding to develop links with tourism businesses. It is hoped to use this as a basis to form a new group (see below)</p>			<p>No Local Tourism Group set up but BRTC continue to work with ADC’s Sussex by The Sea team and other media outlets such as Spirit fm to keep the Town in the public eye</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<p>Help with the development of the Our Place project, including :</p> <p><u>Promotion of Tourism in the Town</u></p> <ul style="list-style-type: none"> • Set up Traders market at Butlins 	SH	<p>Liaison with Butlins including discussion about discount for Butlins visitors/ independent traders</p> <p>Project is currently deferred as no meetings of Traders Assoc have been held due to BID. Next TCM Ops Meeting scheduled for 15th August.</p> <p>BID taking effect from 1st Apr 18 and BRTC will not have a voting seat on the board and will therefore not be involved in determining the BID Manager's future projects.</p>	<p>Dec '16 Revised to 3rd Qtr 2017 to allow for completion of BID process</p>	<p>"Locality" grant of £ 8,000 received</p>	<p>Improved interaction between Butlins visitors and the rest of the Town including Traders</p> <p>Impact has been limited as reliant on buy-in from traders, Butlins and TCM (soon to be BID Manager) & other organisations. Will now be within the remit of the BID to progress this further.</p> <p>Works undertaken to extend a traders scheme to a Discount scheme for students but support from University disappointing. No appetite or contact from University for the scheme so no further action taken.</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<ul style="list-style-type: none"> • Have a Town Crier 	SN/JD	<p>Investigate costs inc uniform, maintenance, staff, administration etc</p> <p>Business Plan Drafted Sept 16 – Further investigation required.</p> <p>Appointment completed with plan for first event attended being Drive Through Time on 16th July.</p> <p>Now established and attending events – both BRTC and other organisations. Increased promotion during 2018.</p> <p>Liaise with TCM regarding use in Town Centre</p>	<p>Dec '16</p> <p>Summer 2017</p> <p>May '17</p>		<p>Identifiable Town Asset to be used for publicity and promotion throughout the Town</p> <p>Linking of Heritage aspirations with practical promotion of tourism within the Town</p> <p>Town Crier initiative is still in early stages but appears to be a great success with the crier being recognised more and more. Work still required to expand the role but this is all underway.</p>
<ul style="list-style-type: none"> • Assist with development and promotion of the bathing machine project. 	SH/SN	<p>Decision taken at Council June 16 to not proceed with HLF bid for Bathing Machine as part of heritage Trail project</p> <p>Recommendation that removed from Corporate Strategy</p>	tbc		<p>Decision taken not to pursue.</p>
<ul style="list-style-type: none"> • Creation of Tourism Hub 	SH	<p>Dependent on Bathing Machine project progressing</p>	tbc		<p>No further action as Bathing Hut project not progressing</p>
<p><u>WW1 Project</u> <u>Battle of Boars</u> <u>Head</u></p> <ul style="list-style-type: none"> * Exhibition at Museum * Engagement with Schools * Workshops * Wreath Laying Service * Commemorative Book 	SH	<p>Workshops with local school staff held 17th May 2016</p> <p>Wreath laying service took place 30th June</p> <p>All completed and recommendation that removed from Corporate Strategy</p>	December 2016		<p>Great success, good engagement from schools but limited input from local residents which was a little disappointing.</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
We will install a Wi-Fi network for the town centre and the beach to encourage a new kind of tourism and so that locals can work in the Town and on the beach to encourage spending in our businesses.	EP&L	<p>Agreement between provider/BRTC/ADC signed July 16. No further action required from BRTC</p> <p>Roll out to seafront now complete and TC's involvement and sponsorship finished at the end of the 2016/17 financial year. No further action required in this regard and instruction needed as to how to proceed.</p> <p>ADC owned Foreshore office to which wifi equipment is attached is to be removed in 2018. As sponsorship for set up has now finished, any proposals to find a new home for the equipment would be the responsibility of the wifi provider. Instruction needed as to how to proceed.</p>	1-2 months	Sponsorship of £1,500 pa for three years ending 2016/17	<p>Town Centre Wifi coverage is limited and the seafront Wifi now removed due to forthcoming demolition of Foreshore building.</p> <p>4G now much more widely used, with many other places offering free Wifi.</p> <p>No recent contact from the Wifi provider about future of the service.</p>
Promotion in relation to Airbnb	EP&L	<p>Prepare report with statistics of Airbnb</p> <p>Develop suggestions as to how BRTC can promote/support Airbnb.</p> <p>No further action taken in this regard and instruction needed as to how to proceed</p>	<p>6-9 months</p> <p>Aim to ensure any publicity/promotion prior to start of 2017 season</p>	No Expenditure	<p>Increase in number of visitors staying in the town, not currently able to stay due to lack of facilities i.e. hotels, B&Bs etc.</p> <p>No appropriate way for BRTC to influence this and therefore no outcome achieved.</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
Passive monitoring of issues relating to the beaches within Bognor Regis and take advantage of any opportunities arising which will allow reintroduction of sand onto the near shores of the beaches.	CE&E	No Action at present The Bognor Regis Trust and Pierwatch are looking at this and will be reporting back via the Heritage Partnership Board.	12 months for review unless triggered by action of 3 rd party	No expenditure	None at present. No opportunities have arisen for BRTC to take advantage of and therefore no development for this objective to date.
Deliver a programme of events throughout the year for residents and visitors to enhance their experience of the town and its environment Events :- <ul style="list-style-type: none"> • Drive Thru Time • Christmas Lights • Park Day • Proms in the Park 	KF/EP&L	2016 Programme agreed 2017 programme finalised with additional money allocated to Funshine Days and Proms in the Park which is to be moved to September to allow live transmission of BBC1's Last Night of the Proms 2018 programme in planning with reporting to EP&L Committee	4 th Quarter of 2016 for preparation of 2017 calendar	£11,500 for events	A programme of well run, diverse and interesting events to entertain local residents and draw in visitors from outside the Town and as a result boost local businesses Popular events, well received and appreciated by many. No mechanism of calculating how much extra business is brought into the town on event days and therefore footfall counting equipment to be considered by EP&L to quantify this in future.

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<p>Visitor Guide – production of 20,000 annually plus 5,000 postcards.</p>	<p>KF/EP&L</p>	<p>2017 Print Run completed</p> <p>P&R have recommended that a guarantee be given by Council not to cut the budget in 2018/19 to allow earlier discussions about the layout and design of the 2018 edition</p> <p>Decision taken by EP&L to not do visitor guide in 2018 but rather produce an events leaflet. Design underway with reporting to EP&L Committee.</p>	<p>4th Quarter of 2016 review for 2017 issue.</p>	<p>£2,500 for 2017/18 & 2018/19</p>	<p>Promotion of BRTC events together with selected other events for visitors to the Town.</p> <p>In demand with often further copies requested by distributors.</p> <p>Difficult to quantify how much the issue of the leaflets impacts on the numbers attending and even with the footfall counters, will be no way to marry up with who has seen the leaflet.</p> <p>Remains one of the primary ways to get information about the events into the public domain.</p>
<p>We will capitalise on the Meteorological site/Information and publicity relating to the record breaking sunshine hours in Bognor Regis. This will be included within the branding strategy.</p> <p>Active monitoring and reporting.</p>	<p>KF</p>	<p>Now only once daily readings including sun card.</p> <p>Readings no longer required by Meteo Group and therefore not published in press. Readings still submitted to Met Office.</p>	<p>Ongoing</p>	<p>Manpower costs included in 2017/18 budget</p>	<p>Use of Data to promote Bognor Regis as “Sunniest Place”</p> <p>Data collected adds to the Council’s own historic records which are accessible to all.</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
Photos – additions to library and circulation of existing stock	KF	Ongoing photography by Officers Circulation of photos extensive on Twitter and Facebook and continue reaching outside of UK.	Ongoing	None	Use of images to promote the Town in both BRTC own material and also in outside publications Photos seem to have a huge impact on the number of people viewing the BRTC's Events Facebook page – all around the world.
Photos – additions to library and circulation of existing stock cont.	KF/SH	Investigation underway into BRTC merchandise i.e. mugs, jigsaw etc using images from library		Any expenditure to be funded from the Bognor Regis Brand Budget	Definite potential for use of BRTC's photo library for some sort of merchandising but extent of profit stream is likely to be minimal.

Project 2 – Neighbourhood Planning

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<p>Council will maintain a watching brief of the NP and assess any developments from outside the Town Council, such as ADC's Local Plan, which may affect the NP.</p>	<p>P&L</p>	<p>Monitor of changes triggered by outside bodies such as central government changing policy or progress of ADC Local Plan</p> <p>Council has taken decision to not revisit the Neighbourhood Plan.</p> <p>A watching brief will continue with reports being made to the P&L Committee</p>	<p>Ongoing</p>	<p>None Required</p>	<p>Effective local planning policy which focuses on the priorities of local people whilst acknowledging the needs of visitors to the Town</p> <p>NP allows the Council to comment objectively on planning applications and particularly remains an important tool when commenting on the impact on the Town of more substantial sites, outside of the Town boundary.</p>
<p>Council to investigate upskilling of Members and Officer in planning matters.</p>	<p>SN</p>	<p>Investigate Training Opportunities</p> <p>Councillors continue to be offered courses as and when they arise – usually through SALC</p>	<p>Ongoing</p>	<p>Training Budget</p>	<p>An effective Planning Committee</p> <p>Whilst this is the case at the moment, obviously an ongoing situation as Councillors and committee membership changes</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
Development Control: P&L Committee, as Statutory Consultee, will comment on all Planning & Licensing Applications	P&L	<p>Consideration and comment upon applications at regular P&L meetings</p> <p>Consultation continues with no changes</p>	Ongoing	None required	<p>Effective comments on planning applications to focus on the needs of local residents and visitors</p> <p>It is anticipated that the comments made have been effective and represent the views and opinions of local residents and as laid out in the approved NP.</p>

Project 3 – Improving the Environment We Live In

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
Review the Safer West Sussex Community Safety Agreement and the Safer Arun Strategic Partnership Plan and identify areas which can be supported by the Town Council.	SN	Review Plans Identify Gaps in Provision Assess any possible actions by BRTC to fill gaps	10-12 months 10-12 months 12-18 months	No initial expenditure when in fact-finding stage Budgets to be identified as projects are agreed	Community feeling safer and more secure No outcome to report to date but an area for further work if Council is minded to agree.
Investigate the feasibility of introducing a Play Street Scheme	CE&E	Collate information about Play Street Scheme Prepare report for Council to consider Timescale for this feasibility will need to be extended as focus of the CE&E Committee is currently the Youth Services Review New Playing Out Scheme Topic Team set up under CE&E in January 2018 to move forward with this	12 - 18 months	No initial expenditure when in fact-finding stage	Facilitation of safe area for play in residential areas Work in progress with positive reception when considered by the CE&E Committee. Councillor and Officer attended a workshop to help move this forward with an outcome expected in summer 2018.

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<p>To review the options for the development of a community partnership within Bognor Regis and to consider the impacts of community empowerment</p>	<p>Council</p>	<p>Development of community engagement through Member activities</p> <p>Different style of Engagement to PQT at CE&E being trialled.</p> <p>Trial “drop ins” in the Town Centre started 13th June 17 with further sessions on 13th July and 19th August. Planned to extend to locations in the wider area of the Town.</p> <p>Engagement events continue to expand.</p>	<p>1-2 years</p>	<p>No initial expenditure when in fact-finding stage</p>	<p>More community engagement resulting in wider activities benefitting more of the population</p> <p>Engagement has been successful but is a slow burn. Work continues to grow this element enable Councillors to get involved more in their Wards</p> <p>No progress on CP as engagement still early stages and more community cohesion needed before trying to launch a CP.</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
The Town Council to provide support to volunteers who maintain the street scene including the Sunken Gardens.	SN	<p>Identify Volunteer Groups</p> <p>Make contact with groups commending them on their efforts, asking if BRTC can assist and highlighting external funding sources</p> <p>BRiB working to extend their work to get local people to maintain local areas of work. No approach from the volunteers at the Sunken Gardens for support and no further action taken at the current time. Instruction required as to how to proceed.</p>	<p>3-6 months</p> <p>6-9 months</p>	<p>No initial outlay</p> <p>Possible expenditure if asked for support but this would need to be identified and included in 2017/18 budget</p>	<p>Volunteers feeling appreciated and willing to continue</p> <p>Potential for more volunteers to be recruited.</p> <p>No outcome at the present time as no real project to take on and no contact from the volunteers.</p>
Identify suitable areas and costings for community BBQ's (Beach & Parks)	EP&L Committee	<p>Research designs that could be installed onto shingle</p> <p>Outcome - shingle is unsuitable</p> <p>Initial conversation with ADC could not identify any suitable locations for this. ADC also working on their seafront strategy over the next 12 to 24 months. Instruction required as to how to proceed.</p>	12months (Target date for any installation would be Easter 2017).	No initial expenditure when in fact-finding stage	<p>Successful installation</p> <p>Provision of Local Community & Visitor facility</p> <p>Great idea but with no land owned by BRTC and no suitable ADC owned land identified, unfortunately this is not achievable.</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
The creation of a Children's Summer Activity programme (Funshine Days) Develop Children's activity programme policy and expand children's activity programme to extend it to other holiday periods	KF/EP&L	2017 Schedule planning completed and published 2018 planning underway with possible shake up to keep programme fresh. Will be referred through EP&L for approval.	Annually	£6,500 in budget for 2017/18 for "Fun Shine Days"	Provision of activities for young people – both residents and visitors. Really popular and evolving all the time. Shake up of events in 2018. Councillors also using their Ward allocations to pay for Play Ranger sessions at venues away from the beach.
Allotments Provision and maintenance of 100+ plots	LG	Regular Inspections to ensure good maintenance Issue of renewals with rent demands in October each year All plots let as at October 2016 renewal and Rent review carried out All plots let as at October 2017 renewal	Ongoing	2017/18 identified budget of £1,500 for water and maintenance plus Town Force Time to maintain boundary	Fulfilment of duty under the Small Holdings & Allotments Act 1908 All let and statutory duty
Bognor Regis in Bloom	BV/CE&E	Annual Judging organised by Officers BRiB WG currently carrying out review as suggested at P&R Dec '16 BRiB continue with their competitions and awards with reports being made via CE&E Committee.	Ongoing		Promotes Community working whilst also improving the environment for all Successful events and well-regarded element of Town's calendar

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
To initiate a Task & Finish Project Group to investigate enabling and improving the environment for young people. Also to review existing systems of delivering youth services together with options for alternative delivery models.	CE&E	<p>Formation of Topic Team underway. 1st Session held in July 16</p> <p>Feasibility study to investigate the service delivery of youth and allied services</p> <p>Topic Team continue their work but engagement with the age group identified is challenging. A proposal that the TT are considering is the Town Council and Neighbouring Parishes joining together to employ a youth worker to work across the combined area and at the same time gather first hand evidence.</p> <p>The proposal presented to CE&E on 17th July is for a 6 month trial scheme to further the evidence gathering and to extend the feasibility study to ascertain what is realistically achievable.</p> <p>Youth Worker appointed in December 2017 for a 6-month contract until June. Steering Group appointed to oversee the</p>	<p>1-2 months</p> <p>6-12 months</p>	Budget already agreed (£5000 See P&R 25.01.16)	<p>Provision of services for young people, if identified as wanted and in the format desired by the young people of the Town.</p> <p>Been successful thus far but a lot of work ahead in the next 6 months to try and secure funding to continue with the project and expand. Potential to really bring some benefits to local young people.</p>

		project and reporting back through CE&E. Will require work in future for any funding bid to extend the service but this will need consideration by Council.			
Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
Town Assets – maintenance of i.e. lampposts, clocks, blacksmiths art	CE&E	<p>Continuous maintenance</p> <p>Costings for work to Olby’s Clock necessary due to change of ownership of building agreed at Council 3rd July 2017.</p> <p>Works to clock complete and reinstallation due in March 18. Current owner has agreed to fund power supply but negotiations to take place regarding a legal agreement to cover power supply costs and access should the building change hands in the future.</p>	Ongoing	No budget so funding identified at Council as Rolling Capital Programme	<p>Promotes connection to Town’s heritage and past</p> <p>Update of Olby’s Clock successfully completed and other art pieces are maintained and preserved.</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<p>Town Force Activities including graffiti removal, sponsored planting, assistance at events, monitoring, maintenance and repairs of Town Council assets and outsourced paid work for other bodies such as neighbouring parishes,</p> <p>To investigate Town Force taking on some of the functions of WSCC Community Support team, to include the feasibility of providing such services for smaller Parish Councils where appropriate.</p>	EA	Town Force continue with their usual activities as detailed in the Proposal column.	Ongoing	No initial expenditure when in fact-finding stage	More localised and adaptable provision of services.
	SN/EA	Town Force also continue to be contracted out to various local organisations such as: South Bersted School, Felpham PC, ADC, Middleton PC, Travis Perkins etc.	9-12 months		Potential for increase in Town Force staffing which will need to be budgeted for
		Regular liaison with WSCC Takes place under the Street Scene Partnership Agreement. Town Force are utilised for minor street scene improvements to WSCC assets that WSCC are unable to carry out due to a lack of resources.	9-12 months		Seen as a huge part of what the Council does and a very visible presence of the Council on the street.
		Identification and mapping of current Town Force commitments	Unknown		Efforts continue to expand the clientele for the TF services but little appetite from higher authorities to release any of their responsibilities.
		Preparation of Town Force income and expenditure analysis			All but one site is currently sponsored so great success and the team's efforts enhance and benefit the Town and its residents
		Await outcome of WSCC consultation			
		Preparation of possible activities that could be			

		<p>delegated to BRTC</p> <p>Liaison with WSCC re: funding etc. before final report and recommendation made to Council</p> <p>WSCC appear to be moving away from partnership working rather than increasing. Initially told in Autumn of 2017 that WSCC would not be continuing Street Scene Partnership and would not pay annual contribution of £6000 for 2017/18 but rather charge piecemeal. WSCC have since reversed the decision but wish to negotiate with BRTC for way forward from April 2019. Also question hangs over exactly what assets are covered by the agreement.</p>			
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Priority 2 – Partnership Working

Project 1- Developing Partnership Working

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
Lobby Arun DC to engage in discussions regarding improving public conveniences	CE&E and BRTC/ADC Liaison Meetings	<p>Ascertain from ADC current situation regarding provision – ADC have published their proposals and these have been noted by Council</p> <p>No further action. ADC decisions have now been confirmed and contributions from parishes being phased out from 2018/19. Instruction needed as to how to proceed</p>	<p>1-3 months</p> <p>3-6 months</p>	£30,000 p.a. to ADC	<p>Effective partnership working resulting in provision of new public conveniences.</p> <p>ADC have offered BRTC to transfer ownership, including all associated costs and maintenance, of some toilets but BRTC declined the offer. Responsibility for toilet provision now solely lays with ADC with no financial contribution by TC wanted.</p>
Review the purpose of attending each outside body and Members to provide a brief report in writing following attendance at each external meeting.	Council	<p>Review BRTC Representatives to Outside Bodies at Annual Meeting and agree relevance and effectiveness</p> <p>Use of standard form for reporting on attendance at outside bodies' meetings</p> <p>Councillors are now being asked to complete the reporting form which is more efficient</p>	<p>12 months (AMoC)</p> <p>1 months</p>	<p>None required</p> <p>None required</p>	<p>Members attending only relevant and suitable meetings</p> <p>Ensure comprehensive reporting of attendance at other meetings</p> <p>Has resulted in a more structured and accountable reporting by Members.</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<p>Arrange regular liaison meeting with Arun District Council and West Sussex County Council.</p>	<p>GF/SN</p>	<p>Liaison meetings with ADC continue. Due to on-going restructuring at WSCC, liaison with that authority is difficult</p> <p>Regular Liaison meeting with ADC held May '17 and next due in September '17.</p> <p>Meetings moved to three times a year basis wef 2018. ADC are also consulting on Place Plans and liaison with clusters of Parishes but this will be in addition to the Town Council Liaison meeting.</p> <p>Possibility that ADC will withdraw from the WSCC JWAAC programme and not yet clear as to how the JWAAC will proceed but WSCC have confirmed that they do not intend to stop this Committee.</p>		<p>None Required</p>	<p>Improves co-operative working between all tiers of Local Government</p> <p>Liaison with ADC is good but with WSCC is more limited other than through JWAAC</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<p>Prioritise Community Grants giving greater weighting to those applications which support the Corporate Strategy.</p> <p>Ward Allocation</p>	<p>GF/SN</p> <p>Members</p>	<p>As noted at the P&R Meeting 25/01/16 Min 144, all applications for 2017 were considered with regard to the Town Council's Corporate Strategy</p> <p>Agreed at Council to commit to no reduction from 2017/18 level of budget for 2018/19 to enable earlier notification of awards before Christmas each year.</p> <p>Distribution by agreement of Ward Members</p>	Annually	<p>2018/19 Budget of £46,000 to be allocated after closing date for applications of 29.09.17</p>	<p>Active support for groups that enhance the lives and environment of residents and visitors.</p> <p>Has been a condition for applications to show how they meet the objectives</p>
<p>Our Place : Forge Links with the university / schools for apprenticeship opportunities within tourism sector.</p>	<p>SH and CE&E</p>	<p>Liaison with the University over schemes such as Student Saver has not been productive. Our Place budget has now been utilised on previously identified projects and street art initiatives with local young people and the proposal therefore is that this item be removed from the Action Plan and Corporate Strategy.</p>	Ongoing		<p>Work with Uni has not been as successful as was hoped despite huge efforts from staff and Members</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<p>Events Work with other bodies for H₂O week including :-</p> <ul style="list-style-type: none"> * Beach Clean Brigade * ADC * Surfers Against Sewage * Marine Conservation Society * Sussex Wildlife 	KF and EP&L	<p>4 weeks of “Funshine Days” 2017</p> <p>Now includes a “Go Bananas for Bognor” day as part of H₂O week</p> <p>Success of “Go Bananas for Bognor” was limited and therefore no plans to include in 2018 programme.</p>	July/August 2017	Part of £6,500 in budget for 2017/18 for “Fun Shine Days”	<p>Provision of activities for young people – both residents and visitors.</p> <p>Educational element focussing on the environment especially marine</p> <p>Has been successful but so reliant on weather. Funshine being moved away from the beach in 2018 and therefore this element will drop</p>
<p>Membership of Bognor Regeneration Board to work at a strategic level towards improvements for the area</p>	SN	<p>Attendance at Quarterly meetings</p> <p>SN & JB attend meetings</p>	Ongoing	None required at present time	<p>Active participation of BRTC in regenerative projects for the Town</p> <p>Meetings attended but there can be a conflict between the BRRB’s and BRTC’s opinions i.e. Sir Richard Hotham Project. Impact and influence of BRTC is limited.</p> <p>Still an excellent way for BRTC to stay involved and abreast of projects.</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<p>Integrate the Heritage Partnership and its actions (albeit that many of the actions will be completed outside of the Council) into the Council's strategic plans.</p> <p>Working collaboratively on :-</p> <ul style="list-style-type: none"> * Statue of Sir Richard Hotham * Heritage Trail * Station Area & Concourse * Reynold Building Clock * Blue Plaques * Bingo Hall * Protection of Hotham Park * Conservation Awards/Nominees * Signage * Ice House 	SH and CE&E	<p>Activities are ongoing and constantly updated as part of Heritage Partnership</p> <p>Heritage Trail is being led by the Bognor Regis Trust and will incorporate Bathing Machine, blue plaques etc.</p> <p>Plans for the Reynolds Clock are being drafted by Smith & Derby with the cost (to a specified maximum) underwritten by Reynolds.</p> <p>Cllr Brooks seeking £16k of funding for the Reynolds clock to be manufactured and installed.</p> <p>Work on signage is complete and therefore should be removed.</p> <p>Suggested that the Bingo Hall, Protection of Hotham Park and Conservation Awards/Nominees be removed as no action required from Town Council.</p>	Ongoing	<p>Specific Budget for Heritage Partnership (tbc)</p> <p>External funding such as Locality, HLF etc.</p>	<p>Preservation of Bognor Heritage to further Tourism and promote sense of ownership of the area by residents</p> <p>Heritage Partnership Board is now led by the Bognor Regis Trust. Good work continues and progress on blue plaques and heritage trail. Great example of where working in partnership can prove successful.</p>

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<p>Work with Arun District Council to improve regeneration in the town and bring forward major improvements</p> <p>Work with Town Centre Management and Traders Group for the improvement of the Town Centre</p> <p>Share corporate strategy with Arun and West Sussex.</p>	<p>GF/SN</p> <p>SH</p>	<p>Continue dialogue with Arun</p> <p>Regular Meetings</p> <p>Sept 1 – BID feasibility underway and BRTC responded to survey</p> <p>BID approved at ballot as announced on 5th July 17</p> <p>Send revised Corporate Strategy to ADC and WSCC</p>			<p>Again, the impact of BRTC on ADC's activities is very limited despite best efforts.</p> <p>Work with TCM will probably decrease as BID takes over and as BRTC not on BID Board</p>

Priority 3 – Taking on More Devolved Services

Project 1- Investigate Options for taking over services currently undertaken by the principal authority

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
The Town Clerk to write to the Chief Executive of both Principal authorities to refresh dialogue regarding the future of devolution of services including car parks and seafront concessions.	GF/SN	Draft Letter Arrange meeting with relevant Officers Seafront Strategy now published by ADC and appears to be little appetite for BRTC to take over any concessions	3-6 months 3-6 months	No initial expenditure when in fact-finding stage Budget for additional services would have to be agreed taking into account any funding from ADC/WSC C	Services for residents and visitors, delivered locally and efficiently Feedback through BRTC/ADC Liaison meetings and following discussions regarding the War Memorial and Steyne Gardens, there has been little appetite for ADC to relinquish any assets or responsibilities.
Continue with the existing provision of free parking in the main car parks in Bognor Regis and investigate extending the scheme. Meetings with local traders to facilitate new discs and addition of further car parks/on street free parking	GF/SN SH	2 year funding deal agreed (2016/2017 and 2017/2018) 2017 disc colour agreed as Blue and on sale wef Dec 16 Letter sent to ADC to confirm BRTC and 2 Hour Free Parking Group's desire to extend the scheme past the current renewal date of end 2018 2018 disc colour is orange and cost increased to £2. 2 Hr Free Parking Working Group renamed Car Parking Strategy Working Group.	Annually until April 2018	£21,000 budget for 2017/18	Supports local businesses by promoting easy and affordable access to the Town Centre Been very successful and BRTC's involvement has been crucial. However, this will now be part of the BIDs focus and therefore consideration needs to be given as to how BRTC can influence this issue in the future

		Parking is to be taken on by the BID Manager and therefore the level of involvement by the Town Council is not known.			
Proposal	Officer/Member/Committee	Actions	Timescale	Identified Budget	Outcome
Meeting with Arun quarterly to negotiate further development of free parking. (rolling programme)	SH	<p>Currently regular meetings with ADC car parks officer to discuss possible future expansion of scheme</p> <p>Frequency of meetings for the Free Parking Working Group to be reviewed. This group not initially reappointed in 2016/17 Member to liaise with ADC officer regarding data etc</p> <p>2 Hr Free Parking WG to meet as appropriate</p> <p>See above</p>		None at present time	See above

Priority 4 – Acquiring and Creating more Community Assets

Project 1 – Acquiring Community Assets

Proposal	Officer/ Member/ Committee	Actions	Timescale	Identified Budget	Outcome
<p>The Town Clerk to obtain Arun’s asset strategy to determine plans for future disposal of assets. Also to write and confirm to Arun District Council the Town Council’s clear interest in taking over the Town Hall and to arrange a meeting between the two authorities to expedite this action.</p>	GF/SN	<p>Clerk to request details of ADC’s Asset Strategy</p> <p>Confirm if Town Hall registered on ADC’s Community Asset Register</p> <p>Future Office Provision WG set up to discuss plans in light of ADC’s published regeneration scheme and impact on the Town Hall</p> <p>Portfolio being compiled for possible purchase of Town Hall and Jeneses Centre for consideration by Members.</p>	<p>3-6 months</p> <p>3-6 months</p>	<p>No initial expenditure when in fact-finding stage</p> <p>None</p>	<p>Greater portfolio of BRTC owned properties to not only ensure the future provision of services and facilities but to potentially provide and additional income stream for the future.</p> <p>Clear that any transfer of Town Hall will be at full commercial, market rate and not an asset transfer. No guarantee given that ADC will decide to sell the building to BRTC. Full report including costs to come before Council in Spring 2018.</p>
<p>To maintain and improve the Picturedrome building to ensure its future.</p> <p>Provision of a 4th Screen.</p>	GF/Pier Company Ltd	<p>Work commenced on 4th Screen 26th June 2017</p> <p>Works due to be completed June 2018</p>	Ongoing		<p>Community facility guaranteed for the future.</p> <p>Increase in leisure facilities for locals and visitors.</p> <p>Complex but nearing completion and a success for BRTC</p>

PRIORITY 1.

Promoting the Bognor Regis Brand and Town Area

We will identify a clear brand for Bognor Regis which reflects our core purpose to create an image that identifies the uniqueness of the council's services and differentiates it from other councils' services, so that over time this image becomes associated with our community promise, leading to increased credibility, quality and satisfaction in the mind of everyone who comes into contact with the Bognor Regis Town Council.

Project 1. Promoting the Bognor Regis Brand and Town Area

The Town Council brand is one of its greatest assets. It's not just a logo and design scheme, but reflective of its community, and visitors experience of its services. The brand is reflective of the community promise the Council's values, personalities and, the way it communicates with residents and visitors. It is in the way services are packaged and style in answering the telephone. Communicating the brand clearly and honestly will spread confidence and goodwill. It is a badge of trust that will provide a competitive edge. The brand will tell the community exactly what to expect from Bognor Regis always delivering on promises leading to a better future for all.

Previous	Proposed
We will promote and advertise the Bognor Regis Brand and Town area.	We will promote Bognor Regis and the Town area by enhancing the locality for residents and visitors.
Develop ideas and produce a Council Logo	Continued use of the well-recognised "Sunniest Logo".
We will continue to support tourism as we have already and where possible to find new ways of keeping the town on the map including setting up and supporting a local tourism group.	<i>To Be Removed as promotion of Tourism is outside the scope of the Town Council and is undertaken by other organisations.</i>
Help with the development of the Our Place project, including : <u>Promotion of Tourism in the Town</u> <ul style="list-style-type: none"> • Set up Traders market at Butlins • Have a Town Crier • Assist with development and promotion of the bathing machine project. • Creation of Tourism Hub <u>WW1 Project</u> <u>Battle of Boars Head</u> <ul style="list-style-type: none"> • Exhibition at Museum • Engagement with Schools • Workshops • Wreath Laying Service • Commemorative Book 	<i>To Be Removed as all either completed, decision taken by Council to not proceed with project or new specific objective included (see below).</i>

Priority 1: Project 1 - Promoting the Bognor Regis Brand and Town Area continued . . .	
Previous	Proposed
	<i>New Objective</i> To continue to promote and utilise the Town Crier both within and outside of the Town.
We will install a Wi-Fi network for the town centre and the beach to encourage a new kind of tourism and so that locals can work in the Town and on the beach to encourage spending in our businesses. SG to work with traders and report to Events P&P Committee	<i>Members to consider whether to remove</i>
Promotion in relation to Airbnb	<i>To Be Removed</i>
Passive monitoring of issues relating to the beaches within Bognor Regis and take advantage of any opportunities arising which will allow reintroduction of sand onto the near shores of the beaches.	<i>To Be Removed</i>
Deliver a programme of events throughout the year for residents and visitors to enhance their experience of the town and its environment Events :- <ul style="list-style-type: none">● Drive Thru Time● Christmas Lights● Park Day● Proms in the Park	To continue to deliver a programme of events throughout the year for residents and visitors to enhance their experience of the town and its environment Events: - <ul style="list-style-type: none">● Drive Thru Time● Christmas Lights● Park Day● Proms in the Park
Visitor Guide – production of 20,000 annually plus 5,000 postcards.	To continue to prepare and distribute a guide for all Town Council events.
We will capitalise on the Meteorological site/Information and publicity relating to the record breaking sunshine hours in Bognor Regis. This will be included within the branding strategy. Active monitoring and reporting.	<i>For further discussion</i>
Photos – additions to library and circulation of existing stock	Photos – additions to library and circulation of existing stock

Project 2. Neighbourhood Planning.

Neighbourhood planning will allow the Town Council to both shape and give the community more of a say in its development (within certain limits and parameters). The plan will be used to help decide the future and protect the sense of place of Bognor Regis and will give local choice around where new houses, shops and offices are to be built, give influence over what buildings should look like and enable the granting of planning permission for the new buildings that the Town Council want to see go ahead.

The Bognor Regis Neighbourhood Plan has now been formally “made” by Arun District Council and should be referred to when they consider planning applications for the Town.

Bognor Regis Town Council, to effectively use the Neighbourhood Plan to influence development in the Town, identifies that Development Control knowledge is important for both Members and Officers.

Previous	Proposed
Council will maintain a watching brief of the NP and assess any developments from outside the Town Council, such as ADC’s Local Plan, which may affect the NP.	Council will maintain a watching brief of the NP and review if required.
Council to investigate upskilling of Members and Officer in planning matters.	Council is to continue to alert and encourage Members to attend training and refresher courses when available.
Development Control: P&L Committee, as Statutory Consultee, will comment on all Planning & Licencing Applications	Development Control: P&L Committee, as Statutory Consultee, will comment on all Planning & Licencing Applications

Project 3. Improving the Environment We Live In.

Bognor Regis Town Council recognises that the state of its local environment reflects the quality of the Town and has identified actions to supplement the Neighbourhood Plan to improve the local environment for all ages particularly the old and vulnerable. Also to provide facilities and services for younger people.

Previous	Proposed
Review the Safer West Sussex Community Safety Agreement and the Safer Arun Strategic Partnership Plan and identify areas which can be supported by the Town Council.	<i>To Be Removed</i>
Investigate the feasibility of introducing a Play Street Scheme	Investigate the feasibility of introducing a Play Street Scheme

Priority 1: Project 3 - Improving the Environment We Live In continued . . .	
Previous	Proposed
To review the options for the development of a community partnership within Bognor Regis and to consider the impacts of community empowerment	To continue and expand the Community Engagement opportunities.
The Town Council to provide support to volunteers who maintain the street scene including the Sunken Gardens.	To investigate the potential for the Town Council to take responsibility for planting and maintenance of Steyne Gardens.
Identify suitable areas and costings for community BBQ's (Beach & Parks)	<i>To Be Removed</i>
The creation of a Children's Summer Activity programme (Funshine Days) Develop Children's activity programme policy and expand children's activity programme to extend it to other holiday periods	The continuation of the Children's Summer Activity programme including possible extension into other school holiday periods.
To initiate a Task & Finish Project Group to investigate enabling and improving the environment for young people. Also to review existing systems of delivering youth services together with options for alternative delivery models.	To continue with the Youth Worker Steering Group, working with the appointed Youth Worker, to further investigate enabling and improving the environment for young people.
Town Force Activities including graffiti removal, sponsored planting, assistance at events, monitoring, maintenance and repairs of Town Council assets and outsourced paid work for other bodies such as neighbouring parishes. To investigate Town Force taking on some of the functions of WSCC Community Support team, to include the feasibility of providing such services for smaller Parish Councils where appropriate.	Town Force Activities including graffiti removal, sponsored planting, assistance at events, monitoring, maintenance and repairs of Town Council assets and outsourced paid work for other bodies such as neighbouring parishes.
Allotments Provision and maintenance of 100+ plots	Allotments Provision and maintenance of 100+ plots
Bognor in Bloom	Bognor Regis in Bloom
Town Assets – maintenance of i.e. lampposts, clocks, blacksmiths art	Town Assets – maintenance of i.e. lampposts, clocks, blacksmiths art

**PRIORITY 2.
Partnership Working**

Bognor Town Council realise that they can't deliver the vision in isolation and better results will be obtained through partnership working.

Project 1. Developing Partnership Working.

Working with our partners to manage and improve local services. Develop the ethos of partnership working amongst all Town Councillors and staff aligning all activities with the Corporate Strategy.

Previous	Proposed
Lobby Arun DC to engage in discussions regarding improving public conveniences	<i>To Be Removed</i>
Review the purpose of attending each outside body and Members to provide a brief report in writing following attendance at each external meeting.	Continuation of requirement for Members to provide a brief report in writing following attendance at each external meeting.
Arrange regular liaison meeting with Arun District Council and West Sussex County Council.	Arrange regular liaison meeting with Arun District Council and West Sussex County Council.
Prioritise Community Grants giving greater weighting to those applications which support the Corporate Strategy. Prioritise community grants to update the grant scheme. Ward Allocation	Prioritise Community Grants giving greater weighting to those applications which support the Corporate Strategy. Prioritise community grants to update the grant scheme. Ward Allocation
Our Place : Forge Links with the university / schools for apprenticeship opportunities within tourism sector.	<i>To Be Removed</i>
Events Work with other bodies for H ₂ O week including: - * Beach Clean Brigade * ADC * Surfers Against Sewage * Marine Conservation Society Sussex Wildlife	<i>To Be Removed</i>

Priority 2: Project 1 - Developing Partnership Working continued . . .

Previous	Proposed
<p>Integrate the Heritage Partnership and its actions (albeit that many of the actions will be completed outside of the Council) into the Council's strategic plans.</p> <p>Working collaboratively on :-</p> <ul style="list-style-type: none">* Statue of Sir Richard Hotham* Heritage Trail* Station Area & Concourse* Reynold Building Clock* Blue Plaques* Bingo Hall* Protection of Hotham Park* Conservation Awards/Nominees* Signage* Ice House	<p>Council to continue to work in partnership with the Bognor Reis Heritage Partnership Board to preserve and enhance the heritage of the Town.</p>
<p>Work with Arun District Council to improve regeneration in the town and bring forward major improvements</p> <p>Work with Town Centre Management and Traders Group for the improvement of the Town Centre</p> <p>Share corporate strategy with Arun and West Sussex.</p>	<p><i>To Be Removed</i></p>
<p>Membership of Bognor Regeneration Board to work at a strategic level towards improvements for the area</p>	<p>Membership of Bognor Regeneration Board to work at a strategic level towards improvements for the area</p>

PRIORITY 3.
Take on more devolved services

The Town Council believes that, to lead Bognor Regis to a better future and improve the quality of life for locals, listening to and acting upon their views to improve facilities for residents and visitors and delivering bespoke value for money services then managing and delivering services at a local level will improve the effectiveness and efficiency of these services delivering better value for money for local residents.

**Project 1. Investigate options for taking over services currently undertaken
by the principal Authority**

Investigate options for taking over services currently undertaken by the principal authority:
The Town Council's agenda for devolved services is both open and developing. However immediate priorities would include management of all concessions on the Promenade, the Market and the concessions in Hotham Park.

This would include management of all contracts and contractual responsibilities including the letting of new concessions and renegotiating contracts covering the type of goods and services that the concessionaires may wish to offer. The Town Council would prepare all new leases and oversee the tendering process. Management of car parks, management of other property, promoting the Town Force.

The Town Clerk to write to the Chief Executive of both Principal authorities to refresh dialogue regarding the future of devolution of services including car parks and seafront concessions.

To Be Removed

Continue with the existing provision of free parking in the main car parks in Bognor Regis and investigate extending the scheme.

To Be Removed as part of BID focus.

Meetings with local traders to facilitate new discs and addition of further car parks/on street free parking.

Meeting with Arun quarterly to negotiate further development of free parking.
(rolling programme).

To Be Removed as part of BID focus.

PRIORITY 4.
Acquiring and Creating more Community Assets

The Council will strive to acquire and develop more community assets

Project 1.

The Acquisition of more Community Assets is desirable to not only ensure future provision of facilities and services but to also provide a new source of income for future years so as to reduce the reliance on the Precept.

The Town Clerk to obtain Arun's asset strategy to determine plans for future disposal of assets. Also, to write and confirm to Arun District Council the Town Council's clear interest in taking over the Town Hall and to arrange a meeting between the two authorities to expedite this action.

To continue discussions regarding the acquisition of the Town Hall by the Town Council.

To maintain and improve the Picturedrome building to ensure its future.

To Be Removed

Provision of a 4th Screen.

New Objective

To investigate the acquisition of Town assets of historical value.

AGENDA ITEM 19

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018

AGENDA ITEM 19 - TO RECEIVE QUOTATIONS FOR A NEW PHOTOCOPIER CONTRACT AND DETERMINE PREFERRED PROVIDER

REPORT BY THE DEPUTY CLERK

FOR DECISION

The Council's current contract for the photocopier/scanner in the main office is due for renewal later this year and the provider has approached the Town Clerk with an offer of early renewal with no penalty.

In order to demonstrate financial prudence, the Clerk instructed that a re-tendering process be undertaken with quotations invited from 2 other providers.

The costs are based on the following requirements: -

- * 50/55 page per minute colour photocopier, D/feeder, 4 large paper trays, full network print, copy and scanning to Windows and Mac, 2400 x 1200 dpi quality
- * 1 x professional booklet maker
- * Estimated copies per quarter: 3500 colour, 12000 black and white
- * Quarterly payments
- * Full on-site support, toners, parts, call outs and labour included in charge
- * Delivery, installation and training on equipment
- * Fixed, 4-year agreement for a new machine

Quotations have been received and may be summarised as follows: -

	Machine	Per quarter charge (exc VAT)	Per colour copy (exc VAT)	Per black & white copy (exc VAT)
Company A	Sharp MK5070N	£443.00	3.0 pence	0.35 pence
Company B	Xerox AltaLink C8055	£377.66	2.9 pence	0.29 pence
Company C	Xerox 7855	£365.00	3.0 pence	0.30 pence

Specification Sheets for each machine are attached as **APPENDIX 1** with the relevant machine identified with an asterix.

Members are therefore invited to note the above and advise their preferred provider for the photocopier contract.

DECISION

Which Company do Members wish to instruct for the provision of the 4-year photocopier contract?

Company A

Specifications

General

Engine speed (ppm/cpm) (Max)	A4**	A3	SRA3
MX-6070N	60	30	29
MX-5070N	50	26	24
MX-4070N/MX-4060N	40	20	18
MX-3570N/MX-3560N	35	18	16
MX-3070N/MX-3060N	30	16	15
Control panel display	10.1 inch colour LCD touchscreen		
Paper size (Min - Max)	SRA3 - A5**		
Paper weight (g/m²)			
Tray	60 - 300		
Multi-bypass	55 - 300		
Paper capacity (Std - Max)			
Sheets	650 - 6,300		
Drawers	1 - 4 (plus bypass tray)		
Warm-up time** (seconds)			
MX-6070N/MX-5070N	15		
MX-4070N/MX-3570N/MX-3070N	10		
MX-4060N/MX-3560N/MX-3060N	10		

Memory (GB)	
Copier/Printer (shared)	5
HDD**	500
Power requirements	Rated local AC voltage $\pm 10\%$, 50/60 Hz
Power consumption (kW) (Max)	
MX-6070N/MX-5070N	2.07 (220 to 240V)
MX-4070N/MX-3570N/MX-3070N	1.84 (220 to 240V)
MX-4060N/MX-3560N/MX-3060N	1.84 (220 to 240V)
Dimensions (mm) (W x D x H)	
MX-6070N/MX-5070N	616 x 660 x 838
MX-4070N/MX-3570N/MX-3070N	616 x 660 x 838
MX-4060N/MX-3560N/MX-3060N	608 x 650 x 834
Weight (kg)	
MX-6070N/MX-5070N	90
MX-4070N/MX-3570N/MX-3070N	87
MX-4060N/MX-3560N/MX-3060N	79

Copier

Original paper size (Max)	A3	
First copy time** (seconds)	Full colour	B/W
MX-6070N/MX-5070N	4.8	3.7
MX-4070N/MX-3570N/MX-3070N	6.7	4.7
MX-4060N/MX-3560N/MX-3060N	6.7	4.7
Continuous copies (Max)	9,999	
Resolution (dpi)		
Scan (colour)	600 x 600	
Scan (B/W)	600 x 600, 600 x 400	
Print	1,200 x 1,200, 600 x 600, 9,600 (equivalent) x 600 (depending on copy mode)	
Gradation levels	256	
Zoom range (%)	25 - 400. (25 - 200 using DSPF/RSPP) in 1% increments	
Preset copy ratios (Metric)	10 ratios (5R/5E)	

Document Filing

Document filing capacity**	Pages	Files
Main & custom folders	20,000	3,000
Quick file folder	10,000	1,000
Stored jobs**	Copy, print, scan, fax transmission	
Storage folders	Quick file folder, main folder, custom folder (max. 1,000)	
Confidential storage	Password protection (for main & custom folders)	

Network Scanner

Scan method	Push scan (via control panel) Pull scan (TWAIN-compliant application)	
Scan speed** (ipm) (Max)	One-sided	Two-sided
MX-6070N/MX-5070N	100	200
MX-4070N/MX-3570N/MX-3070N	100	200
MX-4060N/MX-3560N/MX-3060N	80	25
Resolution (dpi) (Max)		
Push scan	100, 150, 200, 300, 400, 600	
Pull scan	75, 100, 150, 200, 300, 400, 600	
	50 to 9,600 dpi via user setting	
File formats	TIFF, PDF, PDF/A, encrypted PDF, compact PDF**, JPEG**, XPS, searchable PDF, Microsoft® Office (pptx,xlsx,docx), text (TXT), rich text (RTF)	
Scan destinations	Scan to e-mail, desktop, FTP server, network folder (SMB), USB memory, HDD	
Scanner utility	Sharpdesk	

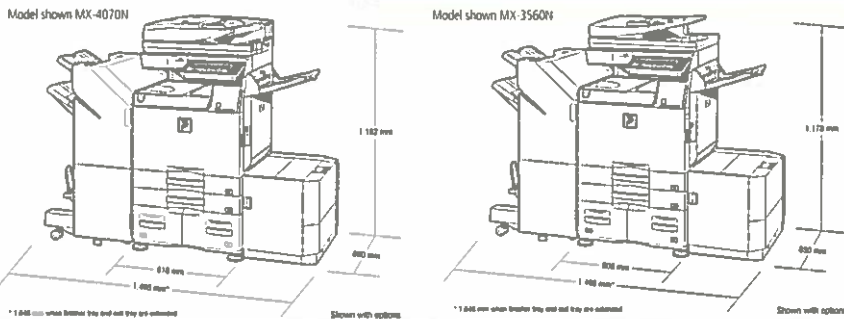
Network Printer

Resolution (dpi)	1,200 x 1,200, 600 x 600, 9,600 (equivalent) x 600
Interface	USB 2.0, 10Base-T/100Base-TX/1000Base-T
Supported OS	Windows Server® 2008, 2008R2, 2012, 2012R2, Windows Vista®, Windows® 7, 8, 8.1, 10, Mac OS X 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 10.10, 10.11
Network protocols	TCP/IP (IPv4 & IPv6)
Printing protocols	LPR, Raw TCP (port 9100), POP3 (e-mail printing), HTTP, FTP for downloading print files, IPP, SMB, WSD
PDL	PCL 6 emulation, Adobe® PostScript®3™
Available fonts	80 fonts for PCL, 139 fonts for Adobe PostScript 3

Wireless LAN

Compliant regulation	IEEE 802.11n/g/b
Access mode	Infrastructure mode, Software AP mode
Security	WEP, WPA/WPA2-mixed PSK, WPA/WPA2-mixed EAP**, WPA2, PSA, WPA2 EAP**

External Dimensions



Notes

** Long edge feeding. ** Only short edge feeding can be used with A5 paper. ** At rated voltage, 23°C (73°F). May vary depending on operating conditions and environment. ** HDD capacity depends on procurement and sourcing status. ** Long edge feeding of A4 sheets from 1st paper tray, using document glass, without Auto Colour Selection and Auto Colour mode, MFP in fully ready condition. May vary depending on operating conditions and environment. ** Based on Sharp's A4 standard chart, using document feeder and long-edge feeding. Using factory default settings with Auto Colour Selection off. Scan speed will vary depending on the type of document and the scan settings. ** Colour only. ** Not applicable to Software AP mode. ** Storage capacity will vary depending on the type of document and the scan settings. ** Some features require option(s). ** Based on Sharp's standard chart with approx. 700 characters (A4 long edge feeding) at standard resolution in Super G3 mode, 33,600 bps, IBIG compression.

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Sept 2016 Edition



Pantone authentication for MX-4070N/MX-3570N/MX-3070N and MX-4060N/MX-3560N/MX-3060N only.

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DEALER STAMP

Xerox® AltaLink® C8030/C8035/C8045/C8055/C8070

Colour Multifunction Printer

ConnectKey®
Technology

DEVICE SPECIFICATIONS	AltaLink C8030	AltaLink C8035	AltaLink C8045	*AltaLink C8055*	AltaLink C8070
Speed (Colour/Black and white)	Up to 30/30 ppm	Up to 35/35 ppm	Up to 45/45 ppm	Up to 50/55 ppm	Up to 70/70 ppm
Monthly Duty Cycle*	Up to 90,000 pages	Up to 110,000 pages	Up to 200,000 pages	Up to 300,000 pages	Up to 300,000 pages
Hard Drive/Processor/Memory	Minimum 250 GB HDD/Intel® Atom™ Quad Core 1.91 GHz/2 MB Cache/8 GB system memory				
Connectivity	10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, Wi-Fi Direct® with optional Xerox® USB Wireless Adapter				
Optional Controller	Xerox® EX-c C8000 Print Server Powered by Fiery®				
Copy and Print	Resolution Copy: Up to 600 x 600 dpi; Print: Up to 1200 x 2400 dpi				
First-copy-out Time (as fast as) (from platen/warmed-up state)	8.1 seconds colour/6.7 seconds black and white	8.1 seconds colour/6.7 seconds black and white	7.8 seconds colour/6.4 seconds black and white	7.2 seconds colour/5.7 seconds black and white	5.2 seconds colour/4.9 seconds black and white
First-print-out Time (as fast as)	6.5 seconds colour/5.3 seconds black and white	6.4 seconds colour/5.2 seconds black and white	6.5 seconds colour/5.3 seconds black and white	6.0 seconds colour/4.7 seconds black and white	4.7 seconds colour/4.0 seconds black and white
Page Description Languages	Adobe® PostScript® 3™, Adobe PDF version 1.7, PCL® 5c/PCL 6, Optional XML Paper Specification (XPS)				
Paper Input	Standard	Single-Pass Duplex Automatic Document Feeder: 130 sheets; Speed: up to 139 lpm (duplex); Sizes: 85 x 125 mm to 297 x 432 mm Bypass Tray: 100 sheets; Custom sizes: 89 x 98 mm to 320 x 483 mm (SEF) Tray 1: 520 sheets; Custom sizes: 140 x 182 mm to 297 x 432 mm (SEF) Tray 2: 520 sheets; Custom sizes: 140 x 182 mm to SRA3 (SEF)			
	Choose One	Four Tray Module (Trays 3 and 4—available with C8030/C8035): 1,040 sheets; 520 sheets each; Custom sizes: 140 x 182 mm to SRA3 (SEF) High Capacity Tandem Tray Module: 2,000 sheets; One 867-sheet paper tray and one 1,133-sheet paper tray; Sizes: A4			
	Optional	High-Capacity Feeder (HCF): 2,000 sheets; Size A4 long edge feed Envelope Tray (replaces Tray 1): Up to 60 envelopes; #10 Commercial, Monarch, DL, C5			
Paper Output/Finishing	Standard	Dual Offset Catch Tray (standard when finishers are not attached): 250 sheets each; Face up Tray: 100 sheets			
	Optional	Integrated Office Finisher (Available with C8030/C8035): 500-sheet stacker, 50 sheets stapled, single-position stapling Office Finisher LX (Available with C8030/C8035/C8045/C8055): 2,000-sheet stacker, 50 sheets stapled, 2 position stapling, optional hole punch, optional booklet maker (score, saddle stitch 2 to 15 sheets (60 pages)) BR Finisher: 3,000-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching BR Booklet Maker Finisher: 1,500-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching plus saddle-stitch booklet making (2 to 15 sheets, 60 pages) and V-folding C-Fold/Z-Fold Unit: Adds Z-folding, A4-size Z-folding and A4-size C-folding to the BR Finisher and BR Booklet Maker Finisher Convenience Stapler: 50-sheet stapling (based on 80 gsm), includes Work Surface			

INTUITIVE USER EXPERIENCE

Customise and Personalise	Site, Function or Workflow Customisation with Xerox App Gallery and Xerox® App Studio
Print Drivers	Job Identification, Bidirectional Status, Job Monitoring, Xerox® Global Print Driver®, Xerox® Mobile Express Driver®
Xerox® Embedded Web Server	PC or mobile—Status Information, Settings, Device Management, Cloning
Remote Console/Preview	Remote User Interface
Print Features	Print from USB, Sample Set, Saved Job, Booklet Creation, Store and Recall Driver Settings, Scaling, Job Monitoring, Application Defaults, Two-sided Printing, Draft Mode
Scan and Fax	Scan to USB/Email/Network (FTP/SMB), Scan File Formats: PDF, PDF/A, XPS, JPG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-page PDF/XPS/TIFF, Password-protected PDF; Fax Features: Walk-up Fax (one-line or three-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email), Fax dialing, Unified Address Book, Optical Character Recognition (OCR)

MOBILE AND CLOUD READY

Mobile Connectivity	Apple® AirPrint®, Google Cloud Print™ Ready, Xerox® Print Service Plug-in for Android™, Mopria® Print Service Plug-in for Android, NFC, Wi-Fi Direct Printing
Mobile Printing	@PrintByXerox, Xerox® Mobile Print, Xerox® Mobile Print Cloud, Xerox® Mobile Link App; Visit www.xerox.com/officemobileapps for available apps.
Cloud Connectivity	Print from/Scan to Google Drive™, Microsoft® OneDrive®, Dropbox®, Microsoft Office 365™, Box®, Xerox® DocuShare® and more.

BENCHMARK SECURITY

Network Security	IPsec, HTTPS, SFTP and Encrypted Email, Network Authentication, SNMPv3, SHA-256 Hash Message Authentication, SSL, TLS, Security Certificates, Automatic Self-signed Certificate, Cisco® Identity Services Engine (ISE) integration
Device Access	Firmware Verification, User Access and Internal Firewall, Port/IP/Domain Filtering, Audit Log, Access Controls, User Permissions, Smart Card Enablement Kit (CAC/PIV/NET)
Data Protection	Encrypted Hard Disk (AES 256-bit, FIPS 140-2, Validated) and Image Overwrite, McAfee® ePolicy Orchestrator®, McAfee Integrity Control, Whitelisting, Job Level Encryption via HTTPS and Drivers
Document Security	Common Criteria Certification (ISO 15408), Encrypted Secure Print, FIPS Encrypted Print Drivers

ENABLES NEXT GENERATION SERVICES

Print Management	Xerox® Print Management and Mobility Suite, Configuration Cloning, Xerox® Standard Accounting, Equitrac, Y Soft, PaperCut and more partner solutions
Managing Print	Xerox® Device Manager, Xerox® Support Assistance, Auto Meter Read, Managed Print Services Tools
Sustainability	Cisco EnergyWise®, Print User ID on Margins, Earth Smart Print Settings

GATEWAY TO NEW POSSIBILITIES

Cloud Services	Xerox® Easy Translator, many additional services available
Xerox App Gallery	Many apps and cloud services available. Visit www.xerox.com/appgallery for a growing selection of apps available for adding functions to the multifunction printer.

* Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

www.xerox.com

Xerox® WorkCentre® 7830/7835/7845/7855

ConnectKey®

The WorkCentre 7800 Series Color Multifunction Printer is built on Xerox® ConnectKey® Technology. For more information, go to www.connectkey.com.

Device Specifications	WorkCentre 7830	WorkCentre 7835	WorkCentre 7845	WorkCentre 7855
Speed	Up to 30 ppm color and black-and-white	Up to 35 ppm color and black-and-white	Up to 45 ppm color and black-and-white	Up to 50 ppm color Up to 55 ppm black-and-white
Duty Cycle ¹	Up to 90,000 pages / month	Up to 110,000 pages / month	Up to 200,000 pages / month	Up to 300,000 pages / month
Hard Drive / Processor / Memory	Minimum 250 GB HDD / 1.2 GHz Dual-core / 2 GB system plus 1 GB page memory			
Connectivity	10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, Optional Wi-Fi (with Xerox® USB Wireless Adapter)			
Controller Features	Unified Address Book, Remote Control Panel, Online Support (accessed from the user interface and print driver), Configuration Cloning			
Optional Controller	EFI Server			
Copy and Print				
Copy and Print Resolution	Copy: Up to 600 x 600 dpi; Print: Up to 1200 x 2400 dpi			
First-print-out Time (as fast as)	9 seconds color / 7.7 seconds black-and-white		7.5 seconds color / 6.4 seconds black-and-white	7.1 seconds color / 5.9 seconds black-and-white
Page Description Languages	Adobe® PostScript® 3™, PDF, PCL® 5c / PCL 6, XML Paper Specification (XPS®) (Optional)			
Print Features	Print from USB, Secure Print, Earth Smart Driver Settings, Job Identification, Booklet Creation, Store and Recall Driver Settings, Bi-directional Status, Scaling, Job Monitoring, Color By Words			
Mobile Printing	Apple® AirPrint™, Xerox® PrintBack, Xerox® Mobile Print (Optional), Xerox® Mobile Print Cloud (Optional), Mopria™ certified, Xerox® Print Service Plug-in for Android™			
Scan	Standard	Destinations: Scan to Mailbox, Scan to USB, Scan to Email, Scan to Network; File Formats: PDF, PDF/A, XPS, JPEG, TIFF; Convenience Features: Scan to Home, Single Touch Scan, Searchable PDF, Single/Multi-Page PDF / XPS / TIFF, Encrypted / Password Protected PDF, Linearized PDF / PDF/A		
	Optional	Software Packages: ConnectKey® for SharePoint®, ConnectKey® for DocuShare®, ConnectKey® Share to Cloud, Xerox® Scan to PC Desktop® SE and Professional, other solutions available through various Xerox Business Innovation Partners		
Fax	Standard	Internet Fax, Fax Build Job, Network Server Fax Enablement		
	Optional	Fax Forward to Email or SMB, Walk-up Fax (one-line and two-line options, includes LAN Fax)		
Security	Standard	McAfee® Embedded, McAfee ePolicy (ePO) Compatible, HDD Overwrite, 256-bit Encryption (FIPS 140-2 compliant), Common Criteria Certification (ISO 15408)², Secure Print, Secure Fax, Secure Scan, Secure Email, Cisco® TrustSec Identity Services Engine (ISE) Integration, Network Authentication, SSL, SNMPv3, Audit Log, Access Controls, User Permissions		
	Optional	McAfee Integrity Control, Xerox Secure Access Unified ID System®, Smart Card Enablement Kit (CAC/PIV/NET)		
Accounting	Standard	Xerox® Standard Accounting (Copy, Print, Scan, Fax, Email), Network Accounting Enablement		
	Optional	Equitrac Express®, Equitrac Office®, Equitrac Professional®, YSoft® SafeQ®, other network accounting solutions available through various Xerox Business Innovation Partners		
Paper Input	Standard	Duplex Automatic Document Feeder: 110 sheets; Speed: up to 70 ipm (simplex); Sizes: 5.5 x 8.5 in. / 148 x 210 mm to 297 x 420 mm		Single-pass Duplex Automatic Document Feeder: 130 sheets; Speed: up to 133 ipm (duplex); Sizes: 5.5 x 8.5 in. / 148 x 210 mm to 297 x 420 mm
		Bypass Tray: 100 sheets; Custom sizes: 3.5 x 3.9 in. to 12.6 x 19 in. / 89 x 98 mm to 320 x 483 mm		
	Choose One	Tray 1: 520 sheets; Custom sizes: 5.5 x 7.5 in. to 11.7 x 17 in. / 140 x 182 mm to 297 x 432 mm		NA
		3 Tray Option (Total 2,180 sheets): Adds three 520-sheet paper trays; Sizes: 5.5 x 7.2 in. to 12 x 18 in. / 140 x 182 mm to SRA3		
Optional	High Capacity Tandem Tray Option (Total 3,140 sheets): Adds one 520-sheet paper tray, one 867-sheet paper tray and one 1,133-sheet paper tray; Sizes: 8.5 x 11 in. / A4			
Paper Output / Finishing	Standard	Dual Offset Catch Tray: 250-sheets each Face up Tray: 100 sheets		
	Optional	Office Finisher LX: 2,000-sheet stacker, 50 sheets stapled, 2-position stapling, optional hole-punch, optional booklet maker (score, saddle stitch) Integrated Office Finisher (optional with 7830/7835): 500-sheet stacker, 50 sheets stapled, single-position stapling Professional Finisher: 1,500-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and hole punch, saddle-stitch booklet maker, V-Fold Convenience Stapler: staples 50-sheets (based on 75 gsm), includes Work Surface		

¹ Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

<p>Xerox Corporation</p>  <p>Document Imaging Solutions Line of the Year</p> <p>2014 Article 2014 Certificate 2015 Article 2015 Certificate</p>	<p>Xerox® App Studio</p>  <p>Outstanding Achievement In Innovation</p> <p>2015 Article 2015 Certificate</p>	<p>Xerox® Mobile Print Solution Pick of the Year</p>  <p>Outstanding Enterprise Mobile Print Solution</p> <p>2014 Article 2014 Certificate 2015 Article 2015 Certificate</p>	<p>Xerox® Mobile Print Cloud Pick of the Year</p>  <p>Outstanding Small Business Mobile Print Solution</p> <p>2013 Article 2013 Certificate 2015 Article 2015 Certificate</p>	<p>Xerox® ConnectKey® Share to Cloud</p>  <p>Outstanding Achievement In Innovation</p> <p>2013 Article 2013 Certificate</p>
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AGENDA ITEM 20

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018

AGENDA ITEM 20 - TO RATIFY RELEASE OF 2018/19 PARTNERSHIP FUNDING FOR ARUN ARTS (YEAR 3 OF 3)

REPORT BY THE DEPUTY CLERK

FOR DECISION

Provision has been made by the Town Council for partnership funding to Arun Arts in the 2018/2019 budget to the value of £10,000. The Committee is therefore asked to ratify the release of this funding.

This is the final payment of the three-year agreement.

DECISION

The Committee is invited to **RATIFY** the release of the 2018-2019 Arun Arts Partnership Funding of £10,000 as agreed as part of the Town Council's budget provision for this financial year.

AGENDA ITEM 21

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018

AGENDA ITEM 21 - TO RATIFY RELEASE OF 2018/19 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 1 OF 3)

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members will recall at the meeting of this Committee held 5th June 2017, Members agreed to a 3-year funding agreement with the organisers of the Bognor Regis Seafront Lights (BRSFL) of £9,000 per annum, commencing on 1st April 2018 - Min. 15 refers.

Provision has therefore been made by the Town Council for partnership funding to BRSFL in the 2018/2019 budget to the value of £9,000. The Committee is therefore asked to ratify the release of this funding.

This is the first payment of the three-year agreement.

DECISION

The Committee is invited to **RATIFY** the release of the 2018-2019 Bognor Regis Seafront Lights Partnership Funding of £9,000 as agreed as part of the Town Council's budget provision for this financial year.

AGENDA ITEM 22

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018

AGENDA ITEM 22 - TO NOTE DATE OF 23rd APRIL 2018 FOR SAFEGUARDING TRAINING FOR ALL MEMBERS

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

As Members were advised in an email from the Deputy Clerk on 13th March, training has been arranged on the subject of Safeguarding and the issues that are facing the community such as cuckooing, sexual exploitation and modern-day slavery.

To date, only one Member has responded and confirmed that they will be unable to attend due to a conflict with an ADC meeting.

Members are therefore urged to notify the Deputy Clerk as soon as possible whether they will be able to attend this important session.

AGENDA ITEM 23

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018

AGENDA ITEM 23 - ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE FOR THE PURCHASE OF A WIDE-ANGLE LENS FOR THE TOWN COUNCIL'S CANON EOS 600D CAMERA AT A COST OF £330 PLUS VAT

REPORT BY THE DEPUTY CLERK

FOR DECISION

It has been identified that whilst the camera used by the Town Council for all official photography remains current and suitable, the addition of a wide-angle lens could expand the range of photos produced.

Additions to the Town Council's photo library has been an element of the Corporate Strategy historically, and the draft revised Strategy, received by this Committee earlier in the meeting, includes the recommendation that this objective remain.

DECISION

The Committee is therefore invited to **RATIFY** expenditure for the purchase of a wide-angle lens for the Town Council's Canon EOS 600D camera at a cost of £330 plus VAT.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 9th APRIL 2018**

AGENDA ITEM 24 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- **TO NOTE COMMITTEE, I&E REPORTS FOR THE MONTH OF FEBRUARY 2018 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of February 2018 have been copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT, PUBLIC SECTOR RESERVE ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF JANUARY AND FEBRUARY 2018, UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS**

BACKGROUND

As part of the Council's Financial Regulations under the Accounting and Audit (Internal and External) heading it states as follows:

'On a monthly basis and at each financial year end, the Chairman or Vice-Chairman of the Finance Committee shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions and noted by the Finance Committee.'

In line with this requirement, the Chairman of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of January and February 2018.

DECISION

To **NOTE** receipt of the financial reports for the month of February 2018.

To **NOTE** verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of January and February 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 9th APRIL 2018**

AGENDA ITEM 25 - CORRESPONDENCE

FOR INFORMATION

- 1.** WSCC - Details of 'Find it Out Event for Young People' to be held on 24th April 2018. Shared on Town Council noticeboard and Events Facebook page.
- 2.** Wagner Renewables - Information on Renewable Technology Open Day on 16th and 17th March at their new showroom in Sidlesham – forwarded to Councillors for information and interest.
- 3.** Westminster Briefing - Information and invitation to register for a "Corporate Governance Reform in 2018" briefing on Tuesday 20th March.
 - Being an Effective Councillor: Serving Your Area & Developing Your Career in Local Government. Central London Thursday 7th June 10.00am – 4.00pm
- 4.** Web-Labs Ltd - GDPR and Digital Transformation - Software solutions which are GDPR compliant.
- 5.** E-mango newsletter for The Digital Council - information on security measures for personal and business use – forwarded to Councillors
- 6.** Clerks & Councils Direct - Magazine March 2018, Issue 116
- 7.** Bognor Regis Seafront Lights - receipt in advance for Grant Aid cheque to be presented at the Mayors Civic Reception
- 8.** SSALC - email from Liz Leggo with links to flowcharts for Parish Councils and smaller Authorities from Moore Stephens, External Auditors for West Sussex
- 9.** Housing Communities and Local Government - Impact of Brexit on local government HCLG to question metro mayors at Uni. Of Manchester Monday 19th March at 11.00am
- 10.** Neighbourhood Alert - Weekly Bulletin for week 5 - 11 March - forwarded to Councillors
- 11.** SSALC Email advising of annual subscription to the LCR magazine to be invoiced 1st April
- 12.** VAAC - Weekly E-Bulletin Updates 15th March 2018 - emailed to all Councillors

AGENDA ITEM 25

- 13.** WSCC - email regarding the Velo South Event September 2018. 100 mile cycle ride through West Sussex
Also Email from Bersted Councillor to WSCC requesting the route go through Bognor Regis or Bersted
- 14.** KiddiVouchers - Ministers delay the closure of Childcare Vouchers
- 15.** Email from a member of the public who had heard that the "Regis" had been dropped from the town's name 2 years ago and asking if this was true. Responded that it was not true
- 16.** ADALC - Cancellation of meeting planned for 22nd March 2018
- 17.** SSALC - Anna Beams email signposting companies who can help town and parish councils with GDPR
- 18.** ADC - Weekly Despatch Information Service weeks beginning 12.3.18
19.3.18 ICM Cabinet member decisions: Cabinet Meetings
- 19.** SSALC - Bulletin from Jonathan Owen, Chief Exec of NALC and attached interview with Elizabeth Denham, Information Commissioner regarding GDPR
- 20.** Bognor Regis BID - Easter Activities supported by the BID - Copied to Councillors
- 21.** Web-Labs - automating and simplifying your Personal Identifiable Information (PII) in compliance with GDPR
- 22.** SSALC training days Health & Safety & Risk Assessment Workshop - Tuesday 17th April 2018 The Crowne Plaza Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH and Creativity & Time Management for Clerks - Tuesday 1st May 2018 Sackville House, Brooks Close, Lewes, BN7 2FZ
- 23.** The Cumbria Clock company - information on the return of the Olbys Clock scheduled for week commencing 2nd April 2018
- 24.** Regis School - Newsletter Issue 12
- 25.** Email from Club Welfare Officer Bognor Regis Cricket Club requesting application for grant funding for cricket equipment
- 26.** Public Sector Network Newsletter - March 2018
- 27.** SSALC - briefing from MALC with online Ethical Standards Survey to be completed by 27th April. Forwarded to Councillors. Whilst officers will respond, all Members are urged to respond directly using the link provided

AGENDA ITEM 25

- 28.** JWAAC - email link to Joint Western Arun Area Committee 27 February 2018 - minutes
- 29.** SSALC - letter notifying the start of a new CiLCA group starting Monday 16th July
- 30.** Sussex Police - In the Know - Weekly Bulletin Arun District 12-18 March 2018
- 31.** Copy of letter from Town Clerk to the Sussex Police and Crime Commissioner, Mrs Katy Bourne, thank her for attending the Annual Town Meeting of Electors
- 32.** British Red Cross - information regarding Red Cross Training
- 33.** WSCC - request to promote Foster Care Fortnight in Bognor Regis area
- 34.** GOVCONNECT - Information on Mental Health 2018 19th September 2018 Royal Society of Medicine, London. Inviting registration to attend
- 35.** Housing Communities and Local Government - Long term funding of adult social care: Committees question charities and policy experts - Monday 26 March at 4.30
- 36.** Public Sector Mapping Agreement - Newsletter March 2018
- 37.** Response from Sussex PCC regarding the recording of the Performance and Accountability Meeting of 23 March 2018

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 9th APRIL 2018**

AGENDA ITEM 25 - ADDITIONAL CORRESPONDENCE

FOR INFORMATION

- 1.** More Radio - email request to be added to mailing list for press releases.
- 2.** Bognor Regis BID - Membership/Director Nomination Forms
- 3.** Westminster Briefing - Complying with the General Data Protection Regulation | Local Government Briefing | 12th June 2018 11.00 - 3.30
- 4.** VAAC - General Data Protection Regulation Training 24 April 2018
- 5.** HCLG Committee - HCLG Committee Chair calls for more engagement with local government on Brexit process and negotiations
- 6.** Ellis Whittam - Health & Safety, HR & Employment Law News
- 7.** WSCC - County News: Arun District March 2018 forwarded to Councillors
- 8.** Regis Centre - Three emails from the Chairman of Arun Arts including a letter to be read to the Policy and Resources Committee and their accounts to August 2016
- 9.** ADC Weekly Despatch Service Weeks Beginning 26th March 2018 and 9th April 2018
- 10.** Sussex Police and Crime Commissioner Newsletters 23/3/18 Funding from new building developments and police effectiveness and 29/3/18 - Gender Pay Gap Report shows Sussex Police perform well nationally
- 11.** NFP Workshops - Training in Bid Writing for Charities, Schools and not for profit organisations
- 12.** SSALC - Anna Beams - bulletin from Jonathan Owen, Chief Executive of NALC, containing details of the recent Lobby Day, Councillor Census Survey and the updated Practitioners Guide 2018
- 13.** Email from Girlguiding in Bognor Regis thanking the Council for grant funding cheques received
- 14.** VAAC - information on Funding Fair to be held at Chichester University, Bognor Regis Campus on Thursday 11 October 2018 inviting Town Council representation - Civic and Office Manager will attend
- 15.** SSALC - Liz Leggo - email regarding information on Annual Governance and Accountability Return and a link to supporting information online

AGENDA ITEM 25

- 16.** Mental Health 2018 - Delivering the Five year Forward View - 19th September 2018 RSM, London
- 17.** LCR - Magazine of NALC - Spring 2018
- 18.** Post Office - email regarding the temporary, sudden closure of the Victoria Park Post Office, Aldwick Road and alternative Post Offices
- 19.** Boom Training Ltd - Information about courses and about taking on an apprentice
- 20.** SSALC - Community Governance Research Project - request to Clerks to respond to a short survey as part of a community Governance Degree
- 21.** Sussex PCC Newsletter 4/9/2018 Forwarded to Councillors
- 22.** Public Works Loan Board - PWLB Balance outstanding at 31 March 2018
- 23.** Local Councils Update April 2018
- 24.** WSALC Invoice for WSALC and NALC 2018/19
- 25.** SSALC - Chief Executive's Bulletin 14 - 6 April 2018