



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 4th JUNE 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 29th day of May 2018

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.
Members and Officers should make their declaration by stating:
 - a) the item they have the interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary interest
 - c) the nature of the interest

- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To Approve the Minutes of the Meeting held on 9th April 2018 and the Extraordinary Meeting held on 22nd May 2018
 4. ADJOURNMENT for public question time
 5. Matters Arising from the Minutes which are not separate Agenda items
 6. Appointment of any Sub-Committees/Working Groups/Task & Finish Groups etc. including: -
 - Joint Consultative Sub-Committee (Staffing)
 - Car Parking Strategy Working Group
 - Future Office Provision Working Group
 7. To review the re-appointment of the Mayoralty Selection Committee as requested at the Annual Town Council Meeting held 14th May 2018 (Min. 8 refers) and, if required, review the Terms of Reference for the Committee, making recommendations on proposed changes to the Town Council as appropriate
 8. To review Terms of Reference and make any recommendations on proposed changes to the Town Council including: -
 - Policy and Resources Committee
 - Joint Consultative Sub-Committee (Staffing)
 - Car Parking Strategy Working Group
 - Future Office Provision Working Group
 - To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 21st May 2018 (Min. 4 refers) including recommendations regarding the Terms of Reference for the Bognor Regis in Bloom Working Group, Youth Services Review Topic Team and Playing Out Scheme Topic Team
 - To note any recommendations from the Planning and Licensing Committee made at their meeting on 15th May 2018
 9. To consider Internal Audit Report 2017-2018 (Final)
 10. Annual Governance and Accountability Return (AGAR) for year ended 31st March 2018 including: -
 - 10.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2017/2018 (Page 3 of the AGAR) and to recommend approval to Council
 - 10.2 **To consider the Council's response to each Statement on the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR)**
 - 10.3 To Recommend Approval to Council of the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk
 - 10.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2018 and agree that these be

signed by the Chairman of the meeting approving the accounts and by the Town Clerk

- 10.5 To consider the Accounting Statements for 2017/2018 (Section 2 of the AGAR)
- 10.6 To Recommend Approval to Council of the Accounting Statements for 2017/2018 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation
11. Notice of Motion (S. O. 9.0) proposed by Cllr. J. Cosgrove seconded by Cllr. A. Cunard as referred from the Council Meeting held 12th March 2018 - Min. 177 refers.
"The Council asks the P&R Committee, in consultation with the CE&E Committee to consider approaches that the Council might take, including in consultation with other local parishes, community groups etc concerning the issue of homelessness in the area, and to report and make recommendations accordingly."
12. To receive, and if acceptable, recommend the adoption of a Data Protection Policy as required by GDPR
13. **To consider future protocol to fly the Town Council flag on the Mayor's** birthday and make suitable recommendation to Council
14. To receive the Town Force Report including consideration of purchase of new vehicle following current lease contract expiration
15. To receive the notes of the Heritage Partnership Board meeting held 9th May 2018 with consideration of any recommendations or actions arising from the meeting including feedback from the consultation regarding the Reynolds Clock project - Min. 178.3 refers
16. To consider and make recommendation to Council on amendments to Standing Orders and Standing Order for Contracts
17. Grant Aid 2019 including: -
 - To review current guidelines/criteria, including requirement for a Child protection and Vulnerable Adult Policy (Meeting held 21st November 2017 - Min. 108 refers), application form and amend if required
 - Consideration of date for an Extraordinary Policy and Resources Committee meeting at which the applications will be considered
 - Review of the Guidelines for the Flexible Community Fund (formally Grant Aid Discretionary Fund) - Min. 155 of the Committee Meeting held 3rd April 2017 refers
18. To receive a report from Arun Arts Ltd - 21st November 2017 Min. 113.2 refers
19. To review the electronic issue of agendas - 21st November 2017 Min. 117 refers
20. To receive the notes of the meeting of the Arun District Association of Local Councils held 25th April 2018 (if available) and to note the date of the Annual General Meeting on 20th June 2018

21. Annual review of the arrangement of storage for Billy Bulb with reciprocal sponsored planting – Min. 17 of meeting held 6th June 2016 refers
22. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the Town Centre Manager and BID Board meetings
23. To note Ear Marked Reserves as at 31st March 2018
24. Financial Reports including: -
 - To note Committee I&E Reports for the month of April 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 Our Council, then Strategic Documents and then the monthly I&E Reports can be accessed by clicking the appropriate box at the bottom of the page)
 - **To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of March and April 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

Agenda items 26 & 28 may 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



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 9th APRIL 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove, Mrs. S. Daniells, P. Dillon, S. Goodheart (during Min. 173), S. Reynolds, M. Smith, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
2 Councillors in the public gallery

The Meeting opened at 6.30pm

170. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement. There were no apologies for absence.

171. 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.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda Item 26, as the tenant of the Picturedrome Cinema

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda Item 26, as an employee of the Picturedrome Cinema

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda Item 21 as a member of the Bognor Regis Seafront Lights

172. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5th FEBRUARY 2018

The Minutes of the Meeting held on 5th February 2018 were approved as a correct record and signed by the Chairman.

173. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.31pm

A Councillor in the public gallery urged Members to work together and support each other, with all decisions made within the Council Chamber.

Cllr. Goodheart arrived at 6.32pm

A Councillor in the public gallery informed Members that he had circulated notes for Members consideration on several items that came before the Committee this evening.

Meeting reconvened at 6.36pm

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

174.1 5th February 2018 - Min. 145.3 - Tablets

Members were advised that Cllrs. Batley, Brooks and Goodheart have retained their tablets and will therefore be responsible for updating and charging the units prior to meetings.

174.2 5th February 2018 - Min. 161 - Olby's Clock

Members were invited to note that the clock was to be reinstalled the following day, Tuesday 10th April and Town Force will be assisting with the installation.

175. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was noted.

175.1 Members noted that the Town Force team had sourced a boat for planting from Chichester Harbour and therefore it was AGREED that a donation of £25 be made to Chichester Harbour Conservancy in recognition of this.

175.2 Following discussion regarding potential sponsorship sites, Members AGREED that the Queensway planters should be re-advertised for sponsorship, that adhesive should be used to secure the signs and an annual charge of £200 be levied together with the cost of the sign.

Furthermore, Members AGREED that two of the Queensway planters should be used for the promotion of the 2 Hour Free Parking Scheme, that the signage should be affixed using adhesive and the cost of the signs and installations should be met through the 2 Hour Free Parking budget. The exact location of the two planters to be used should be determined by the Car Parking Strategy Working Group.

176. 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

The Deputy Clerk's report was noted including the absolute requirement to appoint a Data Protection Officer (DPO). It was noted that few companies are currently offering the required services, but this may expand as the new Regulations take effect.

Members RESOLVED to outsource the function of Data Protection Officer with associated support as detailed in the report, to Company A, with the inclusion of the annual visit, at a cost of £650 plus VAT per annum. Furthermore, Members RESOLVED that this expenditure should be met through General Reserves with a specific budget identified when appropriate for the 2019/20 budget.

It was suggested that a six month review of the service be undertaken and a report made back to this Committee on how it was working.

177. TO RECEIVE THE NOTES OF THE CAR PARKING STRATEGY WORKING GROUP MEETINGS HELD 20th FEBRUARY AND 21st MARCH 2018

The Project Officer's report was noted and the following recommendations ratified:

177.1 Members RESOLVED to AGREE that a letter be sent to Arun District Council to seek the relevant permissions to fix a small informative sticker

to promote the 2 Hour Free Parking Scheme to the relevant pay and display machines.

177.2 Members RESOLVED to AGREE that a letter be sent to WSCC requesting consideration of providing free or low-cost sponsorship for the promotion of the 2 Hour Free Parking Scheme on out of Town grass verges or roundabouts.

177.3 Members RESOLVED to AGREE in principle that a letter of support be sent to WSCC endorsing the views of the Civic Society subject to the approval of the Working Group of the final draft.

178. 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

The Project Officer's report was noted, and the following recommendations ratified:

178.1 Members RESOLVED to AGREE with the revised draft of the Blue Plaque Application Form as circulated.

178.2 Members RESOLVED to AGREE with expenditure totaling £1278.50 plus VAT from the existing Heritage Partnership Finances Budget to fund the purchase and installation of the initial plaques.

178.3 Members AGREED in principle to consider making provision for financial funding of between £4,000 and £8,000 for the Reynolds Clock project, subject to the additional match funding being met through crowdfunding. However, before making a final decision, Members requested that a public consultation be carried out, via Facebook, to ascertain the public's appetite for Council expenditure in this regard and to also gauge the potential response to a Crowdfunding appeal. Once in receipt of the feedback, the issue should be referred to this Committee for further debate.

179. 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

The Deputy Clerk's report was noted.

Members RESOLVED to AGREE that the drafted Terms of Reference for the Playing Out Scheme Topic team be RECOMMENDED to COUNCIL for adoption.

180. 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

The Deputy Clerk's report was noted, and Members debated the continuation of this grant initiative and also alternatives such as reincorporating into the standard Grant Aid process.

It was suggested, and Members AGREED to continue with this separate initiative for a further year after which the process would be reviewed once again. Members subsequently RESOLVED to AGREE the revised Guidelines/Criteria and Application Form including the following:

- 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 extraordinary 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)

The Town Clerk highlighted that the original recommendation from the Committee had included a point (vii) referring to the delegation of approval of small amounts of £100 or less. The Town Clerk reported that as it is not legally possible for delegated authority to be given to individual Members of the Council, and therefore it had been necessary to amend point (vii) to the following:

- vii) 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.

Members subsequently RESOLVED to AGREE the revised wording for point (vii).

Members went on to discuss the inclusion of a clause requiring evidence of a local connection and AGREED that the Chairman of the Community Engagement and Environment Committee will investigate and report back to the Committee as to whether this is already included or whether an additional clause should be added.

181. COUNCILLOR ALLOWANCES - TO CONSIDER REQUESTS FOR VIREMENT OF BUDGET FOR UNDRAWN ALLOWANCE TO ORCHARD WARD AND HATHERLEIGH WARD ALLOCATION BUDGET

The Deputy Clerk's report was noted.

Members RESOLVED to RECOMMEND to Council the virement of undrawn Members' Allowance to the Orchard Ward and Hatherleigh Ward Allocation budgets.

182. 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)

The Deputy Clerk's report was noted.

Cllrs. Cunard and Mrs. Daniells declared an Ordinary Interest in any discussions regarding expenditure for a film at the Drive Through Time event due to their employment at the Picturedrome Cinema

182.1 Members RESOLVED to AGREE that the overspend on events in the 2017/18 financial year of £98.13 be met through General Reserves. The Chairman expressed concern that this was not the first time that there has been an overspend on the events' budgets and asked that a similar request not be made at the end of the 2018/19 financial year.

182.2 Members RESOLVED to 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.

182.3 Members RESOLVED to 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.

182.4 Members RESOLVED to 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.

183. TO CONSIDER INTERNAL AUDIT REPORT 2017-2018 (INTERIM UPDATE)

Members RESOLVED to NOTE the Internal Audit Report 2017-2018 (Interim Update).

184. TO RATIFY RELEASE OF 2018-2019 CCTV PARTNERSHIP FUNDING

The Deputy Clerk's report was noted.

Members RESOLVED 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.

A Member recalled that previously an offer of a tour of the CCTV monitoring facility had been offered but at that time, no Councillors could attend. It was therefore AGREED that the Town Clerk should write to the appropriate Officer at ADC and ask whether such a tour would now be possible.

185. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER

The Projects Officer's report was noted.

186. TO CONSIDER MEMBERSHIP FOR THE DEPUTY CLERK OF THE INSTITUTE OF SAFETY & HEALTH (IOSH)

The Town Clerk's report was noted.

Members RESOLVED to AGREE that the Deputy Clerk may take membership in IOSH at a cost of £153 per annum.

187. 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

The Deputy Clerk's report was noted including the Appendix with the recommended actions arising from the Corporate Strategy Review Meeting held 27th February 2018. It was noted that the decision regarding the weather observations would need to be deferred until later in the meeting and discussed under confidential business, and that the decision taken at that time would need to be incorporated into the final Strategy document.

187.1 With regard to the Wifi remaining within the Corporate Strategy under Priority 1: Project 1 - Promoting the Bognor Regis Brand and Town Area, following debate it was AGREED that the entry should be retained by amended to read:

“We will support the provider of a Wifi network for the beach to encourage a new kind of tourism”.

Members AGREED that the form that the support should take would need to be agreed by this Committee when appropriate.

NOTE - When considering the support to be provided, due consideration will need to be given to the Partnership, Promotion and Sponsorship Policy.

- 187.2 Members debated the inclusion of a new Priority 2: referring to partnership working with ADC on improvements to the seafront and promenade and this was AGREED.
- 187.3 With regard to the accrued Seafront Strategy Earmarked Reserves, that had specifically accrued for the possible devolution of services including car parks and concessions and was now recommended for removal from the Strategy, it was RESOLVED that these Earmarked Reserves should be returned to General Reserves.
- 187.4 Members also discussed the possible improvements to the seafront that could be made including improvements to access, and it was suggested that an invitation be extended to the ADC Engineer to give a presentation to Council on possible improvements and any engineering challenges.
- 187.5 Members noted that the objective regarding BBQs on the beach was recommended for removal and whilst there was no objection to this, it was suggested, and Members AGREED that ADC be asked to consider the inclusion of public BBQs within the Linear Park.
- 187.6 Members AGREED that the “Back to the Best of Bognor” strapline should be removed and discussed what, if anything, should replace it. Following debate, it was AGREED that the existing “Sunniest Bognor Regis”, as already used on much of the Events promotional material, should be used as the strapline for the Corporate Strategy.
- 187.7 Having noted the amendments as detailed above, together with the proposed changes as detailed in Appendix 2 of the report, Members RESOLVED to RECOMMEND to Council the revised Corporate Strategy.

188. TO RECEIVE QUOTATIONS FOR A NEW PHOTOCOPIER CONTRACT AND DETERMINE PREFERRED PROVIDER

The Town Clerk declared an Ordinary Interest as one of the potential suppliers was known to her

The Deputy Clerk’s report was noted. Members were also informed that whilst the machines to be provided were all new machines, the proposal from Company B was a newer model than for Company C.

Following debate, in which it was noted that the costs for Companies B and C were almost identical, Members RESOLVED to AGREE to instruct Company C for the provision of the 4-year photocopier contract at a quarterly cost of £365 (exc VAT) plus per copy charges.

189. TO RATIFY RELEASE OF 2018/19 PARTNERSHIP FUNDING FOR ARUN ARTS (YEAR 3 OF 3)

The Deputy Clerk's report was noted.

Cllrs. Cunard, Mrs. Daniells and Dillon declared an Ordinary Interest as Members of Arun Arts Ltd

Members RESOLVED 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, being the final year of this 3-year agreement.

190. TO RATIFY RELEASE OF 2018/19 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 1 OF 3)

The Deputy Clerk's report was noted.

Members RESOLVED 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, being the first year of this 3-year agreement.

191. TO NOTE DATE OF 23rd APRIL 2018 FOR SAFEGUARDING TRAINING FOR ALL MEMBERS

The Deputy Clerk's report was noted with Members asked to confirm their attendance at this training session as soon as possible.

192. 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

The Deputy Clerk's report was noted.

Following discussion, Members RESOLVED to RATIFY the purchase of a wide-angle lens for the Town Council's Canon EOS 600D camera at a cost of £330 plus VAT.

193. FINANCIAL REPORTS INCLUDING: -

193.1 To note Committee I & E Reports for the month of February 2018 - previously copied to Councillors

Members NOTED receipt of the financial reports for the month of February 2018.

- 193.2 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 January and February 2018, 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.

194. CORRESPONDENCE

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

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

Whilst Cllrs. Cunard and Mrs. Daniells had previously declared interests, the Town Clerk informed the meeting that, as there was no report to make, they would not be required to leave the meeting.

Members NOTED receipt of the Cinema Theatre Association Bulletin Vol. 52 No. 2 for March/April 2018.

196. 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 28 and 29 (contractual).

197. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

Cllr. Cunard declared an Interest in the Post Newspapers' sponsorship of a floral display on the Butlins roundabout

The Committee noted the list (confidential).

198. JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) - CONSIDERATION OF THE RECOMMENDATIONS MADE AT THE MEETING HELD ON 28th MARCH 2018

The Town Clerk's confidential report was noted, and Members RESOLVED to RATIFY the recommendations from the meeting of the Joint Consultative Sub-Committee (Staffing), which included:

- With regard to late arrivals at meetings, that the Chairman's assistance be sought in this regard and when a Member arrives after the start of

the meeting, the Chairman asks for a pause in proceedings while the Member quickly takes their seat, after which the meeting may proceed.

- Maternity cover provision
- The continued inclusion of the weather observation process within the Corporate Strategy

The Meeting closed at 8.09pm



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING

HELD ON TUESDAY 22nd MAY 2018

PRESENT: Cllr. A. Cunard (Chairman); Cllrs: J. Brooks, J. Cosgrove,
S. Goodheart, S. Reynolds, M. Stanley, Mrs. J. Warr and
P. Woodall

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
2 Councillors in the public gallery
2 members of the press
14 members of the public in the public gallery

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN OF COMMITTEE AS AGREED AT THE ANNUAL MEETING

The appointment of Cllr. Cunard as Chairman of the Policy and Resources Committee and Cllr. Stanley as Vice-Chairman was noted.

2. APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement. Apologies for absence were received from Cllr. Mrs. Daniells who was on annual leave.

3. 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 noted that they should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

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.

Cllr. Reynolds declared an Ordinary Interest in Agenda item 5 and made the following statement: I wish to make this meeting aware that I have made public statements in the past in a meeting of Arun District Council's Full Council that I supported the proposals for the regeneration of Bognor Regis, particularly the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding this item and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting

Cllr. Brooks declared an Ordinary Interest in Agenda item 5 and made the following statement: I wish to make this meeting aware that I have made public statements in the past in a meeting of Arun District Council's Full Council and in my election leaflets and written submissions, that I did not support the then proposals for the regeneration of Bognor Regis, and more recently the proposals regarding the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding all items regarding regeneration plans for Bognor Regis and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting

Cllr. Stanley declared an Ordinary Interest in Agenda item 5 and asked for an identical statement to that made by Cllr. Brooks be noted as follows: I wish to make this meeting aware that I have made public statements in the past in a meeting of Arun District Council's Full Council and in my election leaflets and written submissions, that I did not support the then proposals for the

regeneration of Bognor Regis, and more recently the proposals regarding the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding all items regarding regeneration plans for Bognor Regis and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting

Cllr. Goodheart declared an Ordinary Interest in Agenda item 5 due to his voluntary capacity at 4BR

Cllr. Dillon (in the public gallery) declared an Ordinary Interest in Agenda item 5 and asked for an identical statement to that made by Cllr. Reynolds be noted as follows: I wish to make this meeting aware that I have made public statements in the past in a meeting of Arun District Council's Full Council that I supported the proposals for the regeneration of Bognor Regis, particularly the Hothampton site. These were my views that I held at that time. However, I have an open mind regarding this item and I will listen and consider all the relevant issues and interests presented to this meeting today and I confirm that I will reach my decision on merit and not bias. For the record I ask that this declaration be recorded in the Minutes of this meeting

Cllr. Dillon (in the public gallery) also declared an Ordinary Interest in Agenda item 5 as a voting member of Arun Arts

Cllr. Cunard declared an Ordinary Interest in Agenda item 5 as a member of Arun Arts

4. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.41pm

Members of the public spoke in turn regarding the regeneration proposals and the consultation undertaken by Arun District Council with a summary of the following key statements/points noted:

How can the Linear Park be turned into a positive for the Town?
How can the strain on infrastructure be mitigated?
What can residents do to demonstrate their objection to the plans?
Are there any ideas for alternatives to ADC's current proposals?
Are ADC's current plans "redevelopment" rather than "regeneration"?
There is already a great deal of regeneration going on within the Town and ADC should be focusing on areas in need such as the Royal Hotel, Waterloo Gardens and the site of the fish and chip shop that burnt down.
Why can't ADC work with developers to bring forward plans that incorporate the best of all suggestions rather than working in opposition?

Any regeneration or redevelopment will have implications for traffic and could a park and ride system be introduced to mitigate this?

Need for cooperative working to impress on ADC the views of the people and to ensure that that these views are not ignored.

Several members of the public expressed concern over the previous consultations carried out by ADC in 2015 and 2016 with the suggestion that information was misleading, erroneous or not complete, that the reach and response was not adequate to qualify ADC's claim that the response was overwhelmingly positive and that therefore ADC should attend a public meeting to explain these issues.

Improved access to the Sunken Gardens would result in much greater use by residents and visitors.

Previous questions to ADC and its Leader regarding the benefit to the Town of the Linear Park have not received an adequate response.

It was reported that the public have rejected the proposal for more flats on four different occasions.

Meeting reconvened at 7pm

The Chairman informed the meeting that ADC is the responsible Authority and the Town Council has no jurisdiction and therefore can only work towards encouraging ADC to look at all areas and opinions.

5. TO DISCUSS AND DETERMINE THE RESOLUTION ARISING FROM THE ANNUAL TOWN MEETING OF ELECTORS HELD 19th MARCH 2018 TOGETHER WITH THE MOTION BELOW AS REFERRED FROM THE ANNUAL TOWN COUNCIL MEETING HELD 14th MAY 2018 - "THIS COUNCIL: A) CONSIDERS THAT THERE MAY HAVE BEEN INADEQUATE CONSULTATION ON BOGNOR REGIS REGENERATION AND THAT THE PUBLIC SHOULD HAVE OPPORTUNITIES TO VIEW PROPOSALS BY SUITABLE MEANS AND B) DECIDES THAT THE COUNCIL WILL FULLY EXPLORE ALL COST-EFFECTIVE MEANS OF ACHIEVING THIS"

The Chairman asked for and received Members agreement that the two Councillors present in the public gallery, who were not Members of this Committee, be allowed to take part in the debate.

Members noted the Resolution arising from the Annual Town Meeting of Electors held 19th March 2018 namely:

This Annual Meeting of Electors

Believes that local residents in the Bognor Urban Area must have a say in the final regeneration outcomes for the Town.

The Chairman re-read the Motion tabled before the Meeting as follows:

This Council:

- a) considers that there may have been inadequate consultation on Bognor Regis regeneration and that the public should have opportunities to view proposals by suitable means and
- b) decides that the Council will fully explore all cost-effective means of achieving this"

Members debated the Motion and the depth of public feeling was acknowledged.

Discussion regarding the purpose of any consultation took place with concern expressed that ADC will push forward with their plans, with it being noted that the tender document for the Linear Park had already been published, regardless of the public feeling. The consensus was that the options put forward at previous consultations should be made available to all and the opportunity offered to feedback about elements that are wanted and those that are not.

Some Members agreed with the comments from the public gallery that the consultation processes undertaken in the past by ADC had been inadequate and flawed and that ADC should be challenged on this issue.

A Member expressed concern that local people were suffering from consultation fatigue and any further consultation by the Town Council could contribute to this. Furthermore, it was stated that care needed to be taken not to offer or suggest an outcome that the Town Council has no power to deliver or enforce and must be mindful that all expenditure comes from the public purse.

A Member voiced a desire for the Leader of ADC to attend a meeting of the Council for Councillors and the public to hear from them.

Cllr. Cosgrove proposed an amendment to the Motion by the addition of the following:

- c) proposes that a Working Group of the Council should be formed to make recommendation to the Policy and Resources Committee, within one month, as to how to implement any decision taken regarding (b).

The amendment was seconded by Cllr. Goodheart and following the vote, the amendment was CARRIED. Cllr. Reynolds abstention was noted.

Following the debate, Cllr. Goodheart proposed a second amendment with the revised Motion to read:

"This Council:

- a) considers that there has been inadequate consultation on Bognor Regis regeneration and that the public should have opportunities to view proposals by suitable means and

- b) decides that the Council will fully explore all cost-effective means of achieving this and
- c) proposes that a Working Group of the Council should be formed to make recommendation to the Policy and Resources Committee, within one month, as to how to implement any decision taken regarding (b)"

The amendment was seconded by Cllr. Brooks and following the vote, the amendment was CARRIED. Cllrs. Cunard and Reynolds abstentions were noted.

Cllr. Stanley, in his summing up as proposer before a vote was taken, noted the issue of consultation fatigue but, in his opinion, that this often arises when nothing happens following a consultation. Cllr. Stanley rounded off the debate by stating that Councillors are elected by the community and when that community is not happy about something, then the Council should lobby on their behalf.

The Motion was therefore moved to RECOMMEND to COUNCIL the following:

This Council:

- a) considers that there has been inadequate consultation on Bognor Regis regeneration and that the public should have opportunities to view proposals by suitable means and
- b) decides that the Council will fully explore all cost-effective means of achieving this and
- c) proposes that a Working Group of the Council should be formed to make recommendation to the Policy and Resources Committee, within one month, as to how to implement any decision taken regarding (b)"

and having been proposed by Cllr. Stanley and seconded by Cllr. Enticott at the Annual Town Council Meeting held 14th May 2018 (Min. 28 refers), a recorded vote requested.

FOR	AGAINST	ABSTENTIONS
Cllr. Brooks		Cllr. Cunard
Cllr. Cosgrove		Cllr. Reynolds
Cllr. Goodheart		
Cllr. Stanley		
Cllr. Mrs. Warr		
Cllr. Woodall		

Members therefore AGREED that the Motion should be RECOMMENDED to COUNCIL.

Members subsequently discussed the membership of the Working Group and AGREED to RECOMMEND to Council that the membership should consist of Cllrs: Cosgrove, Mrs. Daniells, Enticott, Goodheart, Stanley and Mrs. Warr.

Cllr. Cunard stated that he would be happy to serve as a reserve Member but could not commit to full membership.

The Meeting closed at 7.33pm

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 6 - APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -

REPORT BY DEPUTY CLERK

FOR DECISION

- JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

MEMBERSHIP INCLUDES THE FOLLOWING REPRESENTATIVES: -

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

THE PROPOSED NEW APPOINTMENTS ARE THEREFORE: -

Town Mayor - Cllr. S. Reynolds

Deputy Town Mayor - Cllr. P. Woodall

Chairman of Policy and Resources Committee - Cllr. A. Cunard

Group Leader - Conservative - Cllr. P. Dillon

Group Leader - Liberal Democrat - Cllr. Mrs. J. Warr

Group Leader - Labour - Cllr. J. Cosgrove

Town Clerk - Mrs. G. Frost

Deputy Clerk - Mrs. S. Norman

Civic & Office Manager - Mrs. J. Davis

DECISION

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

- CAR PARKING STRATEGY WORKING GROUP

MEMBERSHIP INCLUDES THE FOLLOWING REPRESENTATIVES: -

Membership approved by this Committee at the meeting held 5th June 2017 (Min. 7 refers) comprised: Cllrs. J. Brooks, P. Dillon, T. Gardiner, M. Smith and P. Woodall together with the following other organisations: Arun Federation of Small Business, Bognor Regis Traders Association, Bognor Regis and District Chamber of Commerce, Bognor Regis Civic Society, Bognor Regis T.B.I. and the Town Centre Manager.

The Town Council has been informed by the BID Manager, Mr. T. Rahman, that the Traders Association will be subsumed into the BID and the BID will be taking on the management of the 2 Hour Free Parking Scheme. Furthermore, the BID is setting up a Parking Forum to deliver the key objectives as set out in the BID Business Plan with the partners of the Forum including the Town Council, ADC and the BID.

Continued.....

The Terms of reference for the BID Parking Forum will be taken from the BID Business Plan with the key points being:

Better parking: To make it easier for visitors and staff to park in Town and improve access:

- Negotiate with partners for the continuation of the "2 hour" free parking scheme
- Actively promote the "2 hour free" parking scheme
- Encourage the extension of the "2 hour free" parking scheme to other car parks
- Work with stakeholders to improve car parking facilities and the ease of parking
- Encourage the use of cycling and walking to move around the Town

The BID Manager has confirmed that the Town Council should appoint a representative to attend these meetings.

Members are therefore invited to consider if there is any merit in re-appointing its own Car Parking Strategy Working Group if the remit is to cross over with the BID Manager's Forum.

DECISION

To dissolve the Car Parking Strategy Working Group and appoint a Council representative to attend the BID Parking Forum meetings

Or

To reappoint the Car Parking Strategy Working Group and APPROVE the appointment of five Town Councillors for the 2018/19 municipal year together with confirmation of other invited organisations.

• FUTURE OFFICE PROVISION WORKING GROUP

MEMBERSHIP INCLUDES THE FOLLOWING REPRESENTATIVES: -

Membership approved by this Committee at the meeting held 5th June 2017 (Min. 7.3 refers) comprised: Cllrs. A. Cunard, J. Cosgrove, P. Dillon and the late Cllr. D. Maconachie.

Members are invited to consider whether they wish to re-appoint the Future Office Provision Working Group and if so, consider the previous appointments and agree this membership with any amendments/additions.

DECISION

To AGREE whether to re-appoint the Future Office Provision Working Group and if required, APPROVE the appointment of Town Councillors to the Working Group for the 2018/19 municipal year.

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 7 - TO REVIEW THE RE-APPOINTMENT OF THE MAYORALTY SELECTION COMMITTEE AS REQUESTED AT THE ANNUAL TOWN COUNCIL MEETING HELD 14th MAY 2018 (MIN. 8 REFERS) AND, IF REQUIRED, REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE, MAKING RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL AS APPROPRIATE

REPORT BY DEPUTY CLERK

FOR DECISION

At the Annual Meeting of the Council held 14th May 2018, comment was made regarding the reappointment of the Mayoralty Selection Committee with the relevant extract from the Minutes as follows (Min. 8 refers): -

*A Member questioned the purpose and need of the Mayoralty Selection Committee if, as had happened earlier in the meeting, proposals differing to the agreement of the Committee are presented. It was therefore **AGREED** that the reappointment of the Mayoralty Selection Committee should be referred to the Policy and Resources Committee for discussion.*

Members are therefore invited to discuss the re-appointment of this Committee and confirm how they wish to proceed?

DECISION

Do Members wish to re-appoint the Mayoralty Selection Committee for the 2018/19 municipal year.

If Members are minded to re-appoint the Committee, they are invited to review the Terms of Reference for the Committee (attached as Appendix 1) and make recommendations to Council with regard to any amendments.

DECISION

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

MAYORALTY SELECTION COMMITTEE

Adopted by the Council at its Meeting held on 4th September 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: MAYORALTY SELECTION COMMITTEE

Membership: Group Leaders of each political party

Quorum = 2

Function of Committee Column 1	Delegation of Functions Column 2
<p>General Governance</p> <p>1 To recommend to the Annual Council meeting if possible, in accordance with Standing Orders, the election of the current Deputy Mayor as Mayor for the forthcoming Year.</p> <p>2 Where it is not possible to recommend the Deputy Mayor in accordance with Standing Orders, to recommend another Councillor to be elected as Mayor for the forthcoming year.</p> <p>3 To recommend to the Annual Council meeting, in accordance with Standing Orders, the election of a Councillor as Deputy Mayor for the forthcoming Year.</p>	<p>To make a recommendation.</p> <p>To make a recommendation.</p> <p>To make a recommendation.</p>

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 8 - TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- Policy and Resources Committee
- Joint Consultative Sub-Committee (Staffing)
- Car Parking Strategy Working Group
- Future Office Provision Working Group
- To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 21st May 2018 (Min. 4 refers) including recommendations regarding the Terms of Reference for the Bognor Regis in Bloom Working Group, Youth Services Review Topic Team and Playing Out Scheme Topic Team
- To note any recommendations from the Planning and Licensing Committee made at their meeting on 15th May 2018

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

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

Members are asked to note that any Sub-Committee or Working Group Terms of Reference not included in this report would still need to be considered by the Committee to which they are appointed and referred through to the Policy and Resources Committee for consideration and recommendation to Council in the usual way.

POLICY AND RESOURCES COMMITTEE

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

There are no Officer recommendations for amendment.

JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

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

The only Officer recommendation is as follows: -

- Change in job title for the Deputy Clerk

Continued.....

CAR PARKING STRATEGY WORKING GROUP

A copy of the current 2 Hour Free Parking Working Group Terms of Reference is attached for consideration at Appendix 3.

Members are invited to note that their decision taken under the earlier agenda item regarding the re-appointment of the Working Group should be taken into account and if Members are minded to re-appoint this Committee, the only Officer recommendation is as follows: -

- Amendment of the Working Group name to Car Parking Strategy

FUTURE OFFICE PROVISION WORKING GROUP

A copy of the current Future Office Provision Working Group Terms of Reference is attached for consideration at Appendix 4.

Members are invited to note that their decision taken under the earlier agenda item regarding the re-appointment of the Working Group should be taken into account and if Members are minded to re-appoint this Committee, the only Officer recommendations are as follows: -

- Change in job title for the Deputy Clerk
- The addition of a new Councillor to replacement the late Cllr. D. Maconachie.

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

A copy of the Community Engagement and Environment Committee Terms of Reference, considered by the Committee at the meeting on 21st May 2018 (Min. 4.1 refers), with no amendments recommended, is attached for consideration at Appendix 5.

There are no Officer recommendations for amendment.

Members are invited to note that the Terms of Reference for the Bognor Regis in Bloom Working Group (attached at Appendix 5.1), the Youth Services Review Topic Team (attached at Appendix 5.2) and the Playing Out Scheme Topic Team (attached as Appendix 5.3) were also considered by the Committee at the meeting (Mins. 4.2, 4.3 & 4.4 refer) and no amendments were proposed.

There are no Officer recommendations for amendment.

PLANNING AND LICENSING COMMITTEE

A copy of the Planning and Licensing Committee Terms of Reference, considered by the Committee at the meeting on 15th May 2018 (Min. 7 refers), with no amendments recommended, is attached for consideration at Appendix 6.

There are no Officer recommendations for amendment.

Continued.....

DECISION

Members are invited to review the Terms of Reference as detailed in Appendices 1 to 6 and RECOMMEND TO COUNCIL that these be adopted subject to any additions that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

POLICY AND RESOURCES **COMMITTEE**

Adopted by the Council at its Meeting held on 3rd July 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: POLICY AND RESOURCES COMMITTEE

9 Members of the Authority

Quorum = 3

Purpose

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

- Where there is a dispute between itself and another committee, the decisions of P&RC shall take precedence.

Function of Committee		Delegation of Functions
Column 1		Column 2
1.	Governance	
1.1	To advise Council on Corporate Strategy, policies not within the terms of reference of any other committee and the Constitution, including Standing Orders, Financial Regulations and Standing Orders for Contracts	· Committee
1.2	To advise Council on the need for new services and facilities and major changes in administration.	· Committee
1.3	To advise Council on new or revised policies	· Committee after considering the advice of the Town Clerk.
1.4	Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	· Committee, except for Arun District Council and West Sussex County Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee
1.5	To resolve disputes between two other committees	· Committee, decision shall be final
1.6	To review the terms of reference of committees whilst considering proposals from other committees	· Committee to recommend to Council
1.7	To agree terms of reference of any sub-committees established by itself or another committee	· Committee
2.	Resources	
2.1	To oversee and direct the use of financial and technological resources of the Council.	· Committee for strategic overview. · Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations. · Strategic advice by Town Clerk & Accountant
3.	Finance	
3.1	Under the direction of the Council: - To be responsible for the overall management and control of the finances of the Council.	· Committee for strategic overview · RFO / Town Clerk in accordance with Financial Regulation and for operational management
3.2	To formulate the annual budget for Council and submit recommendations on budget & Precept requirements by December preceding the relevant Council year, after receipt of draft budget submissions from other committees.	· Committee · Town Clerk/RFO to prepare draft Budget & Budget Report in consultation with the Accountant, Chairman and political group leaders
3.3	To monitor the Council's capital and revenue budgets during the year & consider requests from other committees for supplementary expenditure, recommending to Council in accordance with Financial Regulations.	· Committee/ RFO in accordance with Financial Regulations.
3.4	Approval of variation, overspend, and virement in accordance with Financial regulations	· Committee, Town Clerk / RFO as set out in Financial Regulations

3.5	To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> Committee
3.6	To advise Council on borrowing policy, investment & treasury management	<ul style="list-style-type: none"> Committee
3.7	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> Committee, Town Clerk/RFO
3.8	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> Town Clerk for renewal & operational matters. Committee for tendering & changes of cover.
3.9	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> RFO Authorised signatories to authorise Mandate
3.10	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> RFO, & Committee as set out in the Financial arrangements
3.11	Approval of all fees and charges	<ul style="list-style-type: none"> Committee
3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off	<ul style="list-style-type: none"> Committee in accordance with Financial regulations
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> Committee/Town Clerk/ RFO in accordance with Financial Regulations Other officers as approved Budget holders as set out at the end of this Terms of Reference. Exemption from Financial Regulations or Standing orders for Contracts reserved to Council.
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> Committee/Town Clerk in accordance with Financial Regulations
3.15	To authorise investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> Committee
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> Committee/Town Clerk in accordance with Financial Regulations
4.	Grant Scheme	
4.1	To administer the Council's Grant Scheme in accordance with Policy	<ul style="list-style-type: none"> Committee
4.2	To approve grants within the approved budget and policy	<ul style="list-style-type: none"> Committee
4.3	Events Sponsorship Budget	<ul style="list-style-type: none"> Oversee to ensure delivery of sponsored events To negotiate the return of sponsorship money if events do not take place
4.4	Grants and sponsorship for cultural activities in the Town	<ul style="list-style-type: none"> Committee
4.5	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies.	<ul style="list-style-type: none"> Committee, but may refer to Community Engagement & Environment Committee
4.6	To advise Council on the formulation and amendment of its Grants Policy	<ul style="list-style-type: none"> Committee
4.7	Powers to make grants for bus services or taxi concession	<ul style="list-style-type: none"> Committee within any policy adopted by Council
4.8	To support a CAB for the Town, Local Government Act 1972, s 142	<ul style="list-style-type: none"> Committee under the direction of Council Grants to Policy and Resources Committee
5.	Information Technology Services	
5.1	To oversee the use of information and other technology in support of the Council's business and service	<ul style="list-style-type: none"> Operational Management to Town Clerk Strategic Overview to Committee & Contracts within

	commitments.	approved budget.
5.2	Amendments & updates to layout of Web Site	<ul style="list-style-type: none"> · Town Clerk for updates & layout · Committee for new websites & contracts within budget.
6.	Procurement	
6.1	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy	<ul style="list-style-type: none"> · Committee for strategic overview · Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts & Procurement Policy
7.	Performance & Business Management	
7.1	To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
7.2	To monitor the progress of the Capital Programme.	<ul style="list-style-type: none"> · Committee
7.3	Approval of Corporate Business Plan	<ul style="list-style-type: none"> · Committee · Town Clerk to determine underlying Action & Project Plans
8.	Quality & Integrated management System	
8.1	To promote efficiency, value for money and an integrated approach to management	<ul style="list-style-type: none"> · Operational management & approval of operational procedures to Town Clerk
8.2	To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes	<ul style="list-style-type: none"> · Overview to Committee · Operational management to Town Clerk
8.3	To promote customer care and equality in service delivery and access.	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
9.	Communications / Public Relations and Marketing	
9.1	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
9.2	To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
9.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
9.4	To advise Council on adoption of a Publicity Code and Information & Data Protection Policy	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
10.	Land & Asset Management	
10.1	Maintenance of the Asset Register	<ul style="list-style-type: none"> · Town Clerk (Chairman to verify annually)
10.2	Provision & management of office accommodation, other Corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
10.3	Provision of common land	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
10.4	Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
10.5	Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
10.6	Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
	Power to provide and equip community buildings, Local Government Act 1972, s 133	
10.7	Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives,	<ul style="list-style-type: none"> · Strategic overview within policy & budget to Committee · Operational management to Town Clerk

	Local Government (Miscellaneous Provisions) Act 1976 S19.	
11.	Audit	
11.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference.	<ul style="list-style-type: none"> . Committee . Town Clerk to support with operating procedures
11.2	To receive, approve and action interim audit reports.	<ul style="list-style-type: none"> . Committee generally, Council if change of policy required. . Council to receive external audit reports.
11.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> . Strategic overview to Committee . Policies reserved to Council . Operational management to Town Clerk
12.	Crime & Disorder	
12.1	Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> . Committee for strategic overview . Town Clerk for operational management . Management and maintenance of any CCTV.
12.2	To support initiatives of the Crime Reduction Partnership.	<ul style="list-style-type: none"> . Committee/ Town Clerk in accordance with Council direction.
12.3	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> . Committee
12.4	To liaise with the Police Authority & Constabulary	<ul style="list-style-type: none"> . Committee to respond to consultations
12.5	To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders	<ul style="list-style-type: none"> . Committee within policy & budget . Town Clerk for operational matter
13.	Town Development & Tourism	
13.1	To promote the economic wellbeing of the Town through partnership with the business and community sectors	<ul style="list-style-type: none"> . Committee within Policy and Budget
13.2	To promote tourism within the Town and power to encourage visitors	<ul style="list-style-type: none"> . Committee within Policy and Budget
13.3	Power to provide conference & other facilities	<ul style="list-style-type: none"> . Committee within Policy and Budget
13.4	To promote regeneration in the Town	<ul style="list-style-type: none"> . Committee under the direction of Council
13.5	To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment	<ul style="list-style-type: none"> . Committee in conjunction with Planning Committee
13.6	To support skills & training for local businesses	<ul style="list-style-type: none"> . Committee
14.	Personnel	
	To administer personnel matters on behalf of the Council after receiving recommendations from the Joint Consultative Sub-Committee Staffing	<ul style="list-style-type: none"> . Committee
14.1	To determine on behalf of Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> . Town Clerk reserved for Council, except increments which are determined by Committee
14.2	To agree the pay and conditions of staff	<ul style="list-style-type: none"> . All other staff to Committee including payment of honoraria
14.3	Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> . Committee, except Town Clerk reserved to Council
14.4	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> . Committee, including discretionary provisions of National Joint Agreement
14.5	Appointment of Staff	<ul style="list-style-type: none"> . Recommend appointment of Town Clerk to be endorsed by Council. . Selection of long list for Town Clerk list by personnel advisor. . Selection of final short list for Town Clerk - Chairman & Vice Chairman, + Mayor & Deputy Mayor . Final Interview - 5 members of Committee + Mayor . Appointment of other management Staff to Town Clerk & 2 Members of Committee

14.6	Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> Appointment of other Staff to Town Clerk Town Clerk for casual staff and temporary appointments to approved positions Decision on whether to fill vacant positions is delegated to Town Clerk Decision on recruitment of contract staff or interim contract staff to Committee
14.7	Appeals Procedure (other appeals including Redundancy, Competency, Grievance & Absence)	<ul style="list-style-type: none"> Town Clerk with appeal to Policy and Resources Committee Policy and Resources Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on P & R Committee & not previously connected to the process. Dismissal of Town Clerk to be ratified by Council
14.8	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> Committee (Council in case of Town Clerk) Administration of retirement in cases of permanent ill health, after appropriate medical advice via West Sussex County Council Pensions Pensions Discretions Policies to Committee
14.9	Approval of job descriptions & person specifications	<ul style="list-style-type: none"> Town Clerk except Committee in the case of Town Clerk
14.10	Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> Town Clerk except Committee in the case of the Town Clerk
14.11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> Council
14.12	Competence Procedure	<ul style="list-style-type: none"> Town Clerk except Committee in the case of Town Clerk
14.13	Issue of Contracts of Employment	<ul style="list-style-type: none"> Model Contract approved by Committee
14.14	Redundancy & Redeployment.	<ul style="list-style-type: none"> Committee
14.15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> Committee
14.16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> Council
14.17	Health & Safety	<ul style="list-style-type: none"> Committee for approval of Policy other than General Statement & Organisation which are reserved for Council
14.18	Grievance Procedure	<ul style="list-style-type: none"> Committee for monitoring & overview Town Clerk for management on advice from consultants
14.19	Administration of other Personnel procedures	<ul style="list-style-type: none"> Town Clerk except Committee in the case of Town Clerk
14.20	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> Town Clerk for all staff often delegated to direct manager. Mayor, P&RC Chairman & one other Member of Committee for Town Clerk Town Clerk except Committee in the case of Town Clerk
14.21	Training & Development Plan	<ul style="list-style-type: none"> Town Clerk
14.22	To administer the Volunteers Policy	<ul style="list-style-type: none"> Town Clerk to administer Committee to monitor & recommend to Council
14.23	To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> Town Clerk to administer Committee to monitor & recommend to Council
15.	Burial Facilities	
15.1	Power to acquire, provide & maintain; Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, Sec 9&10; Local Government Act 1972, S214; Parish Councils & Burial Authorities	<ul style="list-style-type: none"> Acquisition & provision reserved for Council Operational management to Town Clerk Strategic overview to Committee within budget & policy

	(Miscellaneous Provisions) Act 1970, S1	
15.2	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	<ul style="list-style-type: none"> · Operational management to Town Clerk · Strategic overview to Committee within budget & policy
15.3	Power to provide Mortuaries, Public Health Act 1936, S198	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
16.	Public Realm & Public Facilities	
16.1	Power to maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
16.2	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee	<ul style="list-style-type: none"> · Committee within budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

JOINT CONSULTATIVE

SUB-COMMITTEE (STAFFING)

Adopted by the Council at its Meeting held on 3rd July 2017

BOGNOR REGIS TOWN COUNCIL

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

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

Member representation on the Joint Consultative Sub-Committee shall comprise: Town Mayor and Deputy Town Mayor, Chairman of Policy & Resources Committee and Group Leaders from the political groups

Staff representation on the Joint Consultative Sub-Committee shall comprise: Town Clerk, **Assistant Clerk** and the Civic and Office Manager

Quorum 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. All matters relating to Terms and Conditions of Employment2. Issues of Health and Safety and Accommodation3. Training4. Pensions5. Duty of Care	<p>To discuss and recommend to Policy and Resources Committee</p>



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

2 HOUR FREE PARKING WORKING GROUP

Adopted by the Council at its Meeting held on 6th March 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: **2 HOUR FREE PARKING WORKING GROUP**

This is a **Working Group** of the Policy and Resources Committee

Membership: 5 Councillors including J. Brooks, P. Dillon, T. Gardiner, M. Smith and P. Woodall, The Town Clerk, Project Officer and outside organisations which include the following: -

**Arun Federation of Small Businesses
Bognor Regis Traders Association
Bognor Regis Chamber of Commerce and Industry
Bognor Regis Civic Society
Bognor Regis T.B.I.
Town Centre Manager
West Sussex County Council**

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To continue to implement and promote a Free Parking Scheme in Bognor Regis as a regeneration project.2. To work with other groups and agencies, as appropriate, to ensure the continuation of the existing Scheme.3. To work towards the expansion of the Scheme by the addition of car parks or car parking areas including on street parking and to lobby and liaise to help improve car parking facilities in the Town.4. To work with local organisations to lobby Arun District Council for a Parking Strategy for the Town.5. To work with local business groups to promote and encourage trade to the Town via the Shoppers' Guide and ShopBognor website.	<ul style="list-style-type: none">· Working Group within Budget & Terms of Reference· Other decisions to Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

FUTURE OFFICE PROVISION **WORKING GROUP**

Adopted by the Council at its Meeting held on 3rd July 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: FUTURE OFFICE PROVISION WORKING GROUP

This is a Working Group of the Policy and Resources Committee

Membership: Councillors: P. Dillon, A. Cunard, J. Cosgrove, **D. Maconachie**

Officers: Town Clerk and **Assistant Clerk**

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To investigate potential accommodation for the Town Council Offices2. To make recommendations to the Policy and Resources Committee prior to ratification by Council	<ul style="list-style-type: none">· Recommendation to Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

Adopted by the Council at its Meeting held on 4th July 2016

Reviewed by the Council 3rd July 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

9 Members of the Authority

Quorum = 3

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Community Engagement</p> <p>1.1 To lead and encourage effective local community engagement, ensuring that, embedded throughout the Council and its decision-making processes is a clear understanding of the need to engage with the local community about decisions which affect them. Such thinking to be reflected throughout the implementation of the terms of reference 1 to 8 detailed below.</p> <p>1.2 To champion and where possible enable the aspirations/comments/suggestions obtained from the community to have an impact on decision making and the way in which services are being delivered.</p> <p>1.3 To promote the social wellbeing of the Town and to facilitate and support local community and voluntary organisations within the framework of our Corporate Strategy</p> <p>1.4 To lead the drive for one Bognor Regis engaged community and to take responsibility for the reporting of community engagement with those living and working in the Town.</p> <p>1.5 To identify different community sectors of place or interest not already involved in the engagement process to ensure all parts of the community are reached.</p> <p>1.6 To organise and facilitate the methods of community engagement for participation by all Members of the Council, tailored to the specifics of the target community sectors when applicable.</p> <p>1.7 To organise and facilitate the formation of Topic Teams with focus on specific issues as identified through community engagement.</p> <p>1.8 To review outcome from all engagement activities and make suitable recommendations to Council or Committee with reference to the Corporate Strategy.</p> <p>1.9 To regularly assess the delivery of engagement to identify strengths and weaknesses and required resources from within the Council to ensure effective engagement.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Grants to Policy & Resources Committee • Promotion & other support to Committee/ Town Clerk in accordance with Policy • Committee for strategic overview • Committee for strategic overview • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk
<p>2. Environment</p> <p>2.1 To promote the environmental wellbeing of the Town</p> <p>2.2 Issues involving ancient monuments & areas of archaeological interest</p> <p>2.3 To approve & action any Environmental Audits</p> <p>2.4 To promote environmental awareness</p> <p>2.5 To lead on sustainability and transition for the Town</p> <p>2.6 To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural</p>	<ul style="list-style-type: none"> • Committee under the direction of Council • Town Clerk for operational matters • Strategic overview to Committee • Operational management to Town Clerk • Committee within budget • Town Clerk to initiate audit • Committee to approve programme within budget • Committee within budget • Strategic overview to Committee • Operational management to Town Clerk

<p>Environment and Rural Communities Act 2006, s40</p>	
<p>3. Environmental & Public Health</p> <p>3.1 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125</p> <p>3.2 Power to deal with ponds & ditches, Public Health 1936, S260</p> <p>3.3 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue,</p> <p>3.4 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)</p> <p>3.5 Waste & recycling</p>	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk · Power to Committee · Petitions to Committee · Town Clerk in other cases · Committee · Town Clerk in consultation with Chairman in cases of urgency · Strategic overview to Committee · Operational management to Town Clerk
<p>4. Personal Health</p> <p>4.1 To work with partner organisations to improve the health of people in the Town</p> <p>4.2 To improve access to services which can contribute to health</p> <p>4.3 To promote healthy living</p> <p>4.4 Contribute to the development of and co-ordination of NHS services</p>	<ul style="list-style-type: none"> · Committee for strategic overview · Town Clerk for operational management · Committee for strategic overview · Town Clerk for operational management · Committee for strategic overview · Town Clerk for operational management · Committee for strategic overview · Town Clerk for operational management
<p>5. Children and Young People</p> <p>5.1 Support public and community services and facilities for the young</p> <p>5.2 Co-ordinate the involvement of children and young people in decision making</p> <p>5.3 Support to children and young people in their communities</p>	<ul style="list-style-type: none"> · Committee within Policy and Budget · Committee within Policy and Budget · Committee within Policy and Budget
<p>6. Public Realm & Public Facilities</p> <p>6.1 Provision of litter receptacles, Litter Act 1983, S5&6</p> <p>6.2 Provision and maintenance of street furniture and signs</p> <p>6.3 Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005</p> <p>6.4 Power to provide & maintain public conveniences, Public Health Act 1936, s87, including partnerships for community provision.</p> <p>6.5 Power to provide baths & washhouses under Secs 221, 222, 223 & 227 of Public Health Act 1936</p> <p>6.6 To promote and support floral and planting Initiatives, Local Government Act 1972. s 144</p>	<ul style="list-style-type: none"> · Committee · Strategic overview within budget to Committee · Operational management to Town Clerk · Strategic overview to Committee · Operational management to Town Clerk · Strategic overview to Committee within budget & policy · Operational Management to Town Clerk · Committee for strategic overview · Town Clerk for operational management · Committee under the direction of Council · Operational management to Town Clerk

<p>7. Clocks</p> <p>7.1 Power to provide & contribute to public clocks, Parish Councils Act 1957, S2</p>	<ul style="list-style-type: none"> · Operational management to Town Clerk
<p>8. Heritage</p> <p>8.1 To directly or indirectly conserve the cultural heritage of the Town.</p> <p>8.2 To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4</p>	<ul style="list-style-type: none"> · Strategic overview to Committee within budget & policy · Operational Management to Town Clerk · Strategic overview to Committee within budget & policy · Operational Management to Town Clerk
<p>9. To support home safety initiatives in the town</p>	<ul style="list-style-type: none"> · Committee under the direction of Council
<p>10. Grant Aid Discretionary Fund</p> <p>10.1 To administer the Council's Grant Aid Discretionary Fund in accordance with Policy</p> <p>10.2 To approve grants within the approved budget and Policy</p>	<ul style="list-style-type: none"> · Committee · Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM

WORKING GROUP

Adopted by the Council at its Meeting held on 5th September 2016

Reviewed by the Council 3rd July 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BOGNOR REGIS IN BLOOM WORKING GROUP

This is a Working Group of the Community Engagement and Environment Committee

6 Members of the Authority and co-opted Members

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
<p>1 The In Bloom Working Group is responsible for the promotion and planning of the Bognor Regis in Bloom competition and the application including the portfolio, planning and promotion for Bognor Regis' entry to South and South East in Bloom.</p> <p>2 The Working Group will deal under delegated powers with the following specific decision-making issues within the budget and policies approved by the Community Engagement and Environment Committee.</p>	
<p>Bognor Regis In Bloom Competition</p> <p>(i) Promote the competition through the media and other methods</p> <p>(ii) Collate, plan and judge all entries received at the office</p> <p>(iii) Organise presentation evening, awards and certificates</p>	<ul style="list-style-type: none"> • Working Group within Budget • Working Group within Budget • Working Group within Budget
<p>South & South East in Bloom Competition</p> <p>(i) Collate material over the year for inclusion in the portfolio</p> <p>(ii) Complete application to competition and representatives of the Working Party to attend seminars and presentations</p> <p>(iii) Promote South & South East in bloom through media, schools and other organisations.</p> <p>(iv) Organise planting competitions</p> <p>(v) Liaise with BRTC and ADC on planting programs / projects planned for year</p> <p>(vi) Plan route and itinerary for judging day</p> <p>(vii) Organise planting displays at national events to promote the town of Bognor Regis</p>	<ul style="list-style-type: none"> • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Party within Budget • Working Group within Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

YOUTH SERVICES REVIEW

TOPIC TEAM

Adopted by the Council at its Meeting held on 6th March 2017

Reviewed by the Council 3rd July 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: YOUTH SERVICES REVIEW TOPIC TEAM

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 the wider community to identify areas in Youth Services that BRTC can support and to inform a feasibility study to be carried out.</p> <p>2. To identify possible projects within the feasibility study, including budget requirements, to assist in the delivery of any agreed programme.</p> <p>3. To refer any programme and budgets to the CE&E 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

TERMS OF REFERENCE

PLAYING OUT PROJECT

TOPIC TEAM

Adopted by the Council at its Meeting held on 14th May 2018

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 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

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on 3rd July 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

9 Members of the Authority

Quorum = 3

Introduction

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

Function of Committee Column 1	Delegation of Functions Column 2
<p>1 Planning and Development Control</p> <p>To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations</p>	<ul style="list-style-type: none"> · Committee · Town Clerk if observation would be out of time, after consultation with Members
<p>2 Referring any Planning enforcement issue to the principal Council</p>	<ul style="list-style-type: none"> · Town Clerk
<p>3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications</p>	<ul style="list-style-type: none"> · Committee
<p>4 To comment on Tree Preservation applications or the making of Orders</p>	<ul style="list-style-type: none"> · Committee · Town Clerk if observation would be out of time, after consultation with Members
<p>5 To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies</p>	<ul style="list-style-type: none"> · Committee, except Local Plan and strategic Regeneration sites which are reserved for Council
<p>6 To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council</p>	<ul style="list-style-type: none"> · Committee · Town Clerk if observation would be out of time, after consultation with Members
<p>7 To make observations on Hazardous Substance applications</p>	<ul style="list-style-type: none"> · Committee
<p>8 Responding to consultations from adjoining parishes</p>	<ul style="list-style-type: none"> · Committee · Town Clerk if observation would be out of time, after consultation with Members
<p>9 Making observations on applications for amendments to planning and other related consents previously granted by any authority</p>	<ul style="list-style-type: none"> · Committee · Town Clerk if observation would be out of time, after consultation with Members
<p>10 Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council</p>	<ul style="list-style-type: none"> · Committee · Town Clerk if observation would be out of time, after consultation with Members

11	Making observations on applications and other actions in relation to hedge rows	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> Committee
14	Making observations on highways consultations including all on-road issues including on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> Committee
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> Town Clerk in the case of an emergency, or following consultation with Members
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> Committee
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> Committee within Council policy Town Clerk for operational management
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> Committee
22	Responding to consultations on community assets	<ul style="list-style-type: none"> Committee
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> Committee within Council Policy
24	Highways & Transport	
24.1	Power to maintain footpaths & bridleways	<ul style="list-style-type: none"> Committee within Council policy
24.2	Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives	<ul style="list-style-type: none"> Committee within Council policy
24.3	Improve off street parking	<ul style="list-style-type: none"> Committee
24.4	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> Committee
24.5	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> Committee within budget & Council policy
24.6	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> Committee
24.7	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> Committee
24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> Committee within policy & budget

24.9	To support approved community transport schemes.	<ul style="list-style-type: none"> Committee within policy & budget
24.10	Making observations on transportation consultations	<ul style="list-style-type: none"> Committee under the direction of Council Grants to Policy and Resources Committee
24.11	Power to erect flagpoles in highway land. Highways Act 1980, s 144	<ul style="list-style-type: none"> Committee within policy & budget
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> Committee within budget Operational management to Town Clerk
26.	Bus Shelters	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> Strategic overview to Committee Power to make contribution, within budget to Committee Operational management to Town Clerk
27.	Neighbourhood Planning	
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> Strategic overview to Committee
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	<ul style="list-style-type: none"> Committee

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 9 - TO CONSIDER INTERNAL AUDIT REPORT 2017 -
2018 (FINAL)

REPORT BY THE TOWN CLERK

FOR INFORMATION

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

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

FOR INFORMATION ONLY

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

Bognor Regis Town Council

Internal Audit Report 2017-18 (Final)

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 recent final visit, which took place on 23rd May 2018 and supplements the interim work undertaken on 14th September 2017 and 20th February 2018.

Internal Audit Approach

In concluding 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 revised Annual Governance and Accountability Return (AGAR in short), which requires independent assurance over ten internal control objectives.

Overall Conclusion

We are pleased to report that, on the basis of the work undertaken during 2017-18, the Council continues to maintain adequate and effective internal control arrangements, with no significant issues identified, Therefore, it has not been considered necessary to append any Action Plan of formal recommendations this year and, consequently, we have duly signed off the Internal Audit Report at Page 3 of the AGAR, assigning positive assurances in all relevant categories.

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: -

- Ø 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;
- Ø 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;
- Ø Verified that the ledger remained "in balance" at the financial year-end;
- Ø Ensured that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres, remains in place;
- Ø 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 & March 2018;
- Ø 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 March 2018; and
- Ø Verified the content and accuracy of bank reconciliations as at 30th April & 31st August 2017 and subsequently as at 31st January & 31st March 2018 on both the main and the charity cashbooks.

Conclusions

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

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders 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:

- Ø Continued our review of the minutes of Full Council and its extant Standing Committee meetings (except Planning and Licensing) for the municipal year to end March 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;

- Ø 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; and
- Ø Noted that the Council has formally adopted, and properly recorded in the minutes, the Precept for 2018-19 at its meeting on 8th January 2018.

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

- Ø Council resources are released in accordance with the Council's approved procedures and budgets;
- Ø 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;
- Ø All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- Ø An official order has been raised on each occasion that one would be anticipated;
- Ø The correct expense codes have been applied to invoices when processed; and
- Ø 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 March 2018 examining a sample of 75 payments (namely all those individually in excess of £3,500 and, more randomly, every 35th cashbook transaction irrespective of value), which totalled just under £807,000 and represented 80% by value of all non-pay related expenditure for the year.

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 and March 2018 submissions to the underlying Omega control account balances and, at this final visit, to the year-end debtor disclosed in the Statement of Accounts.

Finally in this area, we have updated our year-on-year analytical review of expenditure incurred across the Council's activities with no significant variances warranting further enquiry by officers.

Conclusions

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

Assessment and Management of Risk

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

- Ø 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 (12th March 2018); and
- Ø 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.

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.

- Ø 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 for the year of £13,585;
- Ø 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 previously examined the latest available report (December 2017) with no un-explained variances arising to warrant further enquiries by officers; and
- Ø As at 31st March 2018, Total Usable Reserves stood at £700,000, which comprised of specific Earmarked items of £500,000 and the residual General Fund of £200,000. The latter represents three months gross expenditure at current levels (excluding capital costs).

Conclusions

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

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 the previous interim update visit, we have:-

- Ø 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;
- Ø As noted earlier in this report, checked and agreed three sample months' receipts in full from bank statements to cashbooks;
- Ø 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
- Ø 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.

Subsequently, at this final visit, we have:

- Ø As noted earlier in this report, checked and agreed a fourth sample month's receipts (March 2018) in full from bank statements to cashbooks;
- Ø Verified that the monthly dividends receivable on the two Public Sector Deposits had been paid and credited to the appropriate income code within the nominal ledgers for February and March 2018, and
- Ø Finally in this area, we have updated our year-on-year analytical review of income arising across the Council's activities with no significant variances warranting further enquiry by officers.

Conclusions

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

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.

- Ø 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".

- Ø 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
- Ø 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.

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.

- Ø 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;
- Ø 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;
- Ø National Insurance Table deduction rates have been checked to ensure that computations are made accurately;
- Ø 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
- Ø 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 and cheque payments.

Conclusions

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

Asset Registers

The Governance and Accountability Manual – “The Practitioner’s Guide” requires all Councils to maintain an inventory/Register of Assets. As in previous years, the contract accountants have maintained a detailed spread sheet record of the Council’s asset stock identifying detail of the assets values (and depreciation applied), which forms the basis of detail in the Statement of Accounts. In line with the current Practitioner Guide’s asset value disclosure requirements, the cumulative depreciation charged in the year has been “added back” to arrive at the effective purchase cost which, together with the cost of new assets acquired in year, is used as the basis for disclosure of asset values at Box 9, Page 5 of the revised AGAR, which we have checked and agreed as part of this final audit work

Conclusions

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

Investments and Loans

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

- Ø 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 and 31st March 2018;
- Ø 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;
- Ø We note that the Council currently has two outstanding PWLB liabilities and we have checked and agreed the only instalment repayment 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; and
- Ø We have verified the disclosure of the closing investment balances and the outstanding loan liabilities as at 31st March 2018 in the Statement of Accounts and AGAR.

Conclusions

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

Statement of Accounts and Annual Return

As documented above, the revised Annual Governance and Accountability Return now forms the statutory Accounts of the Council subject to external audit review and certification and in order to assist the Council in ensuring the accuracy of the detail submitted for certification, we have reviewed the content of the detailed Statement of Accounts prepared by DCK Accounting Solutions by reference to the underlying financial and, where applicable, other records.

These Accounts form the basis of data reported at Page 5 of the revised AGAR, detail of which we have also reviewed and verified.

We have also reviewed the procedures in place for identifying the year-end debtor and creditor balances and consider them sound and affording accurate detail for inclusion in the Accounts and Annual Return.

Conclusions

No issues arise in this area warranting formal comment and, as noted in the preamble to this report, we have concluded that appropriate financial controls and governance arrangements are in place and have duly signed off the Internal Audit Report in this year's AGAR, assigning positive assurances in each relevant area.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 10 - ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2018 INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

The Town Council, as a smaller authority with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The term 'smaller authority' includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board (full details of the definitions available in Schedule 2 of the Local Audit and Accountability Act 2014). The AGAR is made up of three parts, pages 3 to 6, The Town Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2018 no later than 2nd July 2018 - copy attached Appendix 1.

AGAR - Annual Internal Audit Report 2017/18 (Page 3)

This has been completed and signed by Mr. N. Archer from Auditing Solutions Ltd. following the completion of his final visit for 2017/2018 on 23rd May 2018 (this is also attached).

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

Section 1 - Annual Governance Statement 2017/18 (Page 4)

Section 2 - Accounting Statements for 2017/2018 (Page 5)

Section 3 - External Auditor's Report & Certificate 2017/18 (Page 6)

The audit will be undertaken by Moore Stephens.

- 10.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2017/2018 (Page 3 of the AGAR) and to recommend approval to Council

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

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement and the Council therefore reviewed its internal control procedures and practices, at its meeting on 12th March 2018, Council Min. 176 refers. The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These controls include items such as income and expenditure controls as well as other controls.

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

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

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

- The Council's Annual Assessment/Review of Risks for 2017/2018 was considered by the Policy and Resources Committee at its meeting on 5th February 2018 (Min. 155 refers) and was recommended to Council for approval. Copies of the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2017/2018 considered at the meeting are attached at Appendix 3
- The Policy and Resources Committee considered the Internal Audit Plan for 2017/2018 at its meeting on 30th January 2017 (Min. 133.1 refers). A copy of the report considered at the meeting is attached at Appendix 4
- The Policy and Resources Committee considered the re-appointment of the Council's Internal Auditor for 2017/201 at its meeting on 30th January 2017 (Min. 133.2 refers) - also part of the above report
- The Policy and Resources Committee considered the first Interim Internal Audit Report at its meeting on 16th October 2017 (Min. 96 refers) with no issues identified by the Internal Auditor during his first visit.
- The Policy and Resources Committee considered the interim Internal Audit Report at its meeting on 9th April 2018 (Min. 183 refers) and once again no issues were identified by the Internal Auditor.
- The final Internal Audit Report for 2017/2018 will be considered at the meeting on 4th June 2018 prior to this agenda item and will form part of the review. Members will be pleased to note however that no issues were identified during this visit.

DECISIONS

Members are invited to formally Note the Annual Internal Audit Report for 2017/2018 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd.

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

10.2 To consider the Council's response to each Statement on the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR)

The Annual Governance Statement is signed on behalf of Council by the Chairman and the Town Clerk. Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. Also, to confirm, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2018, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
By answering 'Yes' this means that this authority has prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
By answering 'Yes' this means that this authority has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
By answering 'Yes' this means that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
By answering 'Yes' this means that this authority during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
By answering 'Yes' this means that this authority has considered and documented the financial and other risks it faces and ~~has~~ dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
By answering 'Yes' this means that this authority has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

7. We took appropriate action on all matters raised in reports from internal and external audit.
By answering 'Yes' this means that this authority has responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.
By answering 'Yes' this means that this authority has disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit - THIS IS NOT APPLICABLE TO THIS COUNCIL.

DECISION

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

- 10.3 To Recommend Approval to Council of the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk

DECISION

Members are invited to RECOMMEND to COUNCIL APPROVAL of the Annual Governance Statement for 2017/2018 and that Section 1 is signed by the Chairman of the Full Council meeting approving the Annual Governance Statement, which follows on immediately from this meeting and by the Town Clerk.

- 10.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2018 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk
The Council also prepares Financial Statements for the year, which are drawn up by the Town Council's Accountant in accordance with proper accounting practices for smaller relevant bodies as required by the Accounts and Audit Regulations and CIPFA guidelines - copy attached Appendix 5.

DECISION

Members are invited to RECOMMEND to COUNCIL APPROVAL of the Financial Statements for year ended 31st March 2018 and agree that these be signed by the Chairman of the Full Council meeting approving the Financial Statements, which follows on immediately from this meeting and by the Town Clerk.

- 10.5 To consider the Accounting Statements for 2017/2018 (Section 2 of the AGAR)

Section 2 - Summarises the Accounting Statements for 2017/2018 and is signed by the RFO prior to presentation for Members consideration and then by the Chairman of the meeting approving the accounts.

DECISION

Members are invited to consider the Accounting Statements for 2017/2018 as detailed on Section 2 of the AGAR.

- 10.6 To Recommend Approval to Council of the Accounting Statements for 2017/2018 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

DECISIONS

Members are invited to RECOMMEND to COUNCIL APPROVAL of the Accounting Statements for 2017/2018 and agree that Section 2 is signed by the Chairman of the Full Council meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members are invited to NOTE that the Accounting Statements for 2017/2018 were previously signed by the Responsible Financial Officer prior to their presentation to this meeting.

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Bagnor Regis Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE
dated DD/MM/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED
Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.bagnoregis.gov.uk

Section 2 – Accounting Statements 2017/18 for

Boonoe Regis Town Council.

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	1470814	1489045	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	777361	839874	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	163453	98915	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-406019	-428928	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-83462	-59427	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-433102	-1043487	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1489045	875992	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1512848	1116627	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	948218	1624027	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1179626	1155950	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		NO	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 29/05/18

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Annual Internal Audit Report 2017/18

BOGNOR ENTERPRISES AUTHORITY TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

14/9/17 - 20/2/18 +
23/5/18

Name of person who carried out the internal audit

N. ARCHER, for AUDITING SOLUTIONS Ltd

Signature of person who carried out the internal audit

N. Archer

Date

23/5/18

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

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

Bognor Regis Town Council

Statement of Internal Control

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

These procedures include (inter alia):

Expenditure Controls

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

Income Controls

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

Further Controls

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

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

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



Bognor Regis Town Council
Assessment for year 2017 To 2018

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
Employment of Staff									
358	Professional	Loss of key staff	Ensure procedures for key functions are documented. Regular staffing reviews	High High	9	Comprehensive Job Descriptions for all positions have been completed but procedures for key functions and for key staff activities are on going and remain to be completed.	Town Clerk and Assistant Clerk	31/12/2018	<input type="checkbox"/>
Land									
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	High High	9	To be investigated.	Town Clerk	31/12/2018	<input type="checkbox"/>
Provision of Office Accommodation									
349	Physical	Poor Office Conditions - Town Hall and Town Force lockup	Arrange periodical inspection of office and Town Force lockup. Any adverse conditions are reported to ADC or BRTC as appropriate Repair/maintenance etc.carried out by ADC or BRTC Health & Safety Annual inspection carried out by contractor	Medium Medium	4	Clearance of paperwork to electronic media remains an ongoing project.	Town Clerk	31/12/2018	<input type="checkbox"/>



LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
-----	------	--------	---------	----------------------	-------	--------------------	------------------------------	-------------------

No of issues listed: **3**

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr Phil Woodall _____

Signed by responsible Finance officer - Glenna Frost _____

How to complete (individual risk section):

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2017 To 2018

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	20	20	1.0	0	
Clocks	Power to provide public clocks	5	5	1.0	0	
Code of Conduct	Duty to adopt a code of conduct	1	1	1.0	0	
Computing	Power to facilitate discharge of any function	3	3	1.3	0	
Council Meetings		4	4	1.3	0	
Council Property and Document	Duty to disclose documents and to adopt publication scheme	5	5	1.2	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	2	2	1.0	0	
Employment of Staff	Duty to Appoint	9	9	1.9	1	1
Entertainment and the arts	Provision of entertainment and support of the arts	14	14	1.0	0	
Financial Management	Duty to ensure responsibility for financial affairs	12	12	1.0	0	
Gifts	Power to accept	1	1	1.0	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	5	5	2.6	1	2
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	6	6	1.0	0	
Local functions	N/a - Local group to cover any risks not listed in other groups	3	1	1.0	0	
Meetings of the Council	Duty to meet	5	5	1.2	0	
Newsletters	Power to provide from 'free resource'	5	5	1.2	0	
Planning & Development Contr	Rights of consultation	2	2	1.0	0	
Provision of Office Accommod	Power to provide	5	5	1.6	1	3
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.0	0	
Shelters & Seats	Power to provide	3	3	1.0	0	
Street/Footway Lighting	Power to provide	8	8	1.0	0	



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2017 To 2018

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Tourism	Power to contribute to organisations encouraging tourism	4	4	1.0	0	
Village Signs	Power to erect (with Highway Authority approval)	5	5	1.0	0	
Web Sites		18	18	1.0	0	
Overall totals/ scores		147	145	1.2	3	

Completed by:

Date:

Position:

How to complete:

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

AGENDA ITEM 14

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JANUARY 2017

AGENDA ITEM 14 - INTERNAL AUDIT INCLUDING: TO REVIEW THE 2017/18 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION; TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION AND CONFIRM APPOINTMENT FOR 2017/18 MUNICIPAL YEAR

REPORT BY ASSISTANT CLERK

FOR DECISION

To Review the 2017/2018 Annual Audit Plan and To Consider Any Additional Items for Inclusion

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

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

- a) Facilitates the effective exercise of its functions and the achievements of its aims and objectives;*
- b) Ensures that the financial and operational management of the authority is effective; and*
- c) Includes effective arrangements for the management of risk”*

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

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

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

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

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

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority’s internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority’s control. Managing the authority’s internal controls is a day-to-day function of the authority’s staff and management, and not the responsibility of internal audit.

It is a matter for the Council to determine the necessary scope and extent of its internal audit. When securing an internal audit service, the Council must make sure that it is fit for the purpose for which it is required at that particular Council.

The internal audit enables the Council to confirm, in item 6 of Section 1 of the Annual Return, (The Annual governance statement) that:

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

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

ANNUAL AUDIT PLAN FOR 2017/2018

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

1. Proper book-keeping - Appropriate books of account have been properly kept throughout the year.
2. Financial Regulations, Standing Orders and Payment Controls - The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.
3. Risk Management - The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
4. Budgetary controls - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
5. Income controls - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
6. Petty cash procedure - Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.
7. Payroll controls - Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
8. Asset control - Asset and investment registers were complete and accurate and properly maintained.
9. Bank reconciliation - Periodic and year-end bank account reconciliations were properly carried out.
10. Year-end procedures - Accounting statements prepared during the year were prepared on the correct income and expenditure basis, agreed with the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.
11. Payment controls - Procedure, approvals and associated issues including VAT identification and recovery

DECISION REQUIRED BY MEMBERS:

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to RECOMMENDING APPROVAL of the Audit Plan for 2017/2018 to the Town Council.

Review of Provider of Internal Audit Function & Confirmation of Appointment

In line with good practice, the Town Council's current Auditor was approached, together with two other companies, to provide a quotation for the Internal Audit function.

Company A (the current supplier of this service) has provided a full, detailed scope of works for review and checking under the following headings:

- Accounting records
- Corporate Governance; Potential risks of fraudulent activity
- Payment procedure; approvals and associated issues including VAT identification and recovery
- Assessment and management of risk
- Precept determination and budget control
- Income control systems (which included review of allotment receipts)
- Petty cash records and usage of credit/debit card
- Salaries and wages
- Asset registers
- Investment and loans
- Bank reconciliations
- Annual Return/Financial statements

Company B also provided a similar scope of works under the following headings but gave no further details:

- Proper Bookkeeping
- Financial Regulations & Standing Orders
- Payment Controls
- Risk Management & Insurance
- Budgetary controls
- Income controls
- Petty Cash Procedures
- Payroll
- Fixed Assets
- Bank reconciliations
- Statement of Accounts & Annual Return (year-end procedures)

Finally, Company C did not provide a full scope of works but stated in an email:

- Generally conduct two audits per annum as a minimum
- First visit concentrates on policies and procedures and deals with non-financial aspects of audit
- Second part focuses on financial aspects and information submitted to external auditor
- Envisaged that BRTC would require 3 visits per annum

The following provides a breakdown of the quoted charges from the three companies.

Name	No of Visits p.a. (assumes 7 hr day)	Hourly charge (Exc. VAT)	Mileage costs
Company A (current Internal Auditor)	3 visits	£50	nil
Company B	3 visits	£40	n/k
Company C	3 visits	£50	45p per mile

Whilst there is very little between the three companies in their per hour charges, it should be noted that there were differences between them in the number of hours it is estimated to take to carry out each visit.

For example, Company C has estimated that he would only need to be in attendance for between 3 & 5 hours each visit. However, both Company A and Company B have predicted that each visit (including the report writing) will be for between 7 and 8 hours per visit. As Company A have been conducting the audit for some years now and have a clearer idea of the work involved, this higher estimate (which Company B agree with) would appear to be the more likely. It is for this reason that the comparison has been show using the per hour charge.

Finally, with regard to the experience of the three providers, the following should be noted.

Company A (current Internal Auditor)

Established since 2002

Currently is contracted to circa 250 councils from Parish Meetings to many larger councils

Company B

Established in 2016

Previously employed by Littlehampton Town Council as RFO

Company C

Has been conducting internal audits for more than 10 years

Currently undertakes circa 50 audits per annum from small to larger councils

DECISION REQUIRED BY MEMBERS

Members are invited to determine and APPROVE the Internal Audit provider for the 2017/18 municipal year.

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2018

Bognor Regis Town Council

Table of Contents

31 March 2018

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

Bognor Regis Town Council

Council Information

31 March 2018

(Information current at 4th June 2018)

Mayor

Cllr S. A. Reynolds

Councillors

Cllr P. J. Woodall (Deputy Mayor)

Cllr K. Batley

Cllr J. Brooks

Cllr J. B. Cosgrove

Cllr A. W. W. Cunard

Cllr S. E. Daniells

Cllr P. Dillon

Cllr D. Enticott

Cllr A. E. A. Gardiner

Cllr S. Goodheart

Cllr M. Lineham

Cllr M. Smith

Cllr M. Stanley

Cllr W. J. Toovey

Cllr J. L. Warr

Town Clerk

Mrs G. Frost

Auditors

Moore Stephens (East Midlands)

Rutland House

Minerva Business Park

Lynch Wood

Peterborough

PE2 6PZ

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Bognor Regis Town Council

Statement of Responsibilities

31 March 2018

The Council's Responsibilities

The council is required:

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

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2018 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2018, and its income and expenditure for the year ended 31 March 2018.

Signed:

Mrs G. Frost- Town Clerk

Date:

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2018

Auditors

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

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

Accounting Convention

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

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

The accounts have been prepared under the historical cost convention.

Fixed Assets

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

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

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

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

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

Depreciation Policy

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

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

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

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

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

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2018

Grants or Contributions from Government or Related Bodies

Capital Grants

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

Revenue Grants

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

Investments

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at notes 13 and 14.

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 18.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 20 to 22.

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

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

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2018

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

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

Pensions

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

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

The next actuarial valuation is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

Bognor Regis Town Council
Income and Expenditure Account
31 March 2018

	Notes	2018 £	2017 £
Income			
Precept on District Council		839,874	777,361
Grants Receivable		6,000	61,838
Rents Receivable, Interest & Investment Income		4,434	6,865
Charges made for Services		57,269	61,044
Other Income		31,212	31,217
Total Income		938,789	938,325
Expenditure			
Direct Service Costs:			
Salaries & Wages		(261,324)	(240,888)
Grant-aid Expenditure		(61,900)	(56,000)
Other Costs	1	(186,111)	(212,141)
Democratic, Management & Civic Costs:			
Salaries & Wages		(167,604)	(165,131)
Other Costs	1	(155,418)	(171,528)
Total Expenditure		(832,357)	(845,688)
Excess of Income over Expenditure for the year.		106,432	92,637
Net Operating Surplus for Year		106,432	92,637
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(23,676)	(46,298)
Revenue Expenditure funded from Capital		645,800	-
Capital Expenditure charged to revenue	11	(675,809)	(28,108)
Transfer from/(to) Earmarked Reserves	22	37,862	(1,929)
Surplus for the Year to General Fund		90,609	16,302
Net Surplus for the Year		52,747	18,231
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer from/(to) Earmarked Reserves	22	(37,862)	1,929
Surplus for the Year to General Fund		90,609	16,302
		52,747	18,231

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

The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2018

Reserve	Purpose of Reserve	Notes	2018 £	Net Movement in Year £	2017 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	20	97,365	29,636	67,729
Investment Financing Account	Store of capital resources set aside to purchase investments	21	91,427	6,848	84,579
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	22	462,193	(37,862)	500,055
General Fund	Resources available to meet future running costs		290,499	90,609	199,890
Total			941,484	89,231	852,253

The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council

Balance Sheet

31 March 2018

	Notes	2018 £	2018 £	2017 £
Fixed Assets				
Tangible Fixed Assets	10		788,368	131,349
Long Term Assets				
Investments Other Than Loans	13		447,225	447,225
Current Assets				
Debtors and prepayments	15	109,311		55,872
Investments	14	-		180,000
Cash at bank and in hand		1,116,627		1,332,848
		<u>1,225,938</u>		<u>1,568,720</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(73,204)		(47,711)
Creditors and income in advance	16	<u>(329,946)</u>		<u>(79,675)</u>
Net Current Assets			822,788	1,441,334
Total Assets Less Current Liabilities			2,058,381	2,019,908
Long Term Liabilities				
Long-term borrowing	18		(1,082,746)	(1,131,915)
Deferred Grants	19		(34,151)	(35,740)
Total Assets Less Liabilities			<u>941,484</u>	<u>852,253</u>
Capital and Reserves				
Capital Financing Reserve	20		97,365	67,729
Investments Financing Reserve	21		91,427	84,579
Earmarked Reserves	22		462,193	500,055
General Reserve			290,499	199,890
			<u>941,484</u>	<u>852,253</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2018, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 4th June 2018 .

Signed:

Cllr S. A. Reynolds
Mayor

.....

Mrs G. Frost
Responsible Financial Officer

Date:

.....

The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council

Cash Flow Statement

31 March 2018

	Notes	2018 £	2018 £	2017 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(428,928)		(406,018)
Other operating payments		(406,003)		(403,877)
			(834,931)	(809,895)
<i>Cash inflows</i>				
Precept on District Council		839,874		777,361
Cash received for services		103,819		71,455
Revenue grants received		6,000		61,838
			949,693	910,654
Net cash inflow from Revenue Activities	25		114,762	100,759
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(18,055)		(37,164)
<i>Cash inflows</i>				
Interest received		5,775		6,655
Net cash (outflow) from Servicing of Finance			(12,280)	(30,509)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(475,027)		(30,597)
<i>Cash inflows</i>				
Capital grant received		-		2,489
Net cash (outflow) from Capital Activities			(475,027)	(28,108)
Net cash (outflow)/inflow before Financing			(372,545)	42,142
FINANCING AND LIQUID RESOURCES				
Decrease in money on call			180,000	235,000
<i>Cash outflows</i>				
Loan repayments made			(23,676)	(46,298)
Net cash inflow from financing and liquid resources			156,324	188,702
(Decrease)/Increase in cash	26		(216,221)	230,844

The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council

Notes to the Accounts

31 March 2018

1 Other Costs Analysis

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

Direct Service Costs

	2018	2017
	£	£
Arts Development & Support	10,000	10,000
Theatres & Public Entertainment	38,107	53,179
Allotments	4,254	3,906
Tourism Policy, Marketing & Development	1,043	227
Visitor Information	1,688	1,301
Public Conveniences	30,000	30,000
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	108,501	105,178
Community Development	49,102	46,306
Street Lighting	3,530	3,499
Off-street Parking	21,148	22,304
Other Services to the Public	(28,144)	(9,871)
Grants - Bognor Pier Company Ltd	6,782	112
Less: Grant-aid Expenditure	(61,900)	(56,000)
Total	186,111	212,141

Democratic, Management & Civic Costs

	2018	2017
	£	£
Corporate Management	82,722	81,390
Democratic Representation & Management	21,135	40,518
Civic Expenses	5,422	1,873
Mayors Allowance	3,000	3,000
Members' Allowances	7,388	7,583
Interest Payable	35,751	37,164
Total	155,418	171,528

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

2 Interest and Investment Income

	2018	2017
	£	£
Interest Income - General Funds	4,434	6,865
	4,434	6,865

Bognor Regis Town Council

Notes to the Accounts

31 March 2018

3 Agency Work

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

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

4 Related Party Transactions

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

5 Audit Fees

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

These may be summarised as follows:

	2018	2017
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

6 Publicity

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

	2018	2017
	£	£
Recruitment Advertising	256	2,262
Publicity	515	732
Newsletter	2,860	2,420
Town Guide Publication Costs	-	1,441
	<u>3,631</u>	<u>6,855</u>

7 Members' Allowances

	2018	2017
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
Councillors' Expenses & Allowances	7,388	7,583
	<u>10,388</u>	<u>10,583</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2018

8 Employees

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

	2018	2017
	Number	Number
Full-time	12	11
Part-time	4	5
Temporary	-	-
	<u>16</u>	<u>16</u>

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

No officer received a salary in excess of £60,000

9 Pension Costs

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

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

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

The cost to the council for the year ended 31 March 2018 was £42,944 (31 March 2017 - £44,005).

The most recent actuarial valuation was carried out as at 31st March 2016, and the council's contribution rate is confirmed as being 21.70% of employees' pay with effect from 1st April 2018 (year ended 31 March 2018 – 21.70%).

Bognor Regis Town Council

Notes to the Accounts

31 March 2018

10 Tangible Fixed Assets

	Vehicles and Equipment	Infrastructure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£
At 31 March 2017	201,140	230,079	69,774	-	500,993
Additions	3,040	-	-	672,769	675,809
At 31 March 2018	204,180	230,079	69,774	672,769	1,176,802
Depreciation					
At 31 March 2017	(162,466)	(203,779)	(3,399)	-	(369,644)
Charged for the year	(12,123)	(6,254)	(413)	-	(18,790)
At 31 March 2018	(174,589)	(210,033)	(3,812)	-	(388,434)
Net Book Value					
At 31 March 2018	29,591	20,046	65,962	672,769	788,368
At 31 March 2017	38,674	26,300	66,375	-	131,349

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

Fixed Asset Valuation

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

Assets Held under Finance Agreements

The council holds no such assets

11 Financing of Capital Expenditure

	2018	2017
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	675,809	30,597
	<u>675,809</u>	<u>30,597</u>
was financed by:		
Capital Grants	-	2,489
Loan Proceeds	645,800	-
Revenue:		
Equipment Replacement Reserve	30,009	28,108
Precept and Revenue Income	-	-
	<u>675,809</u>	<u>30,597</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2018

12 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

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

Infrastructure Assets

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

Community Assets

Millennium Clock
Victorian Bathing Machine
Sun Sculpture
Allotments
Council Regalia

Other Assets

Picturedrome Screen 4

13 Investments

	Investments Other Than Loans
Cost	
At 01 April 2017	£ 447,225
At 31 March 2018	<u>447,225</u>
Net Book Value	
At 31 March 2018	<u>447,225</u>
	<u>447,225</u>
At 01 April 2017	<u>447,225</u>
	<u>447,225</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2018

14 Current Asset Investments

	2018	2017
	£	£
Co-Op Bank Ltd - 12 mth Deposit	-	180,000
	<u>-</u>	<u>180,000</u>

15 Debtors

	2018	2017
	£	£
Trade Debtors	17,393	30,495
VAT Recoverable	73,657	7,062
Other Debtors	463	1,152
Prepayments	17,391	15,415
Accrued Interest Income	407	1,748
	<u>109,311</u>	<u>55,872</u>

16 Creditors and Accrued Expenses

	2018	2017
	£	£
Trade Creditors	23,045	8,214
Other Creditors	36,889	33,644
Accruals	28,703	16,533
Accrued Interest Payable	17,696	-
Income in Advance	22,831	21,284
Capital Creditors	200,782	-
	<u>329,946</u>	<u>79,675</u>

17 Financial Commitments under Operating Leases

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

	2018	2017
	£	£
Obligations expiring within one year	1,996	-
Obligations expiring between two and five years	-	1,750
Obligations expiring after five years	-	-
	<u>1,996</u>	<u>1,750</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2018

18 Long Term Liabilities

	2018	2017
	£	£
Public Works Loan Board	1,155,950	1,179,626
	<u>1,155,950</u>	<u>1,179,626</u>

The above loans are repayable as follows:

	2018	2017
	£	£
Within one year	75,204	47,711
From one to two years	50,675	49,169
From two to five years	161,558	156,740
From five to ten years	304,295	295,155
Over ten years	566,218	630,851
	<u>1,157,950</u>	<u>1,179,626</u>
Total Loan Commitment	1,157,950	1,179,626
Less: Repayable within one year	(75,204)	(47,711)
	<u>1,082,746</u>	<u>1,131,915</u>
Repayable after one year	1,082,746	1,131,915

19 Deferred Grants

	2018	2017
	£	£
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	-	2,489
Applied to finance capital investment	-	(2,489)
At 31 March	<u>-</u>	<u>-</u>
Capital Grants Applied		
At 01 April	35,740	36,424
Grants Applied in the year	-	2,489
Released to offset depreciation	(1,589)	(3,173)
Extinguished and/or transferred	-	-
At 31 March	<u>34,151</u>	<u>35,740</u>
Total Deferred Grants		
At 31 March	<u>34,151</u>	<u>35,740</u>
At 01 April	<u>35,740</u>	<u>36,424</u>

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2018

20 Capital Financing Account

	2018	2017
	£	£
Balance at 01 April	67,729	24,275
Financing capital expenditure in the year		
Additions - using revenue balances	30,009	28,108
Loan repayments	16,828	33,020
Reversal of depreciation	(18,790)	(20,847)
Deferred grants released	1,589	3,173
Balance at 31 March	97,365	67,729

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

21 Financial Instruments Financing Account

	2018	2017
	£	£
Balance at 01 April	84,579	71,301
Financing Investment Purchases in the year		
Loan Repayments (Inv Purchases)	6,848	13,278
Balance at 31 March	91,427	84,579

The Financial Instruments Financing Account represents revenue and capital resources applied to finance the purchase of Available for Sale Investments, less provisions for losses below the original cost of the applicable investment, and the entries necessary to adjust loans made at less than market rates of interest to a Fair Value as reported in the Balance Sheet. It does not represent a reserve that the council can use to support future expenditure.

22 Earmarked Reserves

	Balance at 01/04/2017	Contribution to reserve	Contribution from reserve	Balance at 31/03/2018
	£	£	£	£
Capital Projects Reserves	298,000	-	-	298,000
Asset Renewal Reserves	13,126	43,503	(46,790)	9,839
Other Earmarked Reserves	188,929	39,323	(73,898)	154,354
Total Earmarked Reserves	500,055	82,826	(120,688)	462,193

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

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

The Other Earmarked Reserves at 31 March 2018 are set out in detail at Appendix A.

Bognor Regis Town Council

Notes to the Accounts

31 March 2018

23 Capital Commitments

The council had no other capital commitments at 31 March 2018 not otherwise provided for in these accounts.

24 Contingent Liabilities

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

25 Reconciliation of Revenue Cash Flow

	2018	2017
	£	£
Net Operating Surplus for the year	106,432	92,637
Add/(Deduct)		
Interest Payable	35,751	37,164
Interest and Investment Income	(5,775)	(6,655)
(Increase) in debtors	(53,439)	(11,621)
Increase/(Decrease) in creditors	31,793	(10,766)
Revenue activities net cash inflow	<u>114,762</u>	<u>100,759</u>

26 Movement in Cash

	2018	2017
	£	£
Balances at 01 April		
Cash with accounting officers	330	330
Cash at bank	<u>1,332,518</u>	<u>1,101,674</u>
	<u>1,332,848</u>	<u>1,102,004</u>
Balances at 31 March		
Cash with accounting officers	330	330
Cash at bank	<u>1,116,297</u>	<u>1,332,518</u>
	<u>1,116,627</u>	<u>1,332,848</u>
Net cash (outflow)/inflow	<u>(216,221)</u>	<u>230,844</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2018

27 Reconciliation of Net Funds/Debt

	2018	2017
	£	£
(Decrease)/Increase in cash in the year	(216,221)	230,844
Cash outflow from repayment of debt	23,676	46,298
Net cash flow arising from changes in debt	23,676	46,298
Movement in net debt/funds in the year	(192,545)	277,142
Cash at bank and in hand	1,332,848	1,102,004
Total borrowings	(1,179,626)	(1,225,924)
Net funds/(debt) at 01 April	153,222	(123,920)
Cash at bank and in hand	1,116,627	1,332,848
Total borrowings	(1,155,950)	(1,179,626)
Net (debt)/funds at 31 March	(39,323)	153,222

28 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 4th June 2018), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council

Appendices

31 March 2018

Appendix A

Schedule of Other Earmarked Reserves

	<u>Balance at</u> <u>01/04/2017</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2018</u> £
<u>Capital Projects Reserves</u>				
Economic Development	298,000			298,000
	<u>298,000</u>	<u>0</u>	<u>0</u>	<u>298,000</u>
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	6,916	43,503	(40,580)	9,839
Rolling Capital Programme - Picturedrome	6,210		(6,210)	0
	<u>13,126</u>	<u>43,503</u>	<u>(46,790)</u>	<u>9,839</u>
<u>Other Earmarked Reserves</u>				
Civic Fund	3,778			3,778
Election Fund	15,747			15,747
Millenium Fund	655			655
Promotions/Publicity	6,039		(10)	6,029
P & R Projects	64,000		(64,000)	0
E & L Projects	3,119		(150)	2,969
Grant Aid	1,360	4,000	(4,000)	1,360
Tourism & Events Support	713	544		1,257
Parking Scheme (Traders Contribution)	12,161			12,161
S East in Bloom	2,400	1,126		3,526
Events Sponsorship	2,522		(600)	1,922
BRTC Funding of SRB Projects	965			965
WSCC SRB Contribution	500			500
Street Scene Enhancement	34,060			34,060
Decking Areas	4,819		(441)	4,378
Bognor Regis Brand	10,730	1,151		11,881
Ward Allocation - Orchard Ward	131	305	(131)	305
Ward Allocation - Marine Ward	0	500		500
Ward Allocation - Hotham Ward	0	304		304
Website	1,201		(363)	838
Councillor Training	100	1,685		1,785
Town Centre Development	769		(769)	0
Heritage Vision Board	13,742			13,742
Our Place	1,566	2,348	(1,234)	2,680
WWI Project	2,865			2,865
Youth Strategy	4,987		(2,200)	2,787
Staff Training		1,948		1,948
Town Crier		1,377		1,377
Loan Repayment not taken		24,035		24,035
	<u>188,929</u>	<u>39,323</u>	<u>(73,898)</u>	<u>154,354</u>
TOTAL EARMARKED RESERVES	<u>500,055</u>	<u>82,826</u>	<u>(120,688)</u>	<u>462,193</u>

Bognor Regis Town Council

31 March 2018

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	34,638	43,169
Open Spaces	2,781	2,231
Tourism	10,959	10,714
Environmental Health	30,000	30,000
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	322,819	314,766
Street Lighting	3,766	2,942
Parking Services	21,044	21,148
Other Services to the Public	32,922	12,314
Investment Properties	-	6,782
Net Direct Services Costs	<u>460,929</u>	<u>446,066</u>
Corporate Management	214,234	220,501
Democratic & Civic	<u>39,219</u>	<u>35,558</u>
Net Democratic, Management and Civic Costs	<u>253,453</u>	<u>256,059</u>
Interest & Investment Income	(3,000)	(4,434)
Loan Charges	83,461	35,751
Capital Expenditure	788,100	675,809
Transfers to/(from) other reserves	(763,869)	(37,862)
Surplus to General Reserve	<u>20,800</u>	<u>90,609</u>
Precept on District Council	<u>839,874</u>	<u>839,874</u>

Bognor Regis Town Council

31 March 2018

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2018 £	2018 £	2018 £	2017 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	49,835	(6,666)	43,169	59,954
Open Spaces	4,254	(2,023)	2,231	1,486
Tourism	10,714	-	10,714	9,874
ENVIRONMENTAL SERVICES				
Environmental Health	30,000	-	30,000	30,000
Community Safety (Crime Reduction)	2,000	-	2,000	2,000
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	300,443	(34,779)	265,664	239,165
Community Development	49,102	-	49,102	46,306
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	3,530	(588)	2,942	3,499
Parking Services	21,148	-	21,148	22,304
OTHER SERVICES				
Other Services to the Public	31,527	(19,213)	12,314	15,150
Investment Properties	6,782	-	6,782	112
CENTRAL SERVICES				
Corporate Management	250,326	(29,825)	220,501	172,794
Democratic & Civic	21,135	-	21,135	40,518
Civic Expenses	15,810	(1,387)	14,423	11,263
Net Cost of Services	<u>796,606</u>	<u>(94,481)</u>	<u>702,125</u>	<u>654,425</u>

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 11 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED CLLR. J COSGROVE, SECONDED BY CLLR. A. CUNARD AS REFERRED FROM THE COUNCIL MEETING HELD 12th MARCH 2018 - MIN. 177 REFERS

REPORT BY DEPUTY CLERK

FOR DECISION

The following motion was received from Cllr. J. Cosgrove and considered at the Council Meeting held 12th March 2018.

"The Council asks the P&R Committee, in consultation with the CE&E Committee to consider approaches that the Council might take, including in consultation with other local parishes, community groups etc concerning the issue of homelessness in the area, and to report and make recommendations accordingly."

With the agreement of Cllr. Cosgrove and as seconded by Cllr. Cunard, it was agreed at the Council meeting that the Motion stand deferred without discussion to this Committee.

DECISION

Do Members wish to take any action as a result of the Motion presented by Cllr. Cosgrove?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 12 - TO RECEIVE AND IF ACCEPTABLE RECOMMEND THE ADOPTION OF A DATA PROTECTION POLICY AS REQUIRED BY GDPR

REPORT BY DEPUTY CLERK

FOR DECISION

As Members are aware the arrival of the General Data Protection Regulations (GDPR) requires the Town Council to carry out certain requirements.

There are several policies that will need to be considered by Council over the coming months but the first and most important of these is the adoption of a Data Protection Policy. The draft document is therefore attached as Appendix 1 for Members approval and has been based on a template provided by the Town Council's DPO, Local Council Public Advisory Service (LCPAS).

Members are also invited to note that an updated Privacy Notice has been uploaded to the Town Council's website and is accessible from the homepage.

Members are asked to note that the Council already has an Information and Data Protection Policy, which the attached will replace. Furthermore, the change in legislation that has prompted this new Policy will have an impact on other Town Council policies and this Committee will, in future meetings, be receiving revised documents to address the changes.

DECISION

Do Members AGREE to RECOMMEND to Council the adoption of the Data Protection Policy?



BOGNOR REGIS TOWN COUNCIL

DATA PROTECTION POLICY

Adopted by the Council at its Meeting held on XXXXXXXX 2018

Introduction

We hold personal data about our employees, residents, suppliers and other individuals for a variety of Council purposes.

This policy sets out how we seek to protect personal data and ensure that Councillors and Officers understand the rules governing their use of personal data to which they have access in the course of their work. In particular, this policy requires Officers to ensure that the Data Protection Officer (DPO) be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

Definitions

<p>Business purposes</p>	<p>The purposes for which personal data may be used by us:</p> <p>Personnel, administrative, financial, statutory and legislative purposes, payroll, consultations and business development purposes.</p> <p><i>Council purposes include the following:</i></p> <ul style="list-style-type: none"> - <i>Compliance with our legal, regulatory and corporate governance obligations and good practice</i> - <i>Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests</i> - <i>Ensuring Council policies are adhered to (such as policies covering email and internet use)</i> - <i>Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of sensitive information, security vetting and checking</i> - <i>Investigating complaints</i> - <i>Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments</i> - <i>Monitoring staff conduct, disciplinary matters</i> - <i>Promoting Council services</i> - <i>Improving services</i>
<p>Personal data</p>	<p>Information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, clients, suppliers and marketing contacts, members of the public, Council service users, residents, market traders, hirers, correspondents.</p> <p><i>Personal data we gather may include: individuals' contact details, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital status, nationality, job title, and CV, contact details, correspondence, emails, databases, council records.</i></p>

Sensitive personal data	<i>Personal data about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings - any use of sensitive personal data should be strictly controlled in accordance with this policy.</i>
-------------------------	--

Scope

This policy applies to all Councillors and staff. You must be familiar with this policy and comply with its terms.

This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

Who is responsible for this policy?

As our Data Protection Officer, Jayne Cole of Local Council Public Advisory Service, has overall responsibility for the day-to-day implementation of this policy.

Our procedures

Fair and lawful processing

We must process personal data fairly and lawfully in accordance with individuals' rights. This generally means that we should not process personal data unless the individual whose details we are processing has consented to this happening.

The Data Protection Officer's responsibilities

- Keeping the Council updated about data protection responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis. Assisting with data protection training and advice for all staff members and those included in this policy
- Answering questions on data protection from staff, council members and other stakeholders
- Responding to individuals such as members of the public, service users and employees who wish to know which data is being held on them by Bognor Regis Town Council
- Checking and approving with third parties that handle the council's data any contracts or agreement regarding data processing

Responsibilities of the IT Manager

- Ensure all systems, services, software and equipment meet acceptable security standards

- Checking and scanning security hardware and software regularly to ensure it is functioning properly
- Researching third-party services, such as cloud services the company is considering using to store or process data

Responsibilities of the Officers

- Approving data protection statements attached to emails and other marketing copy
- Addressing data protection queries from clients, target audiences or media outlets
- Coordinating with the DPO to ensure all marketing initiatives adhere to data protection laws and the company's Data Protection Policy

The processing of all data must be:

- Necessary to deliver our services
- In our legitimate interests and not unduly prejudice the individual's privacy
- In most cases this provision will apply to routine business data processing activities.

Our Terms of Business contains a Privacy Notice relating to data protection.

The notice:

- Sets out the purposes for which we hold personal data on customers, employees, residents and service users
- Highlights that our work may require us to give information to third parties such as expert witnesses and other professional advisers
- Provides that service users and correspondents have a right of access to the personal data that we hold about them

Sensitive personal data

In most cases where we process sensitive personal data we will require the data subject's *explicit* consent to do this unless exceptional circumstances apply, or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work, comply with burial legislation and allotment legislation). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

Accuracy and relevance

We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any

unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If you believe that information is inaccurate you should record the fact that the accuracy of the information is disputed and inform the DPO, Jayne Cole of Local Council Public Advisory Service.

Your personal data

You must take reasonable steps to ensure that personal data we hold about you is accurate and updated as required. For example, if your personal circumstances change, please inform the Data Protection Officer so that they can update your records.

Data security

You must keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the DPO will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third party organisations.

Storing data securely

- In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised personnel cannot access it
- Printed data should be shredded when it is no longer needed
- Data stored on a computer should be protected by strong passwords that are changed regularly. We encourage all staff to use a password manager to create and store their passwords
- Data stored on CDs or memory sticks must be locked away securely when they are not being used
- The DPO must approve any cloud used to store data
- Servers containing personal data must be kept in a secure location, away from general office space
- Data should be regularly backed up in line with the council's backup procedures
- Data should never be saved directly to mobile devices such as laptops, tablets or smartphones
- All servers containing sensitive data must be approved and protected by security software and strong firewall

Data Retention

We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines.

Subject Access Requests

Please note that under the Data Protection Act 1998, individuals are entitled, subject to certain exceptions, to request access to information held about them.

If you receive a subject access request, you should refer that request immediately to the DPO. Who may ask you to help us comply with those requests.

Please contact the Data Protection Officer if you would like to correct or request information that we hold about you. There are also restrictions on the information to which you are entitled under applicable law.

Processing data in accordance with the individual's rights

You should abide by any request from an individual not to use their personal data for direct marketing purposes and notify the DPO about any such request.

Do not send direct marketing material to someone electronically (e.g. via email) unless you have an existing business relationship with them in relation to the services being marketed.

Please contact the DPO for advice on direct marketing before starting any new direct marketing activity.

Training

All staff will receive training on this policy. New joiners will receive training as part of the induction process. Further training will be provided at least every two years or whenever there is a substantial change in the law or our policy and procedure.

Training is provided through an in-house seminar on a regular basis.

It will cover:

- The law relating to data protection
- Our data protection and related policies and procedures.

Completion of training is compulsory.

GDPR and Data Protection Act Provisions

Where not specified previously in this policy, the following provisions will be in effect on or before 25 May 2018.

Privacy Notice - transparency of data protection

Being transparent and providing accessible information to individuals about how we will use their personal data is important for our organisation. The following are details on how we collect data and what we will do with it:

What information is being collected?	Names, Addresses, Personnel details, email, telephone
Who is collecting it?	Bognor Regis Town Council
How is it collected?	Via email, telephone, correspondence
Why is it being collected?	To enable the Town Council to carry out their functions
How will it be used?	For Council administration purposes, accounting, HR
Who will it be shared with?	No one except (where appropriate) payroll and pension administration
Identity and contact details of any data controllers	The Town Clerk bognortc@bognorregis.gov.uk
Retention period	As long as required

Conditions for processing

We will ensure any use of personal data is justified using at least one of the conditions for processing and this will be specifically documented. All staff who are responsible for processing personal data will be aware of the conditions for processing. The conditions for processing will be available to data subjects in the form of a privacy notice.

Justification for personal data

We will process personal data in compliance with all six data protection principles.

We will document the additional justification for the processing of sensitive data and will ensure any biometric and genetic data is considered sensitive.

Consent

The data that we collect is subject to active consent by the data subject. This consent can be revoked at any time.

Criminal record checks

Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject.

Data portability

Upon request, a data subject should have the right to receive a copy of their data in a structured format. These requests should be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This must be done for free.

Right to be forgotten

A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request. An erasure request can only be refused if an exemption applies.

Privacy by design and default

Privacy by design is an approach to projects that promote privacy and data protection compliance from the start. The DPO will be responsible for conducting Privacy Impact Assessments and ensuring that all IT projects commence with a privacy plan.

When relevant, and when it does not have a negative impact on the data subject, privacy settings will be set to the most private by default.

Data audit and register

Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

Reporting breaches

All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:

- Investigate the failure and take remedial steps if necessary

- Maintain a register of compliance failures
- Notify the Supervisory Authority (SA) of any compliance failures that are material either in their own right or as part of a pattern of failures

Please refer to our Compliance Failure Policy for our reporting procedure.

Monitoring

Everyone must observe this policy. The DPO has overall responsibility for this policy. They will monitor it regularly to make sure it is being adhered to.

Consequences of failing to comply

We take compliance with this policy very seriously. Failure to comply puts both you and the organisation at risk.

The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under our procedures which may result in dismissal.

If you have any questions or concerns about anything in this policy, do not hesitate to contact the DPO.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 13 - TO CONSIDER FUTURE PROTOCOL TO FLY THE TOWN COUNCIL FLAG ON THE MAYOR'S BIRTHDAY AND MAKE SUITABLE RECOMMENDATION TO COUNCIL

REPORT BY DEPUTY CLERK

FOR DECISION

At a recent seminar of the National Association of Civic Officers (NACO), attended by the Civic & Office Manager, a workshop suggested that the Town Flag should be flown on the Mayor's birthday.

Members are therefore invited to consider this proposal and agree whether this protocol should be adopted by the Town Council.

DECISION

Do Members wish to fly the Town Council flag on the Mayor's birthday?

Committee: Policy and Resources

Date: 4th June 2018

Report by: Town Force Manager

Subject: Rental of caged parking space by Town Force unit G2

Town Force have been using this caged area located in the vicinity of the Town Force lock up since 2016 when URT Composites Ltd. granted a licence to the Town Council to use it free of charge (the cage sits on a parking space allocated to URT).



URT's lease expires next month and as it is not being renewed, the landlord is able to let the space to the Town Council for a term coinciding with the expiration of the Town Council's lease in 2032. The landlord has suggested a rent of £100 per month (£1,200 per annum). It has been proposed to the landlord that the caged parking space is swapped with a parking space currently assigned to Town Force unit which is surplus to requirements and located only 2 bays away. If the landlord is in agreement, there would be no rent payable, just the surveyor and solicitor fees.

Confirmation of the surveyor and solicitor fees is yet to be received but the total is expected to be in the region of £1,350 + VAT (surveyor fee £600.00+VAT and solicitor fee £750 + VAT paid in 2016).

DECISIONS

If the landlord rejects the proposal to swap parking spaces, do Members AGREE to pay the proposed rent of £100 per month and if so, can Members confirm a budget to fund this from.

Do Members AGREE to pay the solicitor's and surveyor's fees for dealing with the matter, amount expected to be about £1,350 + VAT. If so, can Members confirm a budget to fund this from.

Committee: Policy and Resources

Date: 4th June 2018

Report by: Town Force Manager

Subject: Purchase of a replacement van funded from the Rolling Capital programme

Hire of the Nissan Cabstar van comes to an end in August. Following a discussion with the team, this van was found to be most suited to their needs: Ford Transit single cab tipper 350 base L2 RWD 2.0 TDCI 130PS dual rear wheels. As Members previously decided to purchase a new or nearly new van, the following quotes have been obtained:

1. New van

Supplier	Cost inc. RFL & registration fee*	Availability
A	£20,802.80	In stock on 17/05 or factory order 4-5 months
B	£22,058.67	In stock on 18/05
C	£24,534.70	In stock on 17/05
D	£21,592.58	In stock on 18/05
E	£21,444.70	In stock on 18/05
F	£20,393.88	In stock on 23/05
G	£21,378.10	September 2018

*excludes VAT

Please note that the Town Council receives a substantial fleet discount from Ford which has already been factored into the prices quoted above.

2. Nearly new van

Currently advertised on Auto Trader:

Year	Mileage	Cost*
2016 (16 reg)	12,467	£17,490
2016 (66 reg)	6,982	£19,750
2017 (67 reg)	50	£22,990

*excludes VAT

DECISION

Members are asked to consider the above prices and decide how they wish to proceed.

Committee: Policy and Resources

Date: 4th June 2018

Report by: Town Force Manager

Subject: Update on Town Force activities

Letter of thanks.

A Thank you letter has been received from a resident. The lady praised Town Force for all their hard work especially on the floral sites which "really brighten up the town".

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

The Cabinet Member for Highways has confirmed that the Council are able to remove graffiti from all types of properties as per the original terms of the agreement.

Planting.

Winter/spring bedding plants have now been pulled out ahead of the first summer bedding plant delivery on 29th May.

Both half-moon beds on the Orchard Way roundabout have now been replaced with two new boats. Most of the soil from the raised beds was spread around the middle of the Squareabout and some was delivered to the allotments to be used by the tenants which meant there was no disposal cost.

Now the refurbishment of the railway station building is complete, Town Force will be once again be installing and maintaining 7 hanging baskets there.

Grass cutting.

The grass cutting season has started and we cut all our areas every other week except for the Shripney Road central reservation which is scheduled to be cut every 6 weeks.

Sponsored planting.

14signs have renewed for 1 year as well as Posh Paws Nails & Beauty. The Fox Inn have joined the scheme and sponsor a site on Orchard Way roundabout.

Sites remaining to be let: Chichester Road planter (£150+VAT per quarter), Squareabout boat facing Victoria Drive (£352.70+VAT per quarter) and 6 Queensway planters (each £50+VAT per quarter plus the signage).

Training.

Town Force staff have successfully passed the following courses: ITSSAR abrasive wheels (all staff), NRSWA Working on the Highway operative units: LA – location and avoidance of underground apparatus (2 x staff), O1 – Signing, lighting & guarding (2 x staff), O2- Excavation in the highway (1x staff).

Seafront showers.

The showers have been glossed, broken fittings replaced and leaks fixed. Three showers are on but the two which were fed from the Foreshore Office haven't been re-connected by Arun DC yet.

Event support.

Town Force have supported the following events: Artisan Market, Seaside Rox, Bognorphenia, The Regis School Unicef Soccer Aid event, Unite4Sight charity event, Royal Wedding event in Hotham Park and the 10k road race.

Annual Contracts.

Town Force have been contracted by Travis Perkins to cut the grass and spray weeds around the TP unit for a year.

Hastoe Housing Association have also renewed the grounds maintenance contract for Northcliffe and Macklin Road.

Odd Jobs for 3rd parties (extra revenue).

- * Bognor Pier Co.- weekly inspections of the vacant premises until they are re-let;
- * Bognor Regis Local History Society - Gutter clearance at the Museum;
- * South Bersted CE Primary School - Re-attachment of a rope barrier around the pond;
- * Felpham Parish Council – Visual inspection of a broken solar lamppost and measuring a light fitting.

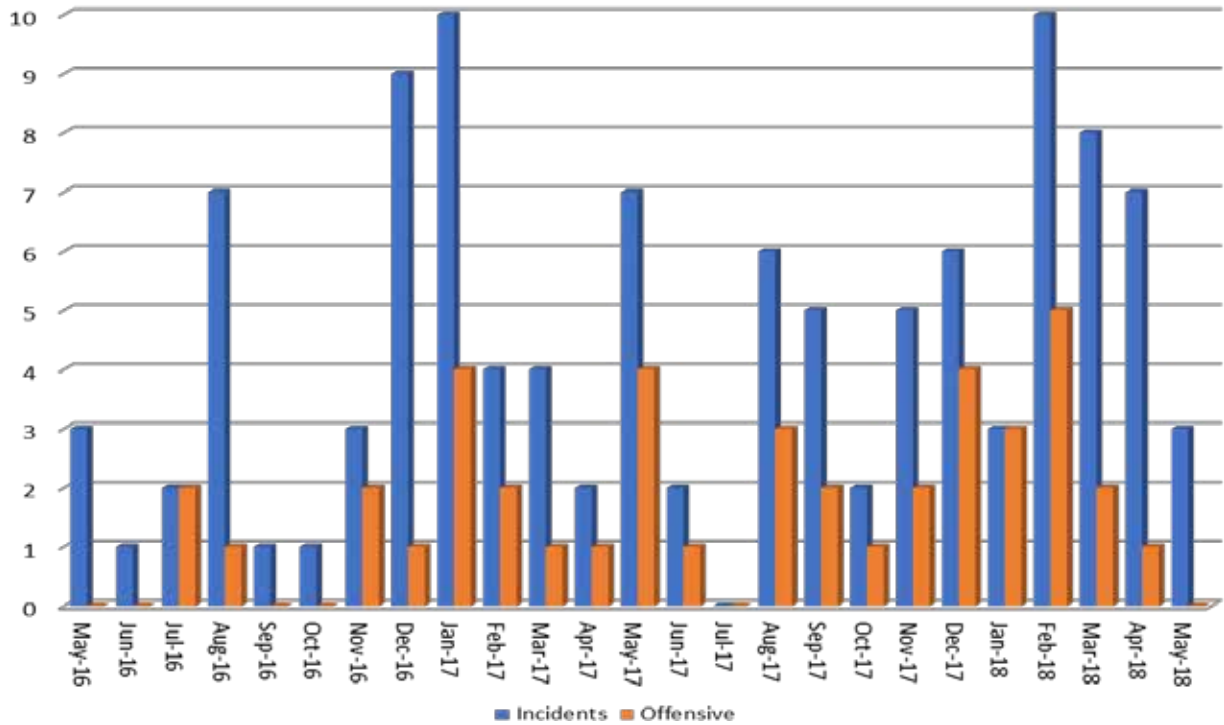
Examples of other jobs.

In addition to the routine jobs, Town Force have also repaired the wind machine at the weather station, assisted Cumbria Clocks with Olby's Clock re-installation, distributed events lists, installed silent soldiers & poppies to the front of the Town Hall, delivered chalks to local schools, judged guides planting competition, put up bunting and flags, re-tightened directional signs

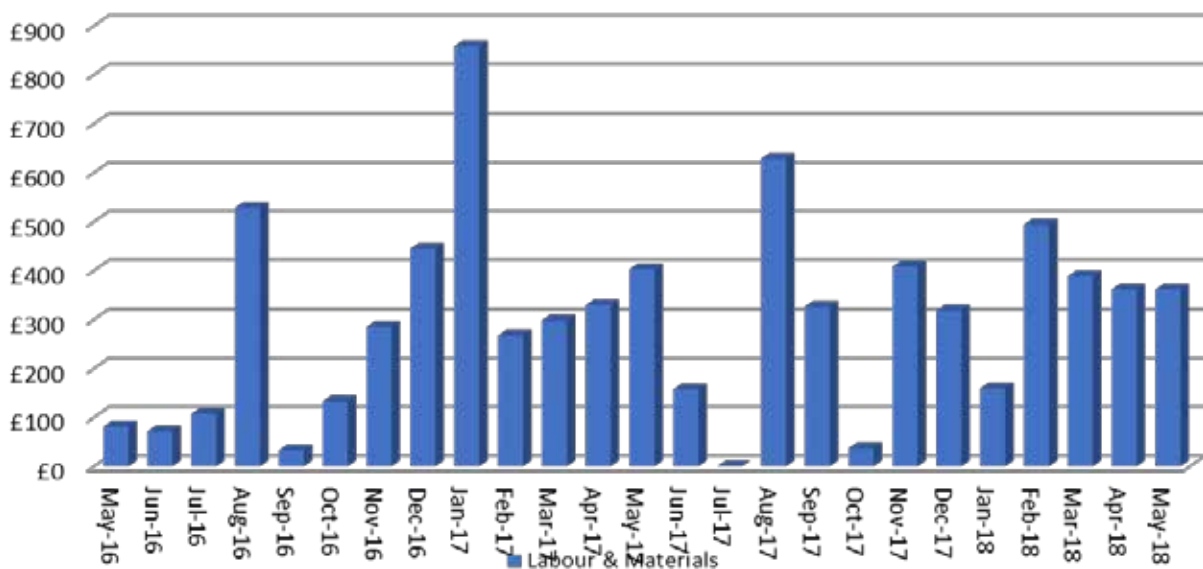
around the town, put up / removed various sponsor signs, removed a range of graffiti & flyposting and done odd jobs at the allotments.

Street Scene Partnership Graffiti statistics.

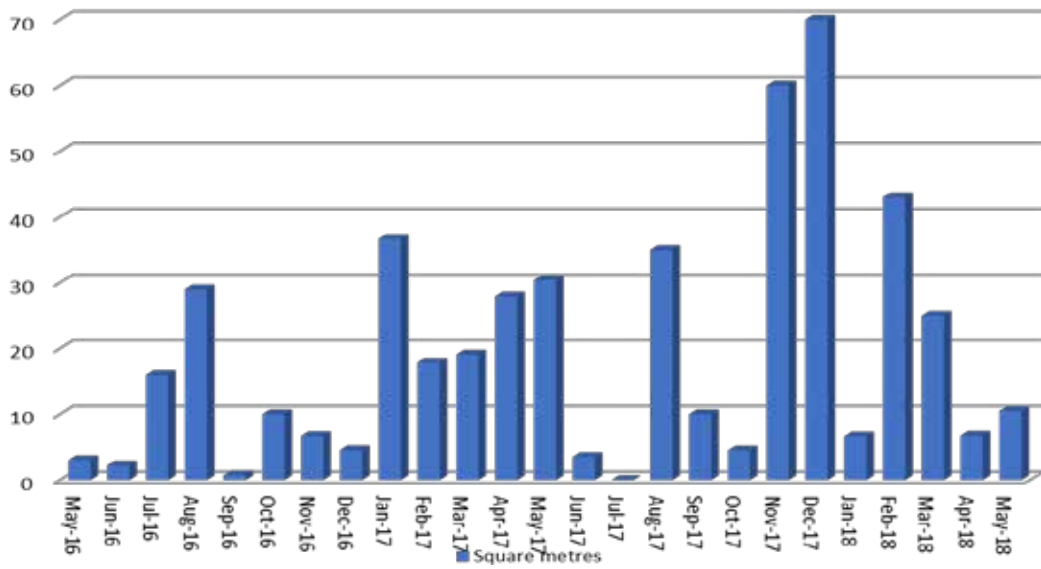
Incidents: 1 May 2016 - 25 May 2018



Labour & Materials: 1 May 2016 - 25 May 2018



Square metres: 1 May 2016 - 25 May 2018



EA 25.05.2018

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 15 - TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 9th MAY 2018 WITH CONSIDERATION OF ANY RECOMMENDATIONS OR ACTIONS ARISING FROM THE MEETING INCLUDING FEEDBACK FROM THE CONSULTATION REGARDING THE REYNOLDS CLOCK PROJECT - MIN. 178.3 REFERS

REPORT BY PROJECTS OFFICER

FOR DECISION

Members are invited to receive the notes of the meeting held 9th May 2018 attached as Appendix 1.

Update of feedback from Consultation regarding the Reynolds Clock Project:

Further to the responses outlined within the Heritage Partnership Board Meeting Notes, detailing the results of the Survey Monkey consultation, additional consultation was undertaken on Facebook via the Bognor Regis Matters page, and a summary of the results are as follows:

*A suggestion has been made for a new town clock on the face of the Reynolds depository in the historic area by the Railway Station and the Picturedrome. The Town Council would consider match funding this if money could be raised by crowdfunding in the region of £4,000 to £8,000. This is NOT going to happen unless people's opinion is that it is a good thing and that people would donate towards it. Please indicate on the poll what you think of the idea, and whether you personally would donate towards it. (Survey Monkey had a few issues for some, so BRTC have asked that this be posted here too) **Please indicate your answer by checking the boxes to agree with the statement.***

Do you definitely, NOT want to see a clock on Reynolds?	314
Do you not care either way about a clock on Reynolds or who pays for it?	92
Would you like to see a Clock on Reynolds, but not paid for by the Town Council at all?	45
Do you think Bognor Regis Town Council should partly pay for a new clock?	23
Do you think there should be a new clock at Reynolds Depository	11
Would you donate to a crowdfunding page to pay half for a new clock?	5

Some of the comments that were posted include:

Not required. Fix the clock at the railway station

Would have thought the clock at the railway station would have more meaning to work as it has a history to go with it

Don't care about the clock, but it seems like a waste of public funds for the council to pay for it.

Forget the clock and have the council match the crowdfunding to help street sleepers / youth engagement or something else that would actually benefit the community

I absolutely would NOT contribute and would be very unimpressed if I thought public funds were being used for similar projects. Is the proposed clock even visible through the main part of town?

I'd rather they pay someone to pick up the needles and glass bottles around town or hire deputies for the schools or get more police on the streets to stop the littering, cigarette butts being thrown everywhere, drunks, kids causing issues and theft etc. that clock would be lipstick on a dying pig

So many things that money desperately needs to be spent on in the town, and they're even considering a clock.

This is ridiculous. What a massive waste of time and money! Everybody has a clock on their phones/other device. There's a food bank in Bognor, give the money to them.

A full print out of all the Facebook comments are available from the Office on request.

DECISION

Members are asked to confirm how they wish to proceed with regard to the Reynolds Clock project.

MEETING OF THE BOGNOR REGIS HERITAGE PARTNERSHIP BOARD
ON 9th MAY 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), Chris Burstow - CB (Bognor Regis Museum), Sylvia Endicott – SE (Local Historian) Sue Harris - SH (Hotham Park Heritage Trust) and Margaret Murphy – MM (ADC)

In Attendance: Sheila Hodgson - SHD (BRTC)

Apologies:

Glenna Frost (BRTC), Greg Burt and Howard Dicks (Bognor Regis Museum), Sue Hawker (Community Volunteer) and Pat Dillon (BRTC)

Meeting opened at 6.00pm

1. INTRODUCTIONS AND WELCOME

The Chairman welcomed those present.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 26th FEBRUARY 2018

The notes of the meeting held on 26th February 2018 were accepted as a true record.

3. MATTERS ARISING

There were no matters arising

4. TO CONSIDER THE QUOTATIONS AND COSTS FOR THE HERITAGE TRAIL WEBSITE AND GUIDE BUILD

KB circulated 3 quotations and summaries for the BRHPB to consider. Members noted JB's Declaration of Interest in one of the tenders and he agreed to abstain from voting. The Chairman also abstained as he had been working with another of the tenders in his capacity of Chairman with the BID Company. Following discussion, it was AGREED to appoint Vinco Marketing. KB will advise all three tenders of the decision and will now complete drafting the funding application. The Chairman thanked KB for all his hard work.

5. UPDATE ON PROGRESS OF BLUE PLAQUES INCLUDING A REPORT FROM SYLVIA ENDACOTT

SE reported that one of the plaques from the agreed list, the plaque for John Hawes at the White Tower, had been produced and was ready for installation. A small gathering of visiting Australians, who are on a pilgrimage to celebrate the life and works of John Hawes had undertaken a tour of the White Tower, and carried out a mock unveiling of the plaque, but it was the express wish of the owner that the affair was not widely published until after the event. SE apologised to the Chairman and members of the BRHPB that she had not been able to share this information before and hoped there would be another opportunity to visit the White Tower when the plaque is officially installed. SE will now work on the production of the remaining plaques on the list.

It was suggested that the BRHPB liaise with the University regarding the possibility of a joint-venture for an official unveiling of one of the plaques on the list and this will be investigated.

SHD reported that the Town Council's Policy and Resources Committee had approved the draft Blue Plaque application form and the funding which members noted. The BRHPB felt there was no need to have the forms professionally printed and asked that they now be made available to download from the Town Council's website.

6. UPDATE ON REYNOLDS CLOCK INCLUDING THE TOWN COUNCIL'S POLICY AND RESOURCES COMMITTEE'S RECOMMENDATIONS ON WAY FORWARD

SHD reported that the Town Council's Policy and Resources Committee had considered the recommendation from the BRHPB and had agreed in principle to consider making provision for financial funding between £4,000 and £8,000 for the project, subject to additional match funding being met through crowd funding. However, before making the final decision the Committee requested a public consultation be carried out via Facebook to ascertain the public appetite to a crowdfunding appeal.

SHD also gave a brief update on the responses so far to the following questions:

- Do you think there should be a new clock at the Reynolds Depository?
Response – No 64.00% Yes 37.00%
- Do you think Bognor Regis Town council should partly pay for a new clock?
Response – No 63.27% Yes 36.73%
- Would you donate to a crowdfunding page to match fund half the money for a new clock?
Response – No 79.38% Yes 20.62%

JB expressed his disappointment to the response and questioned if the Facebook page had given a correct overview of the project and if the right questions had been asked.

The Chairman suggested that the BRHPB wait for the Policy and Resources Committee's response to the final outcome of the survey before making any final decision or recommendation and this was AGREED.

7. FURTHER CONSIDERATION OF A LETTER RECEIVED FROM A MEMBER OF THE PUBLIC REGARDING THE PROMENADE AREA BETWEEN MARINE DRIVE WEST AND NYEWOOD LANE

A member of the public has been researching the area between Marine Drive West and Nyewood Lane, with reference to a community of fisherman who resided at the sea end of Fish Lane. This research led to the identification of a stone plaque on the promenade, but this had been obscured by a litter bin. SHD reported that the bin had now been re-sited by ADC, but the plaque had been heavily painted over and there was no indication of what the original inscription read. SE and CB offered to undertake some research to see if they could find out more information. SHD will write and update the member of public.

8. CONSIDERATION OF THE NEW BLAKE INTERPRETATION SIGNS THAT HAVE BEEN INSTALLED IN HOTHAM PARK AND ON THE PROMENADE

Six interpretation boards relating to William Blake have been produced and installed in various areas of the Town. However, SE reported that the board in Hotham Park was displaying incorrect information. Following discussion, the BRHPB AGREED not to include them in the Heritage Trail.

7. ITEMS FOR FUTURE AGENDA

Sir Richard Hotham Statue

Extension of the conservation area in Hotham Park

8. DATE OF NEXT MEETING

The next meeting will be scheduled for the end of July. SHD will make the necessary arrangements and advise.

Meeting closed at 7.55pm

AGENDA ITEM 16

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 16 - TO CONSIDER AND MAKE RECOMMENDATION TO COUNCIL ON AMENDMENTS TO STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS

REPORT BY DEPUTY CLERK

FOR DECISION

The National Association of Local Councils has published new model Standing Orders which incorporate or reference the requirements of new legislation that has been introduced since the last model Standing Orders were published in 2013. The legislation relevant to Bognor Regis Town Council is listed below:

1. Amendments to the Local Government Act 1972 which permit electronic services of summons and agendas on councillors - S.O. 3.2
2. Amendments to the Public Bodies (Admission to meetings) Act 1960 which provides the right to report at Council and Committee meetings - S.O. 31.4
3. Changes to data protection legislation introduced by the General Data Protection regulation (GDPR) which will come into force on 25 May 2018. The Data Protection Act 1998 is expected to be repealed and replaced by the Data Protection Act 2018 by this date S.O. 46 & S.O. 47
4. The Local Government (Transparency Requirements) (England) Regulations 2015 which requires councils in England with a gross annual income or expenditure (whichever is the higher) that exceeds £200,000 to publish certain information electronically - S.O. 48
5. The Public Contract Regulations 2015 which introduced requirements for the tendering and award of contracts (i) with an estimated value over £25,000 in England and (ii) with an estimated value which exceeds the thresholds in the Public Contracts Directive which are currently £4,551,413 for a public works contract and £181,302 for a public service and public supply contract in England and Wales - S.O.C. 5
6. Utilities Contracts Regulations 2016 which introduced requirements for the tendering and award of a contract for a utility activity with an estimated value which exceeds the relevant financial thresholds, currently £363,424 for a supply, services or design contract, £4,551,413 for a works contract and £820,370 for a social and other specific contract - S.O.C. 5

Members are therefore invited to receive the Town Council's Standing Orders (Appendix 1) and Standing Orders for Contracts (Appendix 2) with the required amendments, as detailed above, highlighted in yellow.

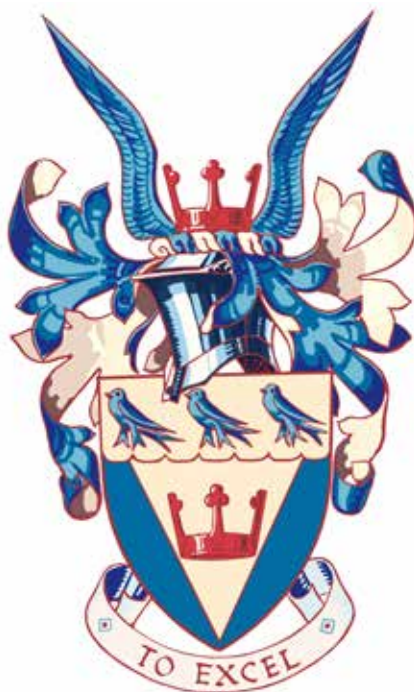
Members are also invited to consider including a Standing Order to restrict the duration of a Council, Committee or Sub-Committee meeting. It should be noted

that this time limit would need to be different for the Community Engagement and Environment Committee which needs to incorporate the maximum 60-minute public engagement period (see S.O. 31.8). If Members are minded to include such an amendment, the suggestion is that an additional clause be inserted under Section 1.0 - Meetings of the Council, to state that all meetings have to conclude within two hours of starting, except the Community Engagement and Environment Committee which may be extended to two and a half hours. The Standing Orders would need to record that any business not completed within the set time frame would need to be referred to the next meeting.

DECISION

Do Members AGREE to RECOMMEND to Council the adoption of the revised Standing Orders and Standing Orders for Contracts as per the circulated drafts?

Do Members wish to AGREE to RECOMMEND to Council the inclusion of a clause to set a time limit for all meetings of the Council, Committees and Sub-Committees?



BOGNOR REGIS TOWN COUNCIL STANDING ORDERS

Adopted by the Council at its Meeting held on 6th November 2017

BOGNOR REGIS TOWN COUNCIL

STANDING ORDERS

A town council is generally not required by law to make Standing Orders which regulate how they conduct their business. However, the basic provisions in the 1972 Local Government Act (and other legislation) are insufficient for the majority of town councils and Standing Orders are therefore necessary for regulating the practical arrangements to give effect to statutory requirements.

These Standing orders were adopted by Council on 4th February 2015, and replace all previous versions, the latest being adopted on 6th November 2017. They have been updated to reflect good practice, the provisions of the Localism Act 2011 and the Openness of Local Government Bodies Regulations 2014.

Any part of the Standing Orders printed in **bold type** may not be suspended by resolution under Standing Order 41.

CONTENTS

STANDING ORDERS

No.		Page No.
1	Meetings of the Council	2
2	Mayor or Chairman of the Meeting	2
3	Proper Officer	3
4	Responsible Financial Officer	4
5	Quorum	5
6	Voting at Council	5
7	Recording of Meetings	5
8	Order of Business	6
9	Resolutions Moved on Notice	8
10	Resolutions Moved without Notice	8
11	Questions	9
12	Rules of Debate	9
13	Disorderly Conduct	11
14	Right of Reply	11
15	Alteration of Resolution	11
16	Rescission of Previous Resolution	11
17	Voting on Appointments	12
18	Discussions and Resolutions Affecting Employees of the Council	12
19	Sealing of Documents	12
20	Committees and Sub-Committees	12
21	Advisory Committees.	13
22	Voting in Committees	14
23	Presence of Non-Members of Committees at Committee Meetings	14
24	Financial Procedures and Regulations	14
25	Interests & Code of Conduct	15
26	Candidates	16
27	Resolutions on Expenditure and Delegation	16
28	Canvassing of and Recommendation by Members	17
29	Inspection of Documents	17
30	Unauthorised Activities	17
31	Admission of the Public and Press to Meetings	18
32	Confidential Business	19
33	Liaison with County and District Councillors	19
34	Complaints Procedure	19
35	Interests of Officers in Contracts	19
36	Urgent Items and Any Other Business	20
37	Expenditure	20
38	General Power of Competence	20
39	Freedom of Information Act	20
40	Variation, Revocation and Suspension of Standing Orders	21
41	Standing Orders to be given to Members	21
42	Mobile phones	21
43	Training and Development	21
44	Town Meeting	21
45	Prayers at Council meeting	21
46	Management of Information	22
47	Responsibilities Under Data Protection	22
48	Responsibilities to Provide Information	22
1.0	MEETINGS OF THE COUNCIL	

1.1 Meetings of the Council shall normally be held in the Council Chamber of the Town Council at 6.30 p.m. on Monday every two months after the Statutory Annual Meeting of the Council or, if this is a Public Holiday, on the Tuesday after (the next day) or the following Monday, as the Town Mayor shall determine in consultation with the Clerk. The 6.30 p.m. start shall normally also apply to Council Committees where possible.

1.2 **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

1.3 All meetings are subject to the Council's Smoke Free Policy.

1.4 **The Statutory Annual Meeting (a) in an election year shall be held on the Monday next following the fourth day after the ordinary day of elections to the Council (unless that is a Public Holiday in which case it shall be held on either the next day (Tuesday) or on the following Monday) and (b) in a year which is not an election year shall be held on the second Monday in May.**

1.5 **Additional meetings shall be held as required by the Town Council. The Mayor (or Deputy Mayor in the Mayor's absence) may convene an extraordinary meeting at any time. Any two Members may convene an extraordinary meeting, having previously requisitioned the Mayor and received a refusal or where the Mayor has omitted to call such a meeting within seven days of requisition.**

1.6 All Members are requested to give consideration to their attire when attending Council meetings including the Annual Town Council Meeting and dress appropriately.

2.0 MAYOR OR CHAIRMAN OF MEETING

2.1 **The Mayor will preside at the Council meeting if present. In the Mayor's absence, the Deputy Mayor will preside. If both the Mayor and deputy Mayor are absent, the Council will elect a chairman from amongst the Councillors present.**

2.2 In the event of the Mayor or Deputy Mayor, as the case may be, arriving after the commencement of the meeting, the Deputy Mayor or other Chairman appointed pro tem shall vacate the chair and the Mayor or Deputy Mayor, as the case may be, shall thereupon preside.

2.3 **The Mayor, unless he has resigned or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next meeting of the Council. The Deputy Mayor, unless (s)he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council. (See also Standing Order 8.2)**

2.4 **In an election year, if the current Mayor has not been re-elected as a member of the Council, (s)he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.**

2.5 **In an election year, if the current Mayor has been re-elected as a member of the Council, (s)he shall preside at the meeting until a successor**

Mayor has been elected. (S)he may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.

2.6 It is a convention of the Council that the Deputy Mayor in any year shall, unless he/she resigns, becomes disqualified or is not re-elected as a councillor, be put forward by the Mayoralty Selection Committee as Mayor for the following year.

The Mayoralty Selection Committee will also recommend a councillor to become the new Deputy Mayor for the following year.

2.7 In these Standing Orders the expression "Mayor" means the Chairman of the Council. The person presiding at a meeting may exercise all the powers and duties of the Mayor (Chairman) in relation to the conduct of the Meeting.

3.0 PROPER OFFICER

3.1 The Council's Proper Officer shall be the Town Clerk or such other employee appointed by the Council to undertake the role of the Proper Officer during the Town Clerk's absence. The Town Clerk and the employee appointed to act as such during the Proper Officer's absence shall fulfil the following (**mandatory**) duties assigned to the Proper Officer in standing orders.

3.2 Sign and serve on councillors by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, (provided the councillor has consented to service by email) a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting. OR

~~At least three clear days before a meeting of the council, a committee and a sub-committee, serve on councillors a summons by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.~~

The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

3.3 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee, provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them.

The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.

3.4 Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office.

3.5 Receive and retain copies of byelaws made by other local authorities.

3.6 To certify copies of byelaws made by the Town Council.

3.7 To receive and retain declarations of acceptance of office from

councillors.

3.8 To forward a copy of each Member's Declaration of Interests and any changes to it, to the Monitoring Officer. To retain a copy and any changes to it and to keep available for inspection and displayed on the Council's Website.

3.9 To record declarations of Ordinary interests and Disclosable Pecuniary interests, declared at the meeting, in accordance with the Councillors' Code of Conduct.

3.10 To receive and retain plans, documents, notices & general correspondence on behalf of the Council.

3.11 To send general correspondence and notices, on behalf of the Council except where there is a regulation to the contrary. To sign notices or other documents on behalf of the Council. To retain custody of the seal of the council (if any), which shall not be used without a resolution to that effect. (see Standing Order 19.2)

3.12 To keep proper records for all Council meetings and make available for inspection. The minutes are not a verbatim record of debate at a meeting but must accurately reflect the resolutions made and record voting if this is requested by a Member at that meeting. (See also Standing Orders 6 & 7)

3.13 Subject to standing order 9 below, include on the agenda all motions in the order received unless a councillor has given written notice at least (3) days before the meeting confirming his withdrawal of it;

3.14 To process any communications or requests under the Freedom of Information Act 2000 and Data Protection Act 1998. (see Standing Order 39)

3.15 To manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form.

3.16 To action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

3.17 The Clerk shall also have the authority and duties given to him/her under any Scheme of Delegation.

In the case of genuine urgency, the Clerk has delegated authority to take action to resolve or alleviate the situation, within the legal authority and resources of the Authority, after consultation with the Mayor and Deputy Mayor or in their absence any two committee chairmen.

4.0 RESPONSIBLE FINANCIAL OFFICER

4.1. The Responsible Financial Officer (R.F.O.) of the Council shall usually be the Town Clerk but can be another permanent or temporary officer of the Council upon a resolution of Council and stated in the Financial Regulations. The Town Clerk and other officers of the Council shall have the authority and duties given to them under the Council's Scheme of Delegation.

4.2 The duties of the R.F.O. shall be set out in the Financial Regulations.

5.0 QUORUM

5.1 No business of the Council shall be transacted unless at least six Members of the Council are present.

5.2 If, at the expiration of fifteen minutes after the time at which any meeting of the Council is appointed to be held, the Town Clerk after counting the number of Members present, announces that a quorum is not present then no meeting shall take place.

5.3 If during a meeting the number of councillors present (not counting those debarred by reason of a declared Disclosable Pecuniary interest) falls below the required quorum, the Mayor shall adjourn the meeting of the Council and the names of those who are present and those who are absent shall be recorded by the Town Clerk in the Minutes of the Council. Consideration of any business not transacted shall be given at the next ordinary meeting of the Council or on such other day as the Chairman may fix.

6.0 VOTING AT COUNCIL

6.1 Subject to a meeting being quorate, all matters at a meeting shall be decided by a majority of the councillors or non-councillors with voting rights present and voting.

6.2 A councillor (or a non-councillor with voting rights) who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter (see Standing Order 25).

6.3 Members shall vote by show of hands, or, if at least two members so request by signed ballot.

6.4 If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.

6.5 (i) Subject to (ii) and (iii) below, the Town Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though (s)he gave no original vote.

(ii) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Town Mayor and Deputy Town Mayor until the end of their term of office (s)he may not give an original vote in an election for Town Mayor.

(iii) The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.

7.0 RECORDING OF MEETINGS

7.1. The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors present and absent and the reason for absence if given by the councillor in advance;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

- v. if there was a public participation session;
- vi. the resolutions made and numbered consecutively; and
- vii. When decisions are made to incur expenditure, the power under which the action is to be taken. If the Council adopts the General Power of Competence, this need not be stated. (see also SO 39, General Power as first resort)

7.2. Decisions made by officers under delegated authority, which would otherwise be taken by Council, committee or sub-committee must be recorded in writing and reported to the next Council meeting.

Records of such decisions and any background papers are to be available for public inspection for a period of 6 years unless information is exempt for reasons of confidentiality.

7.3. The written record must include:

- . date of the decision
- . details of the decision and reasons for it
- . if the authority was delegated under a specific express authority, the names of any councillor who declared a conflict of interest.

8.0 ORDER OF BUSINESS

8.1 In an election year, councillors should execute Declarations of Acceptance of Office in the presence of a Proper Officer (or Mayor in the absence of the Proper Officer) previously authorised by the Council to take such declaration, before the annual meeting commences.

8.2 At each Annual Meeting the first business shall be (where appropriate)

- (i) To elect a Town Mayor.**
- (ii) To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- (iii) To elect a Deputy Town Mayor.
- (iv) To receive the Deputy Mayor's declaration of acceptance of Office or, if not then received, to decide when it shall be received.
- (v) To receive apologies for absence and reasons for absence
- (vi) To read and consider the Minutes of the last meeting of Council and to receive the Minutes of the Committees and Sub-Committees provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- (vii) After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- (viii) To receive any declarations of interest or dispensations
- (ix) In the ordinary year of election of the Council, to decide how to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- (x) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- (xi) To consider continued eligibility to exercise the General Power of Competence (if appropriate)**

8.3 After the first business has been completed, the order of business at the annual meeting of Council, unless the Council otherwise decides on the grounds of urgency or expediency, shall be as set out below (if appropriate).

- (i) To receive such communications as the Mayor may wish to bring before the Council.

- (ii) **To deal with business expressly required by statute to be done.**
- (iii) **To dispose of business, if any, remaining from the last meeting.**
- (iv) To review terms of reference and any delegation arrangement to committees and sub-committees.
- (v) To appoint statutory or standing committees as may be required by the Town Council, make nominations to them and to appoint Chairmen and Vice Chairmen.
- (vi) To appoint representatives to outside bodies.
- (vii) To review any governance documents, policies, procedures and insurances as necessary.
- (viii) To agree the annual calendar of standing Council & committee meetings.
- (ix) Public participation (see Standing Order 31.7)
- (x) To answer questions from Councillors.
- (vii) **To receive and consider reports and minutes of committees and determine any recommendations.**
- (viii) To receive and consider reports from officers of the Council.
- (ix) To authorise the sealing of documents.
- (x) To authorise the signing of orders of payment where this is not delegated to the Policy and Resources Committee.
- (xi) To consider the payment of any subscriptions falling to be paid annually.
- (xii) To inspect any deeds and trust instruments in the custody of the council.
- (xiii) To consider motions or recommendations in the order in which they have been notified.
- (xiv) Any other business specified in the summons.
- (xiii) Any other urgent business that the Town Mayor has agreed, prior to the meeting commencing, can be raised although such item will not be included in the summons to the meeting. No items falling within the purview of Standing Order 27.1 will be permitted. (See also Standing Orders 36.2 & 36.3)

8.4 At every meeting other than the Annual Meeting, the first business shall be to appoint a Chairman if the Mayor and Deputy Mayor are absent and to receive such declarations of acceptance of office outstanding from the Annual Meeting. The business will where applicable, generally follow a similar order to the Annual Meeting. The Town Clerk may amend the order as necessary to facilitate the smooth transaction of business.

8.5 Any annual review of the pay and conditions of service of existing employees shall be undertaken by the Joint Consultative Sub-Committee - Staffing in accordance with the national pay negotiations. Any review outside of this shall be referred to Council for ratification.

8.6 A motion to vary the order of business on the ground of urgency may be proposed by the Town Mayor or by any member and, if proposed by the Town Mayor, may be put to the vote without being seconded, and shall be put to the vote without discussion.

9.0 RESOLUTIONS MOVED ON NOTICE

9.1 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the

Clerk at least six clear days not later than the Monday in the week before the next meeting of the Council.

9.2 The Clerk shall date every notice of resolution or recommendation when received by her/him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

9.3 The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that (s)he intends to move at some later meeting or that (s)he withdraws it.

9.4 If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

9.5 If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Town Mayor, if (s)he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

9.6 Every resolution or recommendation shall be relevant to some subject over which the Council has power or which affects its area. If notice be given of any motion which in the opinion of the Town Clerk is out of order, illegal, irregular or improper, he/she shall forthwith submit such notice to the Mayor and shall not place it on the agenda without the approval of the Mayor. If the motion is not accepted the Town Clerk shall forthwith inform the Member or Members giving notice of it.

10.0 RESOLUTIONS MOVED WITHOUT NOTICE

10.1 Resolutions dealing with the following matters may be moved without notice: -

- (i) To appoint a Chairman of the meeting.
- (ii) To correct the Minutes.
- (iii) To approve the Minutes.
- (iv) To alter the order of business.
- (v) To proceed to the next business.
- (vi) To close or adjourn the debate.
- (vii) To refer a matter to a committee.
- (viii) To appoint a committee or any members thereof.
- (ix) To adopt a report.
- (x) To authorise the sealing of documents.
- (xi) To amend a motion.
- (xii) To give leave to withdraw a resolution or an amendment.
- (xiii) To extend the time limit for speeches.
- (xiv) To exclude the public.
- (xv) To silence or eject from the meeting a member named for misconduct.
- (xvi) To give consent of the Council where such consent is required by these Standing Orders.
- (xvii) To suspend Standing Orders, except for those Standing Orders shown in emboldened type
- (xviii) To adjourn the meeting.

11.0 QUESTIONS

11.1 A member may ask the Town Mayor or a nominated Committee Chairman any question concerning the business of the Council, provided notice of the question has been given in writing to the Town Clerk by 9 a.m. on the Monday morning prior to the meeting.

11.2 No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

11.3 Every question shall be put by the Councillor who has submitted the question. This shall be read verbatim without any alteration from the originally submitted question. The question shall be answered by the person to whom it has been put without discussion.

11.4 A person to whom a question has been put may decline to answer or may indicate that they will reply in writing subsequent to the meeting.

12.0 RULES OF DEBATE

12.1 Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

12.2 No discussion shall take place upon the Minutes of the Council except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Town Mayor.

12.3 A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Town Mayor, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.

12.4 A member when seconding a resolution or amendment may, if (s)he then declares his intention to do so, reserve her/his speech until a later period of the debate.

12.5 A member shall direct her/his speech to the question under discussion or to a personal explanation or to a point of order.

12.6 No speech by a mover or seconder of a resolution shall exceed three minutes, and no other speech shall exceed two minutes except by consent of the Council.

12.7 An amendment shall be either: -

- (i) To leave out words.
- (ii) To leave out words and insert or add others.
- (iii) To insert or add words.

An amendment shall not have the effect of negating the resolution before the Council.

12.8 If an amendment is carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved. If an amendment is rejected other amendments may be moved on the original resolution.

12.9 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

12.10 The mover of a resolution or of an amendment shall have a right of reply, not exceeding five minutes.

12.11 A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

12.12 A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech given by her/him that may have been misunderstood. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

12.13 A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

12.14 When a resolution is under debate no other resolution shall be moved except the following: -

- (i) To amend a resolution.
- (ii) To proceed to the next business.
- (iii) To adjourn the debate.
- (iv) That the question be now put.
- (v) That a member named be not further heard.
- (vi) That a member named do leave the meeting.
- (vii) That the resolution be referred to a committee.
- (viii) To exclude the public and press.
- (ix) To adjourn the meeting.
- (x) To suspend any Standing Order except those which are mandatory by law.

12.15 A member shall stand when speaking unless permitted by the Town Mayor to sit on account of infirmity.

12.16 The ruling of the Town Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.

12.17 Members shall address the Town Mayor.

12.18 If two or more members rise, the Town Mayor shall call upon one of them to speak and the others shall resume their seats.

12.19 Whenever the Town Mayor rises during a debate all other members shall be seated and silent.

12.20 At the end of any speech a member may, without any additional comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded the Town Mayor shall put the motion but, in the case of a motion "to put the question", only if (s)he is of the opinion

that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, the Town Mayor shall call upon the mover to exercise or waive her/his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption. Where a meeting is adjourned the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification to members not present of the date of the continuation of the meeting.

13.0 DISORDERLY CONDUCT

13.1 No member shall at a meeting persistently disregard the ruling of the Town Mayor, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to breach the Council's Code of Conduct or bring the Council in to disrepute.

13.2 If, in the opinion of the Town Mayor, a member has broken the provisions of Standing Order 13.1, the Town Mayor shall express that opinion to the Council and thereafter any member may move that the member named no longer be heard or that the member named do leave the meeting, and the motion, if seconded shall be put forthwith and without discussion.

13.3 If either of the motions in Standing Order 13.2 is disobeyed, the Town Mayor may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

14.0 RIGHT OF REPLY

14.1 The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

15.0 ALTERATION OF RESOLUTION

15.1 A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

16.0 RESCISSION OF PREVIOUS RESOLUTION

16.1 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least FOUR members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

16.2 When a special resolution or any other resolution moved under the provision of Standing Order 16.1 has been disposed of, no similar resolution may be moved within a further six months.

17.0 VOTING ON APPOINTMENTS

17.1 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be

struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

18.0 DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

18.1 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded.

19.0 SEALING OF DOCUMENTS

19.1 Custody of Seal

The Common Seal of the Council shall be kept in a safe place at the office of the Town Clerk.

19.2 Sealing of Documents

The Common Seal of the Council shall not be affixed to any document unless the sealing has been authorised by a resolution of the Council. **The seal shall alone be used for sealing a deed required by law. It shall be applied by the Town Clerk in the presence of two members of the Council who shall sign the deed as witnesses.** An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the Town Clerk.

20.0 COMMITTEES AND SUB-COMMITTEES

20.1 The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

- (i) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting,
- (ii) may at any time dissolve or alter the membership of a committee; and
- (iii) shall ensure that the political composition of, and the total number of places on, committees fairly and as accurately as possible reflects the political composition of the Full Council.

20.2 The Town Mayor and Deputy Town Mayor ex officio shall be members of the Policy & Resources.

20.3 The Council may appoint non-councillors as Members of any standing committee except Policy & Resources Committee but those members will not have voting rights.

20.4 Committee Chairmen and Vice-Chairmen shall be appointed at the Annual Meeting and they shall hold office until the next Annual Meeting of the Council and shall settle its programme of meetings for the year.

20.5 Each standing Committee shall operate according to the Terms of Reference set out for that Committee and these Terms of Reference shall not be altered except

in accordance with procedures as set out in the Terms of Reference of the Policy and Resources Committee. The Policy and Resources Committee (or any Committee delegated to deal with the financial affairs of the Council) shall always be a standing committee. Otherwise, the Council shall always decide whether a Committee is a standing committee or otherwise at the point of a Committee's inception and may change its designation from time to time by a resolution of the Council. A committee that is not a standing committee may have its Terms of Reference agreed or varied by a Resolution of the Council agreed by a simple majority of members present and voting.

20.6 The Chairman of a committee may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

20.7 Every committee may appoint sub-committees for purposes to be specified by the committee and which shall be recorded in the minutes of the committee as the sub-committee's terms of reference. Every committee may also appoint working parties whose terms of reference shall be recorded in the minutes of the committee.

20.8 The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

20.9 Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be not less than three members.

20.10 The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings. With the agreement of the committee, the Chairman of each committee shall have discretion as to whether members may speak on a subject more than once and as to how many times.

21.0 ADVISORY COMMITTEES

21.1 The Council may appoint from time to time advisory committees, whose name, and number of members, and the bodies to be invited to nominate members shall be as resolved by the Council.

21.2 The Clerk shall inform the members of each advisory committee of the terms of reference of the advisory committee as resolved by the Council.

21.3 An advisory committee may make recommendations to the Council or to one of its Committees and give notice thereof to the Council or Committees.

21.4 An advisory committee may consist wholly of persons who are not members of the Council.

22.0 VOTING IN COMMITTEES

22.1 All questions in Standing Committees, Standing Sub-Committees and Working Parties shall be determined by show of hands by a majority of the Members present and **at the request of a Member, the Town Clerk shall record in the**

report of such Committees, Sub-Committees or Working Parties whether or not he/she voted for or against or abstained from voting on any particular motion.

22.2 In the case of an equality of votes at any meeting of a Standing Committee, Standing Sub-Committee and Working Party the presiding Chairman whether or not he/she voted in the first instance may give a casting vote.

22.3 Non-Councillors are not empowered to vote when appointed to Standing Committees and Standing Sub-Committees unless such Standing Committees and Standing Sub-Committees have been formally resolved as being Advisory within the terms of the Local Government and Housing Act 1989.

23.0 PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

23.1 A member who has proposed a resolution that has been referred to any committee, of which (s)he is not a member, may explain her/his resolution to the committee but shall not vote.

24.0 FINANCIAL PROCEDURES AND REGULATIONS

24.1 The Council shall consider and approve financial regulations drawn up by Policy & Resources Committee on the advice of the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
- v. procurement policies including the setting of values for different procedures where a contract has an estimated value of less than £25,000.

24.2 Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

24.3 Orders for the payment of money shall be authorised by resolution of the Council and signed by two members, from a minimum of four Members nominated by Council at the start of the four-year cycle but reviewed annually.

25.0 INTERESTS & CODE OF CONDUCT

25.1 **All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.** All councillors shall undertake training in the code of conduct within 6 months of the delivery of their acceptance of office.

25.2 If a member has a Disclosable Pecuniary interest, or Ordinary Interest as defined by the Code of Conduct currently adopted by the Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required. All interests declared at a meeting must be recorded in the Minutes.

25.3 If a member has declared a Disclosable Pecuniary interest, he/she must withdraw from the meeting during consideration of the item to which the interest relates. If the member has been granted a dispensation by the Council, he/she must still declare the interest but may take part in the discussion and vote.

25.4 Councillors must, in accordance with the Code of Conduct currently adopted by the Council, register in Arun District Council's Register of Councillors' Interests details of their Disclosable Pecuniary Interests by completing the appropriate form and delivering this to the Town Clerk, who will forward it to the Monitoring Officer.

25.5 Councillors must keep their registered interests up to date by completing the appropriate form and delivering this to the Town Clerk, who will forward it to the Monitoring Officer. The Town Clerk will additionally send out forms prior to the Annual Town Council meeting each year, to give members the opportunity to update their interests in the Register.

25.6 The Town Clerk shall hold a copy of the Register of Member's Disclosable Pecuniary Interests in accordance with the Councillors' Code of Conduct and ensure it is displayed on the Town Council's Website (or have a direct link to Arun District Council's Website).

25.7 Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

25.8 A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or by the Proper Officer in accordance with the Council's Scheme of Delegation and that decision is final.

25.9 A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;**
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;**
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and**
- iv. an explanation as to why the dispensation is sought.**

25.10 A dispensation may be granted in accordance with standing order 25.8 above if having regard to all relevant circumstances the following applies:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
- ii. granting the dispensation is in the interests of persons living in the council's area or**
- iii. it is otherwise appropriate to grant a dispensation.**

25.11 The Town Clerk shall also keep a copy of all dispensations granted by the Council.

25.12 Upon notification by the Arun District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Town Council's code of conduct, the Proper Officer shall report this to the Council.

25.13 Where the notification in standing order 25.12 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 25.15 below.

25.14 The Council may:

- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

25.15 Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him, based on the recommendations of the Monitoring Officer or District Council's Standards Committee. Such action excludes disqualification or suspension from office.

26.0 CANDIDATES

26.1 If a candidate for any appointment under the Council is to her/his knowledge related to any member of or the holder of any office under the Council, (s)he and person to whom (s)he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure.

26.2 The Clerk shall make known the purport of Standing Order 26.1 to every candidate.

27.0 RESOLUTIONS ON EXPENDITURE AND DELEGATION

27.1 Any resolution which is moved otherwise than in pursuance of a recommendation of the Policy and Resources Committee or of another committee after recommendation by the Policy and Resources Committee and which, if carried, would, in the opinion of the Chairman of the Policy and Resources Committee, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, except when this impact is already accommodated in an approved budget shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon and the Policy and Resources Committee shall report and make any appropriate recommendation on the financial aspect of the matter.

28.0 CANVASSING OF AND RECOMMENDATION BY MEMBERS

28.1 Canvassing of members of the Council or of any committee, directly or indirectly, for any remunerated appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this Standing Order to every candidate.

28.2 A member of the Council or of any committee shall not solicit for any person any remunerated appointment under the Council or recommend any person for such appointment or promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment, providing they are not part of the selection process.

By way of clarification, 28.1 and 28.2 above refer to appointments to the Council for employment or as councillors or members of committees and sub-committees, but do not apply to any person who is already a councillor, seeking internal or external appointments.

28.3 Standing Orders 26 & 28 shall apply to tenders as if the person making the tender were a candidate for an appointment.

29.0 INSPECTION OF DOCUMENTS

29.1 A Member of the Council may for purposes of his/her duty as such Member but not otherwise inspect any document which has been considered by a Committee or Sub-Committee or by the Council, and if copies are available shall on request be supplied for the like purposes with a copy of such document. Provided that a Member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he is professionally interested or in which he has any disclosable pecuniary interest. This Standing Order shall not preclude the Town Clerk to the Council from declining to allow inspection of any document which is or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client.

29.2 All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

30.0 UNAUTHORISED ACTIVITIES

30.1 No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council inspect any lands or premises that the council has a right or duty to inspect; or issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee. Neither shall any member (unless specifically authorised by Council) respond to official correspondence on behalf of the Council. All such correspondence must, at all times, be sent out by the executive officers of the Council.

30.2 No individual Member of the Council shall require the compilation of any information by Officers of the Council, or give instructions to any officer or workman, except in so far as the Town Mayor or committee Chairman is entitled to instruct the Town Clerk to include any item on a Council or committee agenda pertinent to the work of the Council or committee as appropriate and subject to such request conforming in all other respects with these Standing Orders.

30.3 Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

31.0 ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

31.1 The public shall be admitted to all meetings of the Council and its committees and sub-committees (but not working parties), that may, however,

temporarily exclude the public by means of the following resolution: "That the Council/Committee resolve to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, from the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters".

31.2 In all cases where this resolution is used the special reasons should be stated. If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.

31.3 The Town Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

31.4. ~~Members of the public and press~~ A person who attends a meeting may not orally report or comment about a meeting as it takes place without permission if present at a meeting of the Council or committee or sub-committee, but otherwise may, whilst the meeting is open to the public:

- a. film, photograph or make an audio recording of the meeting;**
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
- c. ~~report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.~~ report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

31.5. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

31.6 If a member of the public interrupts the proceedings at any meeting, the Town Mayor may, after warning, order that that person be removed from the Council Chamber.

31.7 A period not exceeding fifteen minutes shall be allowed for all meetings of the Council at which members of the public can ask questions, provided that if there are insufficient questions to fill the fifteen minutes, the Council will commence business forthwith. Priority will be given to those who have submitted questions in writing in advance. Questioners must give their name before stating their question and may speak for up to a maximum of two minutes each or five minutes if speaking on behalf of a group or organisation. The meeting will be formally adjourned during such period. Similar arrangements will apply at Committees except the Community Engagement and Environment Committee.

31.8 A period not exceeding sixty minutes shall be allowed for meetings of the Community Engagement and Environment Committee only at which members of the public can ask questions, provided that if there are insufficient questions to fill the sixty minutes, the Committee will commence business forthwith. The meeting will be formally adjourned during such period.

31.9 Questions from the public to be answered only by the Chairman or relevant Councillor or Officer at the invitation of the Chairman with no input from the Members.

32.0 CONFIDENTIAL BUSINESS

32.1 No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be either verbally, electronically or by passing on any confidential document.

32.2 Any member in breach of Standing Order 32.1 may be removed from any committee or sub-committee of the Council by the Council for a period of time to be determined by the Council, and shall be excluded from the confidential part of any meeting of the Council and may also be in breach of the Members Code of Conduct.

32.3 The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.

33.0 LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

33.1 A notice of meetings shall be sent together with an invitation to attend the Council to the county councillor for the county divisions and to the district councillor or councillors for the district wards covered by the Town area.

33.2 Unless the Council determines otherwise, a copy of each letter sent to the District or County Council shall be sent to the ward councillor(s) representing the area of the council.

34.0 COMPLAINTS PROCEDURE

34.1 The Council shall deal with complaints made against it or against any officer or member in accordance with the Complaints Procedure adopted by the Council, except for those complaints which should be properly directed to the Monitoring Officer or to any other regulatory body listed in the Complaints Procedure for consideration.

35.0 INTERESTS OF OFFICERS IN CONTRACTS

35.1 The Town Clerk shall record in a book to be kept for the purpose, particulars of any notice given by an Officer of the Council under section 117 of the Local Government Act 1972, of a pecuniary interest in a contract and the book shall be open during office hours to the inspection of any Member of the Council.

35.2 The recording of a pecuniary interest shall also apply in respect of the spouse of the officer.

36.0 URGENT MATTERS AND ANY OTHER BUSINESS

36.1 A motion to vary the order of business on the ground of urgency may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded and in any case shall be put to the vote without discussion.

36.2 If a matter of genuine unexpected urgency arises, it may at the discretion of the Chairman be treated as a matter of any other business. Any action necessary may be taken by the Clerk in conjunction with the Chairman and one other Councillor (see Standing Order 3 above).

36.3 It is not good practice to regularly have “any other business” as an agenda item, but if members’ choose to do so, this item can be used to impart or exchange urgent information which has arisen since the agenda was sent to members. No decision may be made on an item of business raised in this way.

36.4 The Town Clerk, in consultation with the Chairmen and Vice Chairmen of appropriate committees, shall take action deemed desirable on any matters for which the committee concerned have delegated powers but which require urgent action.

37.0 EXPENDITURE

37.1 Any expenditure incurred by the Council shall be in accordance with the Council’s Financial Regulations. **The Council’s financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council’s functions to be delegated to a committee, sub-committee or to an employee.**

38.0 GENERAL POWER OF COMPETENCE

38.1 The General Power of Competence permits principal councils and eligible local councils to do anything that individuals generally may do. The Council will adopt this power when it becomes eligible.

38.2 Before exercising the General Power of Competence, the full Council must have passed a resolution at an ordinary meeting, that they meet the relevant eligibility criteria: a Clerk who holds a recognised qualification and the number of councillors elected at the last ordinary election or subsequent by-elections is equal to or exceeds two thirds of the total number of councillors. If adopted, the General Power becomes the power of first resort.

38.3 Local councils are also required by regulation to pass a resolution at each subsequent relevant annual meeting that it meets the conditions of eligibility. The relevant annual meeting is one following an ordinary election.

39.0 FREEDOM OF INFORMATION ACT

39.1 All requests for information held by the Council shall be processed in accordance with the Council’s Publication Scheme and associated Information Guide in accordance with the Freedom of Information Act 2000.

40.0 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

40.1 Any or every part of the Standing Order except those printed in bold type may be suspended by resolution in relation to any specific item of business.

40.2 A motion permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, unless a written draft of the changes has been circulated by the Town Clerk with the Agenda. No standing Order may be changed unless so resolved by at least two thirds of the members of the Council present at the meeting.

40.3 Standing Orders shall be reviewed regularly and in any case at least every 4 years, in the Council year following an ordinary election.

41.0 STANDING ORDERS TO BE GIVEN TO MEMBERS

41.1 A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's declaration of acceptance of office or following any amendment or revision of them.

42.0 MOBILE PHONES

42.1 Mobile phones must be switched off or on to "silent" mode at all times during meetings of Council, Committees, Sub-Committees and Working Parties. The only exception to this is where due to wholly exceptional circumstances the Chairman has agreed prior to the meeting that the mobile phone might be left on.

43.0 TRAINING AND DEVELOPMENT

43.1 The Council will determine and execute an annual training plan for its Members.

44.0 TOWN MEETING

44.1 The Council will facilitate the annual Town Meeting, to be held between the 1st March and 1st June (both inclusive), each year.

44.2 The Council will fix the day and time of the Town Meeting but it must not commence earlier than 6pm.

44.3 At least 7 days public notice must be given of the meeting, specifying the time and place thereof and the business to be transacted.

44.4 The press and public have the same rights of admission as they have to a meeting of the Town Council.

44.5 The Council Chairman, if present presides at the Town meeting or in his/her absence the Vice-Chairman. If neither are present, the meeting elects a chairman from the local government electors for the Parish who are present.

45.0 PRAYERS AT COUNCIL MEETINGS

45.1 If the Council has adopted the General Power of Competence, prayers may be included as part of the meeting if the Council wishes.

45.2 If the Council is not eligible to adopt the General Power of competence, prayers may take place before commencement of the meeting if the Council wishes, but Members cannot be summoned to attend.

46. MANAGEMENT OF INFORMATION

46.1 The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

46.2 The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

46.3 The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification

46.4 Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

47. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

47.1 The Council shall appoint a Data Protection Officer.

47.2 The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.

47.3 The Council shall have a written policy in place for responding to and managing a personal data breach.

47.4 The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

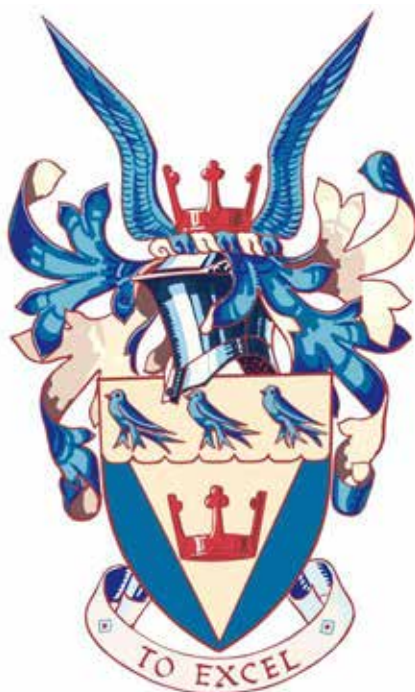
47.5 The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

47.6 The Council shall maintain a written record of its processing activities.

48. RESPONSIBILITIES TO PROVIDE INFORMATION

48.1 In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

48.2 The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.



BOGNOR REGIS TOWN COUNCIL STANDING ORDERS FOR CONTRACTS

Adopted by the Council at its Meeting held on 8th May 2017

BOGNOR REGIS TOWN COUNCIL

STANDING ORDERS FOR CONTRACTS

These Standing Orders for Contracts were adopted by Council on 8th May 2017. They supplement the Council's main Standing Orders and Financial Regulations.

1. **GENERAL**

- 1.1 The following Standing Orders set out the procedures by which the Council will enter into contracts for the provision of goods, services, materials and work. Every contract made by or on behalf of the Council shall comply with these procedure rules and no exception from any of the provisions shall be made otherwise than by direction of the Council or under Standing Order. These Standing Orders should be read in conjunction with the Council's Procurement Policy and Financial Regulations applying at the time.
- 1.2 The Orders do not apply to contracts for the sale or purchase of land or buildings other than as set out in this Order. **Every contract relating to the sale or purchase of any land or buildings** shall be in writing and be signed on behalf of the Council by the Proper Officer. Purchases of land should not be above the current market value as determined by the Council's appointed valuer and sales of land should not be below the current market value as determined by the Council's appointed valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.
- 1.3 Subject to Rule 1.2 every contract made by or on behalf of the Council shall comply with
- 1.3.1 these Standing Orders for Contracts
 - 1.3.2 the Council's Financial Regulations
 - 1.3.3 the Council's Standing Orders
 - 1.3.4 all relevant statutory provisions including any relevant E.C. directive
 - 1.3.5 any direction by the Council, committees, sub-committees having appropriate delegated authority.
- 1.4 These Contract Procedure Rules shall not apply or may be varied where or to the extent that:
- 1.4.1 the Council so resolves
 - 1.4.2 statute or subordinate legislation prescribes otherwise

2. **DELEGATED AUTHORITY TO ENTER INTO CONTRACTS**

- 2.1 The Town Clerk shall have power to accept tenders (where required) and to enter into contracts on behalf of the Council, when the principle and budget have been approved by Council.
- 2.2 The Town Clerk or Responsible Financial Officer (RFO), if different, have authority to issue official orders or letters for work, goods and services as set out in the Financial Regulations.

3. **ORDERS FOR WORK, GOODS & SERVICES UPTO £5000**

- 3.1 Orders for work, goods and services up to the value of £5000 are not subject to the Standing Orders for Contracts, nor are formal quotations required but orders must comply with the Council's Financial Regulations.
- 3.2 Orders for work, goods and services which would normally be considered as one transaction shall not be divided into different orders so that the Standing Orders for Contracts are deemed not to apply.

4. **CONTRACTS OF UP TO £25,000**

- 4.1 Tenders need not be invited for contracts estimated to have a value of £25,000 or less but 3 quotations shall be obtained in accordance with the Council's Financial Regulations. The Council's Procurement Policy states that in all contracts for goods, materials or services over £20,000, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.

- 4.2 Three quotations need not be invited in circumstances set out in regulation 11 the Financial Regulations or in cases where genuine competition is not available because of the specialist nature of the work or goods, all subject to a resolution of Council which embodies the reason for not doing so.
- 4.3 The Financial Regulation 11.1 refers to the requirements of the Public Services (Social Value) Act 2012 and the Public Contracts Regulations 2015.

5 REQUIREMENTS FOR TENDER

- 5.1 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 5.4 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- 5.2 Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 5.3 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 5.4 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- 5.5 A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall**

comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

~~5.4 Where tenders are required, one of the following methods shall be used:~~

~~5.4.1 Open competitive tender (Rule 6)~~

~~5.4.2 Ad hoc approved list (Rule 7)~~

~~5.4.3 Standing approved list (Rule 8)~~

~~5.4.4 Approved list of another Council (Rule 9)~~

~~5.4.5 Established procurement specialist (Rule 10)~~

6 OPEN COMPETITIVE TENDERS

Tenders shall be invited after giving at least 14 days public notice in at least one local newspaper circulating in the area of the Authority and in such trade journals as the Town Clerk considers appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted.

Any notice issued shall contain a Statement of the effect of Standing Orders 26 & 28.

7 AD HOC APPROVED LIST

7.1 Tenders shall be invited after giving notice in the manner set out in Rule 6 seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

8 STANDING APPROVED LIST

8.1 Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work

8.2 The list shall be compiled in the following manner:

8.2.1 Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper and one trade journal.

8.2.2 No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.

8.2.3 The approved list may be amended as required from time to time by the Council and shall be reviewed at intervals not exceeding two years.

9 APPROVED LIST OF ANOTHER AUTHORITY

9.1 Tenders shall be invited from persons included in a list approved by a Principal Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work

10 ESTABLISHED PROCUREMENT SPECIALIST

10.1 Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

11 SELECTION OF TENDERERS OR INVITEES

11.1 The selection of persons from whom tenders shall be invited shall be delegated to the Town Clerk in consultation with the Chairman of Policy & Resources.

11.2 In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that completion will be limited, subject to a resolution of Council which embodies the reason for doing so.

Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken in to account. Construction processes which are taking forward the Government Construction Strategy may also be used.

12 **FORM OF INVITATION TO TENDER AND SUBMISSION OF TENDERS**

- 12.1 All tenders shall be required to be submitted on a Form of Tender approved by the Town Clerk. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.
- 12.2 The invitations to tender shall state that no tender will be considered unless contained in a unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.
- 12.3 Every tender shall be addressed to the Town Clerk and the tender shall remain in his custody, or that of his nominated representative, until the time appointed for its opening. (See also 10.1)

13 **EXTENSION OF TIME**

- 13.1 Where the Town Clerk considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving notice of such extension of time in the following manner: -
 - 13.1.1 **Open competitive tenders** - in accordance with Standing Order 6.
 - 13.1.2 **Ad hoc approved list / Established procurement specialist** - by giving 14 days written notice to each of the selected contractors.
 - 13.1.3 **Standing approved list** - by giving 14 days written notice to each of the relevant persons on the list.

14 **OPENING OF TENDERS**

- 14.1 All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptance of tenders. The tenders will be opened by the Town Clerk or other nominated officer in the presence of two Members of Council. (See also 10.1)
- 14.2 The Town Clerk shall prepare and maintain a register of tenders received and shall record in that register the following particulars:
 - 14.2.1 the last date and time for the receipt of tenders
 - 14.2.2 the date and time the tender was actually received
 - 14.2.3 the name of the tenderer and the amount of the tender
 - 14.2.4 the date and time they were opened and by whom.
 - 14.2.5 the signature of the officer to whom the tenders were handed after opening.
- 14.3 All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.
- 14.4 Following the opening of tenders invited the Town Clerk shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

15 **LATE TENDERS**

- 15.1 Any tender received late will be returned promptly to the tenderer by the Town Clerk. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.

16 **ALTERATIONS TO TENDERS**

- 16.1 Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

17 **ACCEPTANCE OF TENDERS**

- 17.1 In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Town Clerk or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.
- 17.2 If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

18 CONTRACTS TO BE IN WRITING

- 18.1 Every contract which exceeds £5000 shall be in writing in a form approved by the Town Clerk.
- 18.2 Every contract shall specify, amongst other things:
 - 18.2.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)
 - 18.2.2 the price to be paid with a statement of discount or other deductions
 - 18.2.3 where applicable, the time or times that the contract is to be performed
 - 18.2.4 how the contractor will be accountable for performance, and any information or reports that he will be required to submit.
- 18.3 The Town Clerk shall sign every contract not required to be made under seal on behalf of the Council.
- 18.4 The Town Clerk or his/her nominated representative shall seal every contract required or intended to be made under seal on behalf of the Council, in accordance with Standing Orders.
- 18.5 Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate committee or sub-committee of the Council pursuant to Standing Orders and being in value of amount less than £5,000 shall be entered into on behalf of the Council by the Town Clerk by issuing an official order only.

19 ASSIGNMENT

- 19.1 In every written contract for the execution of work or the supply of goods or materials, the following clause shall be inserted:

“The contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of the contract without the written permission of the Council. Sub-letting of any part(s) of the work, except to the extent permitted in writing by the officer concerned, shall be prohibited”

20 LIQUIDATED DAMAGES

- 20.1 Every contract that exceeds £50,000 shall, where considered appropriate by the Town Clerk, provide for liquidated damages to be paid by the contractor in case the terms of the contract are not duly performed.

21 PERFORMANCE BONDS

- 21.1 Where a contract is estimated to exceed £150,000 in value and is for the execution of the works, or for the supply of goods or materials by a particular date or series of dates, the Policy & Resources Committee shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the conditions of tender the nature and amount of any security to be given. In the latter event, the Council shall require and will take a bond or other sufficient security for the due performance of the contract.

22 RETENTION

- 22.1 Works contracts, which are estimated to exceed £50,000 in value, will be subject to a defects period. The Council will retain a percentage of the monies due to the contractor for a period that the Town Clerk deems appropriate, having regard to the current practice in the relevant industry and to the circumstances of the contract.

23 CANCELLATION

- 23.1 Every contract will include a clause allowing the Council to cancel the contract and to recover costs if the contractor has offered, or given, any gift or consideration whatsoever as an inducement or reward to obtain the contract, or any other contract with the Council.
- 23.2 A notice issued under this standing order shall contain a statement of the effect of main Standing Orders 26 & 28

24 **NOMINATED SUB-CONTRACTORS**

- 24.1 Where a sub-contractor or supplier is to be nominated to a main contractor the following provisions shall have effect.
- 24.2 Where the estimated amount of a sub-contract exceeds £40,000 then, unless the Town Clerk certifies that it is not reasonably practicable to obtain competitive tenders, tenders for the nomination shall be invited and dealt with in accordance with these Contract Procedure Rules as if they were for a contract with the Council.
- 24.3 A nominated sub-contractor must be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his own obligations under the main contract in relation to the work or goods included in the sub-contract.

25 **ENGAGEMENT OF CONSULTANTS**

- 25.1 In the event of the Council engaging the services of consultants, these Contract Procedure Rules will apply where relevant, and subject to approved exemptions set out in the Financial Regulations.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 17 - GRANT AID 2019 INCLUDING: -

- TO REVIEW CURRENT GUIDELINES/CRITERIA, INCLUDING REQUIREMENT FOR A CHILD PROTECTION AND VULNERABLE ADULT POLICY (MEETING HELD 21st NOVEMBER 2017 - MIN. 108 REFERS), APPLICATION FORM AND AMEND IF REQUIRED
- CONSIDERATION OF DATE FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH THE APPLICATIONS WILL BE CONSIDERED
- REVIEW OF THE GUIDELINES FOR THE FLEXIBLE COMMUNITY FUND (FORMALLY GRANT AID DISCRETIONARY FUND) - MIN. 155 OF THE COMMITTEE MEETING HELD 3rd APRIL 2017 REFERS

REPORT BY DEPUTY CLERK

FOR DECISION

BACKGROUND

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

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

In taking these priorities into account applicants in previous years 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

A review of the Town Council's Corporate Strategy has been undertaken with the headings and priorities as noted above, taking any agreed amendments into consideration.

Attached is the current Grant Aid paperwork for the Committee to review. Various dates etc. have been highlighted that would need to be amended prior to distribution this year - APPENDICES 1, 2 & 3. Amendments have also been made to the application form and the letter to take account of the implications of GDPR.

When reviewing the paperwork, Members are asked to note: -

- a) At the Extraordinary Committee Meeting held on 21st November 2017, discussion took place surrounding the need for all applicants being subject to the requirement for presentation of a Child Protection and Vulnerable Adult Policy, as many applicants do not have any such documentation as their work would not involve contact with children or vulnerable adults. If Members are minded to make amendments to the application process, it is suggested that a question be asked on the form if the organisation has contact with these two groups and only if answering yes, be required to submit the copies of the policy.
- b) A previous grant recipient has suggested that the Council give consideration to changing the reference from Audited Accounts to Certified Accounts. The reasoning behind this is that these accounting bases are different regimes and mentioning the former, may deter smaller organisations from applying. Furthermore, the Charity Commission is now satisfied with Independent Examination in the most part. If Members are minded to agree with this suggestion, the application form and criteria could be amended to refer to both types of account with *"delete as appropriate"*.

DECISION

Do Members APPROVE any changes to the current application forms and guidelines?

Do Members AGREE that an Extraordinary meeting of the Policy and Resources Committee should be scheduled for the afternoon of 19th November 2018 to consider the Grant applications?

Flexible Community Fund

The Flexible Community Fund (FCF) was formally the Grant Aid Discretionary Fund (GADF) and this Committee agreed at the meeting held 3rd April 2017 (Min. 155 refers), that the guidelines for GADF should be reviewed annually at the same time as the review of the main Grant Aid Scheme was undertaken.

However, a review of GADF was only carried out at the Community Engagement and Environment Committee Meeting held 14th March 2018 (Min. 99 refers) with the recommendations approved by this Committee at the meeting held 9th April 2018 (Min. 180 refers). It is therefore proposed that another review, so soon after, is not required and should be deferred to coincide with the review of Grant Aid in June 2019.

DECISION

Do Members AGREE that the next review of the FCF should be undertaken in June 2019, alongside the review of the Grant Aid Scheme?



BOGNOR REGIS TOWN COUNCIL

GRANT APPLICATION FOR APRIL 2019

IMPORTANT NOTICE - Please attach a **statement of accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please 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. Is an up to date Child Protection/Vulnerable Groups Policy enclosed?~~

Please tick: ~~Yes~~ ~~No~~
~~If no, please explain why this is not required:~~

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

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

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

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

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

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

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

Details of any safety issues:

Public Liability Insurance: Yes No
Amount held

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

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

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

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

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

Bognor Regis Town Council's Privacy Notice may be viewed by using the following link:
[http://www.bognorregis.gov.uk/Privacy Notice 21641.aspx](http://www.bognorregis.gov.uk/Privacy%20Notice%2021641.aspx).

Alternatively, please email bognortc@bognorregis.gov.uk to request a copy.

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

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

Email address..... Organisations web site.....
(If applicable)

Please complete this form and return as soon as possible and **no later than 5.00pm on Friday 28th September 2018**, with all required documentation as outlined to:

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL
Town Hall Clarence Road Bognor Regis PO21 1LD



APPLICATIONS FOR GRANT AID OR SPONSORSHIP
FOR APRIL 2019

GUIDELINES/CRITERIA AND CHECK LIST

1. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. Your project must help to meet the aims of the Town Council grant scheme.
2. 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~~ 2018-2020 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

The Town Council will fund organisations:

- Whose activities and projects are for the benefit of Bognor Regis residents
- That are not providing activities that are of a political or religious nature
- That do not 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.
- That do not fundraise to support their head office for distribution to other areas

The Town Council 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

3. To ensure the safeguarding of public finance any organisation submitting a grant application will 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.
4. For your application to be processed, it is essential that a set of the most up to date, signed, certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc.
- ~~5. 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.~~
6. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
7. Applicants to provide only the information required as stated on the form.
8. Applicants may be asked to provide additional information.
9. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
10. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. 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 grant aid must be returned to the Council.
11. 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.
12. **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.**
13. Applications for aid must be made on the form provided by this Council and must be sent to the Clerk at the address overleaf to arrive not later than **5.00pm on Friday 28th September 2018**. Late applications will not be considered. Funds for all successful grant applications will be awarded during April **2019**, the next financial year.

Please complete the enclosed Check List and return with your application form
Check List

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

- Read the notes for applicants (overleaf).
- Answered all questions. It is not sufficient simply to attach documents in response to questions. Ensure you have entered the actual amount of grant requested.
- Enclosed your most recent certified accounts, appropriately signed. (Chairman/Treasurer/Secretary and an independent signature) followed by the current year's accounts once these become available

PLEASE NOTE: Certified Accounts are to be signed by an independent professional person not associated with your organisation

- ~~Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence.~~
- Enclosed your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report)
- 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.

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.

PLEASE NOTE: Organisations in receipt of Grant Aid may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.



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

June 2018

Dear Sir/Madam

GRANT AID APRIL 2019

I note that you have previously sought Grant Aid or Sponsorship from Bognor Regis Town Council or have expressed an interest regarding this.

This Council will consider applications shortly and I am therefore providing the necessary forms for you to complete. I would particularly draw your attention to the guidelines for completion of the application forms. The onus is upon you to ensure that all requirements are met by the due date. Failure to comply will result in disqualification.

I am also required to inform you that all applications must be made on the forms provided by this Council. Any other form of application will not be considered. Copies of the form and relevant documentation are available to download from the Town Council's website at www.bognorregis.gov.uk if required. Please note changes have been made to the Application Guidance/Criteria. Please ensure you read this fully before completing your application.

As you will probably be aware, rules regarding Data Protection have changed and with the implementation of GDPR we are obliged to obtain your consent to retain your details so that we may contact you in future years about the Grant Aid Scheme.

Please note that if the appropriate box on the application form is not ticked, we will be unable to contact you next year and provide an application form.

Please ensure that completed forms, together with all required documentation, are returned to this office by no later than 5.00pm on **Friday 28th September 2018**. All applicants will be advised by post of the outcome of their application and if successful may be requested to send a representative to a Council meeting or alternative Civic event to collect the grant. Funds for all successful grant applications will be awarded during April 2019, the next financial year.

Yours faithfully

Glenna Frost
Town Clerk

AGENDA ITEM 18

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 18 - TO RECEIVE A REPORT FROM ARUN ARTS LTD - 21st NOVEMBER 2017 MIN. 113.2 REFERS

REPORT BY DEPUTY CLERK

FOR INFORMATION

Members will recall that at the Committee meeting held 16th October 2017 it had been agreed to extend an invitation to the Trustees of Arun Arts Ltd. to attend a meeting of the Committee to report on activities at the theatre. At the following meeting on 21st November 2017, Members were informed that the issue would be raised at the next Trustee meeting to check availability for someone to attend a meeting in either the March, April or June this year (Min.113.2 refers).

A response has now been received to inform that unfortunately no one was available to attend any of the dates offered but a report will be made available for the meeting.

AGENDA ITEM 19

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 19 - TO REVIEW THE ELECTRONIC ISSUE OF AGENDAS - 21st NOVEMBER 2017 MIN. 117 REFERS

REPORT BY DEPUTY CLERK

FOR DECISION

Members will recall that at the meeting held 21st November 2017 (Min. 117 refers), Members discussed the tablets and the electronic issuing of agendas and agreed:

- i) All tablets to be returned to the Town Council Office where the Civic & Officer Manager will take responsibility for them
- ii) All agendas to be issued by email using each Councillor's preferred email address. Councillor's will need to sign an undertaking to confirm this
- iii) The issue of the agenda will signal to Members that the reports related to the agenda, together with any other relevant paperwork, is available on the Town Council's website for them to view at their convenience. Papers that need to be considered by Members but that are not for public display, will be circulated by email to each Councillor's preferred email address. It will continue to be for Members to print off any papers that they require
- iv) Members may, if they wish, download a specific Syncplicity App to their own device on to which all documents noted in (iii) above will continue to be loaded
- v) The tablets will be maintained and charged by the Civic & Office Manager who will ensure that the required number of tablets are made available for each meeting with all documentation ready to be viewed
- vi) Expenditure of £240 per annum, for tablet IT support be progressed
- vii) This process will be trialled for a period of 6 months after which this Committee will carry out a review

Points (i) to (vii) have been progressed except for (vi) as it was subsequently agreed that the support would not be necessary if the Civic & Office Manager was responsible for them.

Members are also invited to note that Cllrs. K. Batley, J. Brooks and S. Goodheart have retained their tablets and are therefore responsible for ensuring that they remain up to date.

As required by point (vii) above, the 6 month review is now due, and Members are asked to confirm any further action.

DECISION

Do Members instruct any further action with regard to the issue of electronic agendas?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 20 - TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 25th APRIL 2018 (IF AVAILABLE) AND TO NOTE THE DATE OF THE ANNUAL GENERAL MEETING ON 20th JUNE 2018

REPORT BY TOWN CLERK

FOR INFORMATION

The notes of the meeting of the Arun District Association of Local Councils held on 25th April 2018 will be circulated at the meeting if available.

Members are asked to note the date of the Annual General Meeting of the Arun District Association of Local Councils to be held on 20th June 2018.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 21 - ANNUAL REVIEW OF THE ARRANGEMENT OF STORAGE FOR BILLY BULB WITH RECIPROCAL SPONSORED PLANTING – MIN. 17 OF MEETING HELD 6th JUNE 2016 REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members will recall that at the Policy and Resources Committee Meeting held 6th June 2016 Members agreed an arrangement with F&G Transport for the storage of Billy Bulb in return for sponsorship of a planted roundabout (Min. 17 refers).

This agreement was on the understanding that the matter is revisited annually, in case there is a change in circumstances. Members are therefore asked to confirm if they wish to continue with the reciprocal arrangement. If Members are minded to continue, contact will be made with F&G Transport to obtain their agreement.

DECISION

Do Members AGREE to continue with the arrangement for the storage of Billy Bulb in return for sponsorship of planting in lieu of payment?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 22 - REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER AND BID BOARD MEETINGS

REPORT BY THE PROJECTS OFFICER FOR INFORMATION

A Town Centre Manager Ops meeting was held on the 24th April 2018 and the following issues were discussed:

Place Branding:

The BID has agreed a package with Love Bognor for the promotion of the Town businesses and they will also promote all their events. The BID will however continue to support the Webcam.

The University is moving forward with the Hemmingway Place Branding and more surveys have now been completed.

Master Map Usage:

It was hoped that the design for the map on the new monolith signs would become a master map for all groups and organisations to use moving forward to create some uniformity. Unfortunately, the company who designed the map are proving too costly and quotes received by the BID, Sussex by the Sea and the Heritage Partnership Board were out of price range.

Events:

The BID will run 2 annual landmark events, 1 summer and 1 winter. The TCM did not believe he had enough time to organise an event for August this year and will therefore look to "buy-in" a suitable event.

Markets:

The weekly markets are stumbling along with only 2 regular stalls attending. The TCM acknowledged this may be down to some lack of attention as he has not had the time to spend on it. However, 1 of the traders has been promoting the market and encouraging new stallholders to attend so it may be saveable.

Welcoming Town Centre:

The BID has been offered support from the Safer Arun Partnership, the Sussex Police & Crime Commissioner and the Intellectual Property Crime Co-ordinator (NPCC) & Business Crime Lead Sussex, to join the Business Crime Reduction Partnership. The BID is looking at the possibility of employing a dedicated Business Warden for the Town who will be controlled and deployed by the BID.

Street Drinking / Rough Sleeping:

Please continue to report all rough incidents via Streetlink. The Safer Arun Partnership team now hold regular liaison meetings with Grandads Front Room and My Sisters House.

Litter Police:

The Litter Police are still operating, and the 1-year trial period has been extended for another 2 years. The TCM felt that zero-tolerance was not the right approach and was not following government guidelines, he felt a more educational led approach would be far more beneficial.

Empty Shops:

A recent audit of the area showed an 8.7% vacancy rate equating to 36 empty units. The Arcade now have only 2 vacant units. Only 5 properties out of 415 were given a zero rating for shop front improvements.

Old Town Improvements:

No update on improvements. There have been issues with the decorative lighting and reports that these have been out of action since Christmas. The contractor who supplies the maintenance has been informed and is expected to address the situation in the immediate future.

Active Town Centre:

The Linear Park development on Hothampton Car Park has been approved and will be delivered and there will be consultation undertaken before the statutory consultation as part of the planning process. Negotiations with Whitbread re the Regis site are still ongoing.

Parking:

The BID Board have confirmed that they will be setting up a Car Parking Forum Group as one of their priorities and this will be formalised at their Annual Meeting in June. The forum will cover all aspects of on and off-road parking as well as the current 2hr free parking scheme.

Enforcement:

Delivery trucks are parking outside of Grandads Front Room and blocking the frontage rather than using the correct delivery bays. It was reported that there is an anomaly within the Traffic Regulation Order that means any action is un-enforceable. It was further reported that the buses are still driving too fast through the pedestrianised areas. The BID will be looking to address this.

A BID Board Meeting was held on the 17th May 2018 and the following issues were discussed:

Police and Licensing Representation at meetings:

The District Commander will attend BID Board Meetings going forward and an Officer from ADC licencing will attend when the agenda allows.

Operating Agreement:

The Operating Agreement was signed in December however, ADC have raised a couple of issues and the some of the content has been reviewed. The Board

agreed for the Chairman to re-sign the Agreement once he has reviewed the data.

General Meeting:

The date for the General Meeting has been set for 7th June 2018 @ 6.00pm at the Regis Centre. Love Bognor have been invited as guest speakers.

Office Accommodation:

A possible premise has been identified and a draft lease has been drawn up. ADC have offered to assist with any refurbishment.

Admin Support Role & BID Manager Employment Arrangements:

The job specification for the support role is being revised. The Board are undertaking a review of the employment arrangements for the BID Manager role and this item is being deferred to the next meeting however a decision will be made in time for the switch over in October.

Uniformed "Marshall/Security" Role:

Tender Brief and specifications are in the process of being written. Investigation will be undertaken into the possibility of a partnership agreement with local authorities.

Volunteer Ambassadors:

More information will be made available at the next meeting.

Love Bognor:

Contracts have been agreed.

Birdman:

Birdman have asked to give a presentation to the BID Board and they will be invited to the next meeting.

Southdowns Folk Festival:

A request for some funding has been made to the BID for this year's event. The Board agreed to continue with the same arrangements as last year. However, going forward this will be reviewed.

Opera Night Programme Sponsorship:

The Board agreed to sponsor a ¼ page advert and for Vinco to design.

The Board agreed that going forward it would be pertinent to have some guidelines and criteria in place regarding requests for sponsorship.

Communications:

A Welcome Pack will be put together for new business to the town to include information on things such as licencing, cleansing arrangements, contacts etc.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4TH JUNE 2018

REPORT BY TOWN CLERK

FOR INFORMATION

AGENDA ITEM 23 - TO NOTE EAR MARKED RESERVES AS AT 31ST
MARCH 2018

A list of the Town Council's Earmarked Reserves as at 31st March 2018 is attached at Appendix 1.

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

The Committee is invited to NOTE the Earmarked Reserves as at 31 st March 2018.
--

EARMARKED RESERVES AS AT 31st MARCH 2018

Rolling Capital Programme (315)	9,838.92
Economic Development (320)	298,000.00
Civic Fund (321)	3,778.00
Election Fund (322)	15,746.88
Millennium Fund (323)	655.00
Promotions & Publicity Committee (326)	6,029.00
E&L Projects (331)	2,969.00
P&R Grant Aid (Museum & Birdman) (333)	1,360.41
Tourism & Events Support (334)	1,257.00
Parking Scheme (335)	12,161.00
South East in Bloom (337)	3,526.34
Events Sponsorship (339)	1,922.00
BRTC funding of SRB (340)	964.56
SRB WSCC Contribution (341)	500.00
Street Scene Budget savings (342)	34,060.00
Decking Areas Maintenance (343)	4,378.58
Bognor Regis Branding P&P Budget Allocation (344)	11,881.00
Ward Allocations - Orchard (345)	305.00
Ward Allocations - Marine/Marine North (346)	500.00
Ward Allocations - Hotham (347)	304.00
Website (349)	838.50
Councillor Training (350)	1,785.00
BR Heritage Vision Partnership (357)	13,741.48
Our Place Project (358)	2,679.58
WW1 Project (359)	2,865.00
Youth Strategy (360)	2,787.00
Staff Training (361)	1,948.00
Town Crier (362)	1,377.00
PWLB Loan Repayment (369)	24,034.68

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 4th JUNE 2018

AGENDA ITEM 24 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

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

The financial reports for the month of April 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 MARCH AND APRIL 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 March and April 2018.

DECISION

To NOTE receipt of the financial reports for the month of April 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 March and April 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 - 4th JUNE 2018

AGENDA ITEM 25 - CORRESPONDENCE

FOR INFORMATION

1. NFP Workshops - BID writing Workshops for Charities, Schools and Not for Profit Organisations
2. SSALC - new website login details - forwarded to Councillors
3. Parish Online - offer of training on the Parish Online Mapping system
4. Bognor Regis Creative Digital Hub Operator appointment - Press release and photograph of the newly appointed operators Town Square Spaces Ltd. Forwarded to Councillors posted on Social Media and the Town Council Website
5. Local Councils UPDATE - Issue 217 May 2018
6. Clerks & Councils Direct - Issue 117 May 2018
7. VAAC - Weekly Update 17th, and 24th May 2018 forwarded to Councillors and posted on social media
8. Housing, Communities and Local Government - HCLG Committee report on overview and scrutiny in local government debated by MPs – Thursday 17th May at 1.30pm in Westminster Hall. Independent Review of Building Regulations – further evidence sessions
9. WSCC - Bognor Regis Creative Hub Operator appointment. Forwarded to Councillors and on TC website and Social Media
10. Confide Counselling - Confide Annual Meeting with CPD Chichester 9th June 2018 9.30am
11. Letter from the Mayor to His Royal Highness Prince Henry of Wales enquiring whether an invitation to attend the opening of the Picturedrome 4th screen would be favourably received
12. Letter from the Mayor to HRH Prince Harry and Ms Meghan Markle congratulating them on their forthcoming marriage
13. Letter from the Mayor to their Royal Highnesses the Duke and Duchess of Cambridge congratulating them on the birth of their son Prince Louis Arthur Charles
14. St Wilfred's Hospice news Spring/summer 2018

15. ADC - Weekly Despatch Information Service, weeks beginning 14th, 21st May 2018
16. Funding Updates, Open4community - West Sussex 4 Community Newsletter 18th May 2018 - Forwarded to Councillors
17. WSCC – Safer West Sussex Partnership Survey 2018. Shared on Facebook and circulated to Councillors
18. The Regis School - Newsletter Issue 15, 21st May 2018
19. Westminster Briefing - Neighbourhood Planning: Policy and Practice briefing to be held in London 13th September 2018
20. Rampion Offshore Wind - Latest Rampion Newsletter Issue 10, Summer 2018. Circulated to Councillors
21. Sussex Police & Crime Commissioner - Newsletter, 18th May 2018. Circulated to Councillors
22. WSCC - details of summary report to help inform discussions at forthcoming Build a Better A27 meeting
23. Royal Communications - The Order of Service for Prince Harry and Ms. Meghan Markle's wedding. Shared on Facebook
24. Copy of correspondence from Bognor Regis Observer newspaper, with response sent by Town Council, following the announcement that HRH Prince Harry and Ms. Meghan Markle are to become the Duke and Duchess of Sussex
25. WSCC - Notification that JWAAC H&T Meeting scheduled for 22nd May had been postponed and rescheduled for 6pm on 5th June 2018. Circulated to Councillors
26. Sussex Police - Weekly Bulletin, 7th-13th, and 14th-20th May 2018. Circulated to Councillors and shared on social media
27. VAAC - Fundraiser Networking Meeting
28. Neighbourhood Alert - New scheme to help find vulnerable missing people
29. Statement from the Town Mayor, Councillor Stephen Reynolds
30. Littlehampton Town Council - Progress Newsletter, Summer 2018
31. Limpio Office Solutions - GDPR and Network Security
32. Email from local resident concerning future use suggestion, for Bognor Regis Town Hall

33. Westminster Briefing - Local Government GDPR Briefing to be held in London on 12th June 2018
34. ADC - Notification from WSCC regarding a group of Travellers in the area. Circulated to Councillors
35. Government launches fund for restoration of UK coastal landmarks
36. BRTC/ADC Liaison Meeting notes of meeting held 8th May 2018. Circulated to Councillors

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 4th JUNE 2018

AGENDA ITEM 25 - ADDITIONAL CORRESPONDENCE

FOR INFORMATION

1. JWAAC Highways and Transport Sub Group Agenda 5 June 2018 6.pm
2. ADC email regarding GDPR and the forwarding of emails. Forwarded to all Councillors
3. SSALC - Employment Briefing & Awareness Training 5th July
4. Notification of Littlehampton Town Mayor and Deputy Mayor 2018/19
5. Westminster Briefing - Electoral Administration Briefing 2018: Learning Lessons from Recent Elections and Preparing for the Future Central London (Zone 1) | Tuesday, 18th Sep | 11.00am - 3.30pm
6. SSALC - email regarding Chairman's contact details and Chair's Networking Day booking 12th July Amex Stadium, Brighton
7. Letter from a Councillor to the Town Clerk regarding his decision to change political party
8. ADC Weekly Despatch Information Service
9. SSALC - Councillors Briefing & Awareness Training: Extra date added 10th July 2018.
10. NFP Workshops - Bid Writing Workshops for Charities, Schools and Not for Profit Organisations
11. RBS Rialtas Business Solutions Newsletter June 2018
12. Ssalc - Employment Briefing and Awareness Training 5th July in Haslemere

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 4th JUNE 2018

AGENDA ITEM 26 - PICTUREDROME SITE UPDATE DIRECTOR'S REPORT,
ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Extension of Fire Alarm to include the Regis Burger Restaurant and Kiosk - as reported at the last Council Meeting, the contract sum for the Picturedrome extension allows for upgrading the fire alarm system. However, it does not cover the ancillary areas within the Regis Burger Bar and Kiosk. It was also previously reported that the restaurant operations do present a risk from fire and to mitigate this, the fire alarm system would be extended into both the Regis Burger Restaurant and the Kiosk, as both units adjoin the cinema. Installation of the new fire alarm system has now been completed with testing and commissioning scheduled for this week.

Kiosk 1a Linden Road, Electrical Safety Certificate and Heating - Members will recall, it was reported at the last Council Meeting that an Electrical Safety check would be undertaken to ensure that these premises are fully compliant with current regulations prior to being relet. As a result of the inspection, no major items were identified. However, there were a number of observations and recommendations for improvement made. These will be addressed when the installation of energy efficient electric heaters is undertaken, with quotations for these works currently awaited.

Insurance Reinstatement Cost Assessment - an assessment of the building was last undertaken in 2011. Following the completion of the expansion project this exercise will be repeated to ensure that the building is adequately insured. The cost for this will be £965 plus VAT.

Kiosk 1a Linden Road - further information in relation to reletting of the premises will be given at the meeting however as this is a contractual matter it will need to be done under confidential business.