



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 3rd NOVEMBER 2025

PRESENT:

Mayor: Cllr. Mrs. G. Yeates; Cllrs: J. Barrett, K. Batley, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, N. Smith, M. Stanley, Mrs. J. Warr, B. Waterhouse, P. Wells, M. White and P. Woodall

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
First Cadet Harvey McGarhey (Mayor's Cadet) (part of meeting)

The Meeting opened at 6.32pm

97. WELCOME BY MAYOR

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

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

Apologies for absence were received from Cllr. Ralph, with the Clerk recommending that the reason given was acceptable. This absence was therefore **APPROVED** by Members.

99. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

a) the item they have the Interest in

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Stanley declared an Ordinary Interest in Agenda item 9.2, in relation to a planning application that potentially impacts his employer and stated that, if discussed, he would leave the room

Cllr. Wells declared an Disclosable Pecuniary Interest in Agenda item 9.3 in relation to one of the Youth & Young Persons Budget applications and stated that, if discussed, he would leave the room

100. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 8th SEPTEMBER 2025

The Minutes of the Council Meeting held on 8th September 2025 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

101. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS (IF AVAILABLE)

There were no updates from WSCC County or ADC District Councillors.

102. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

103. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present at this point, therefore the meeting was not adjourned.

104. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS

There were no written dispensation requests received from Town Councillors.

105. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)**106. Extraordinary Policy and Resources Committee Meeting of 16th September, and the Meeting of 22nd September 2025**

The Chair of the Committee, Cllr. Waterhouse reported.

Councillors formally congratulated Joanne Davis on becoming the new Town Clerk, and welcomed Max Hirst, the new Deputy Clerk. The work of the recently established Bognor Regis Town Centre Action Group and its Officers was commended, specifically the newly published Action Plan.

106.1 Members unanimously **RESOLVED** to **APPROVE** the Internal Audit Report for 2025/2026, noting that no actions were required by Members (Min. 85 refers).

106.2 Members unanimously **RESOLVED** to **ADOPT** the updated Treasury Management Policy, with the recommended amendments to enable the Deputy Clerk to act in the absence of the Town Clerk (Min. 87 refers).

106.3 Members unanimously **RESOLVED** to **AMEND** the CCLA Public Sector Deposit Fund mandate now that the new Deputy Clerk, Mr. Max Hirst had commenced their employment, including the removal of Mrs. Glenna Frost as an authorised signatory, to update the job title of Mrs. Joanne Davis to Town Clerk and to include Mr. Max Hirst, Deputy Clerk as an additional signatory to the account (Min. 88 refers).

107. Planning and Licensing Committee Meetings of 23rd September and 14th October 2025

The Chair of the Committee, Cllr. Mrs. Warr, reported. There were no recommendations to Council.

108. Environmental and Leisure Committee Meeting of 15th September and the Extraordinary Meeting of 13th October 2025

The Chair of the Committee, Cllr. Batley reported.

Councillors discussed progress of finding permanent storage for Billy the Bulb and it was confirmed that an update would be provided at the upcoming meeting of the Environment and Leisure Committee on 10th November. Whilst comment was made about utilising Billy at events, as often as possible, Members were reminded that the availability of staff to transport Billy from storage to an event was a consideration, and that it was a requirement of the Town Council's insurance company that, when on static display, Billy must be fenced off and supervised at all times.

It was queried whether a representative of the Town Council should be appointed for the Bognor Regis Town Football Club, who had received funding of £10,000 from the Youth & Young Person's Budget 2025/2026. The Chair stated that whilst it was usual to appoint representatives to certain recipients of Grant Aid funding, this was not the case for the Youth & Young Person's Budget.

108.1 Members unanimously **RESOLVED** to **APPROVE** the appointment of Myra King and Patricia Downham to the Bognor Regis in Bloom Working Group (Min. 43.1 refers)

108.2 Members unanimously **RESOLVED** to **APPROVE** the appointment of Mr. Phil Fortin as Tenant Representative (Re-Established Site) for the 2024-2025 allotments year.

109. TO FORMALLY RECEIVE THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY

The Council unanimously **RESOLVED** to 'formally receive the reports, Minutes and recommendations of the Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

110. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN AUGUST AND SEPTEMBER 2025 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (OCTOBER NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION

The Council unanimously **RESOLVED** 'to note the payments and transfers made in August and September 2025 and to note the balances, bank reconciliations and financial reports (October not yet available) and outturn and approval of the contents and their publication'.

111. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2025 ACCOUNTS AND CONSIDER ANY ACTION IF REQUIRED

The Town Clerk's report, and receipt of the External Auditor's Certificate and Report, was **NOTED**.

Members unanimously **NOTED** the External Auditors limited assurance opinion 2024/25 which states that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Also, that in relation to other matters not affecting their opinion which they wished to draw to the attention of the authority, there were none.

Members further unanimously **NOTED** the point raised in the associated correspondence suggesting that the Council document that no updates have been received to the Code of Conduct following the annual review by the LGA within their Minutes during each financial year.

112. TO NOTE THAT THE WSALC AGM AND CONFERENCE WILL TAKE PLACE ON TUESDAY 4th NOVEMBER 2025, AT THE AMEX STADIUM, BRIGHTON

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

Cllr. Wells stated he could not attend the AGM, as one of the Town Council's appointed representatives, and had given his apologies to the Town Clerk. It was confirmed that the Council's other representative, Cllr. Goodheart, would be in attendance.

113. TO NOTE THAT THE TOWN COUNCIL'S COMMUNITY WINTER RESILIENCE PLAN HAS BEEN UPDATED, AND SUBMITTED TO WSCC, FOR 2025/26

The Town Clerk's report, and the Resilience Plan attached, was **NOTED**.

It was unanimously **NOTED** that the Town Council's Community Winter Resilience Plan for 2025/26 had been updated and submitted to WSCC.

114. CLLR DROP-IN SURGERIES, INCLUDING TO RECEIVE ANY FEEDBACK FROM THE COUNCILLOR DROP-IN SURGERY HELD ON 19th SEPTEMBER 2025 AND TO CONSIDER A REQUEST FROM MEMBERS TO HOST A FURTHER COUNCILLOR DROP-IN SURGERY IN DECEMBER 2025

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

Following a brief discussion about whether to host a further Councillor Drop-In Surgery in December, whilst acknowledging the benefits of these engagement sessions, in considering the limitations in holding such events during the winter months, Members **DISAGREED** to hosting one in December. Instead, it was **AGREED** to review the dates for the next round of Councillor Drop-In Surgeries at the Council Meeting in January.

115. TO RECEIVE ANY UPDATES ON REGENERATION IN THE TOWN INCLUDING REPORT FROM CLLR. NASH (IF AVAILABLE)

Cllr. Nash gave a verbal report to Members, a summary of which included: -

- The Regis Centre site was growing in scale with plans progressing for new facilities. Opening of the new Centre was currently anticipated around June/July next year.
- The new Premier Inn was progressing with an expected opening date in March/April 2026.

- Works on the Arcade had been delayed, with a planning decision deferred by Arun District Council.
- Hoardings were now in place at 2-4 Waterloo Square featuring Wayfinding designs and artwork created courtesy of a youth project, with the display being positively received.
- The 2-Hour Free Parking Scheme would remain unchanged with no increase in cost of purchasing.
- ADC's Accommodation Review is ongoing but should the Town Council be interested in acquiring Bognor Regis Town Hall then Cllr. Nash stated that they should make a decision sooner rather than later. He suggested that the Town Council write to ADC with an Expression of Interest in relation to the Town Hall, having formally decided to do so.

Extensive discussion took place regarding the potential acquisition of Bognor Regis Town Hall by the Town Council, and around the potential changes to local service delivery as ADC reviews use of its buildings. Members shared concerns about the lack of detailed information available to support decision-making in relation to the Town Hall, particularly around costs, service impacts and future asset transfer arrangements.

Cllr. Oppler declared an Ordinary Interest as a Member of ADC's Policy and Resources Committee

Councillors expressed strong views that Bognor Regis requires a continued municipal presence within the town centre. It was felt that the Town Hall remains an important public asset and civic location, particularly considering the number of residents who rely on face-to-face access to services. Whilst it had been suggested that a Community Hub in the Town could support the continued delivery of some services, Members stressed that no alternative venue had yet been proposed that could suitably replace the Town Hall.

Cllrs. Waterhouse and White briefly left the Meeting and then returned

Cllr. Nash suggested that the Town Council should call an Extraordinary Council Meeting to discuss their position in relation to the Town Hall, and any other ADC assets in Bognor Regis, and then communicate their wishes to ADC.

- 115.1** It was unanimously **AGREED** that a Members Briefing be arranged to fully consider the Town Hall and other ADC assets in Bognor Regis, prior to the submission of a formal Expression of Interest to ADC regarding the potential transfer of such assets.
- 115.2** Members further unanimously **AGREED** that authority be delegated to the Town Clerk, in consultation with the Mayor, to issue a formal written request to Arun District Council setting out the information required concerning the Town Hall and other local assets, whilst extending an invitation for ADC's Deputy Chief Executive, Karl Roberts, to meet with Members to discuss the viability of asset transfers.

116. MAYOR'S REPORT AND DUTIES UNDERTAKEN

The report on the Mayor's activities was **NOTED**.

117. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The report on the Town Crier's activities was **NOTED**.

118. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that reports had been received from the following representatives to other organisations and had been emailed to all Councillors.

118.1 Cllr. Batley – Arun Supporting Families Locality Group.

Cllr. Batley advised that the next meeting of the Arun Supporting Local Families Locality Group would be the upcoming Thursday (6th November).

118.2 Cllr. Dawes – Chichester Chamber of Commerce.

118.3 Cllr. Mrs. Yeates – Arun District Association of local Councils (ADALC); Bognor Community Meetings; Bognor Regis Concert Band; Bognor Regis Heritage and Arts Partnership Board (Reserve); Stonepillow (Christian Care Association).

119. TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM

The Civic & Office Manager's report was **NOTED**.

120. TO RECEIVE CORRESPONDENCE

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

121. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION (IF AVAILABLE)

121.1 Director's report, any urgent actions taken for ratification (if available)
The previously circulated Director's report was **NOTED**, with the actions taken, and expenditure **RATIFIED**.

The Meeting closed at 7.59pm