



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
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Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in the John Parry Room 1, University of Chichester Bognor Regis Campus, Upper Bognor Road, Bognor Regis at **6.30pm on MONDAY 5th JULY 2021**.

All Members of the Town Council are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted, as set out hereunder.

An opportunity will be afforded to **Members of the Public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. Members of the public are encouraged to put questions/statements in writing in advance in case the maximum entry is met, and they are unable to access the Meeting. In these circumstances, the question/statement will be read by the Chairman of the Committee. Priority will be given to written questions/statements. (NOTE: Members of the public will be asked to provide their name, and questions/statements should be restricted to the functions of this Committee.)

Due to Coronavirus safety measures, access to the John Parry Room 1 by members of the public is restricted to **6 persons**. Appropriate safety measures will be in place including hand sanitising on entry, mask to be worn at all times, and seating socially distanced.

Priority entry will be given to those who have booked a place by notifying the Town Clerk by email to bognortc@bognorregis.gov.uk by **5pm on Monday 5th July 2021**, of their intention to attend. Should the maximum number of persons be exceeded, access to the John Parry Room 1 will be closed. The meeting may be viewed remotely via the Town Council's Facebook page.

TOWN CLERK

DATED THIS 29th DAY OF JUNE 2021

AGENDA AND BUSINESS

1. Welcome by Town Mayor 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 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 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 adjourn the Meeting and welcome a representative from Sussex Police to provide a report on local policing (if available)
4. To APPROVE the Minutes of the Online Annual Town Council Meeting held on 4th May 2021 and Special Council Meeting held on 28th June 2021
5. Reports from WSCC County and ADC District Councillors
6. Written Questions from Councillors
7. Adjournment for public question time and statements
8. To consider any written dispensation requests received from Town Councillors
9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 9.1 **Policy and Resources Committee Meeting of 28th June 2021** with resolutions, recommendations and reports
 - 9.2 **Community Engagement and Environment Committee Meeting of 30th June 2021** with resolutions, recommendations and reports (if available)
 - 9.3 **Online Meeting of the Events, Promotion and Leisure Committee of 29th April 2021** with resolutions, recommendations and reports
10. 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
11. To note the List of Payments and Transfers made in [April](#) and [May](#) and to note the [balances, bank reconciliations and financial reports](#) (June not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
12. Declarations of Acceptance of Office including: -

- To Note completion of the Statutory Declaration of Acceptance of Office by the Town Mayor - Min 3 refers
 - To Note completion of the Non-Statutory Declaration of Acceptance of Office by the Deputy Town Mayor - Min 5 refers
 - Report by the Town Clerk on the completion of the Declaration of Acceptance of Office by Cllr. Stephen Reynolds, elected at the By-Election on 6th May 2021
13. To reconsider the Committee Memberships following the By-Election held 6th May 2021 and the change in political affiliation of Cllr. Mrs. Staniforth
 14. To appoint representatives to other 'outside' bodies vacancies - Min. 11.5 refers
 15. Delegated Decisions including: -
 - Planning and Licensing
 - Changes to meeting dates
 - To ratify expenditure for meeting venue hire
 16. Notice of Motion (S.O. 9.0) proposed by Cllr. M. Stanley
"This Council supports the principle of 16yr olds being given the opportunity to vote, and agrees to write to the relevant minister and the local member of parliament requesting the due consideration is given to lowering the legal voting age to 16. This Council urges swift action is taken on this matter with a view to 16yr olds being given the opportunity to vote at the 2023 local elections."
 17. Regeneration including: -
 - To note the previously circulated Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 28th April 2021 (if available)
 - To ratify decision regarding Levelling Up Fund bid
 18. Town Mayor's Report and duties undertaken
 19. Town Crier's Report and duties undertaken
 20. Reports from Representatives to other organisations
 21. To receive Correspondence
 22. Picturedrome Site update - Director's report, any urgent actions taken for ratification

Agenda item **22** may contain confidential items and require a resolution to exclude public & press.



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MINUTES OF THE ONLINE ANNUAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 4th MAY 2021

PRESENT:

Cllr. P. Woodall (Town Mayor 2019/2020 and 2020/21); Cllrs: J. Barrett, K. Batley, J. Brooks, A. Cunard (until Min. 31), Mrs. S. Daniells (until Min. 31) J. Erskine, S. Goodheart, H. Jones, Miss. C. Needs, W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
4 members of the public attended via Zoom (at start of meeting)
23 members of the public viewing via Facebook (at start of meeting)

The Meeting opened at 6.33pm

1. Before moving to the first Agenda item, the retiring Mayor, Cllr. Woodall welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. Members were reminded that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public until such point that Members resolve to go into Confidential Business (if required) whereby the streaming will be terminated, and public will be temporarily excluded and removed from the meeting, by the Meeting Host, in accordance with the Town Council's Standing Orders.

Members were advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection, to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

A Member thanked the retiring Mayor for his extended service of two years due to the COVID-19 pandemic.

The retiring Mayor made the following speech to Members: -

Thank you to my fellow Councillors who have supported me through this extra year as Mayor of Bognor Regis. I have managed to perform approximately nineteen engagements during this difficult year, but things now seem to be picking up ready for the new Town Mayor to take up the role from me as from tonight.

During my two years as Mayor I have managed to raise £1,684.38 for my chosen charity which was 'Serv Sussex' who transport medical supplies from hospitals to other hospitals or even to patients in their own homes.

It has been a great honour to serve as your Mayor, but now it is time to hang up my chain and pack away my waistcoats and move on.

The retiring Mayor also displayed his gift from the Town Council and thanked Members for it.

2. **ELECTION OF TOWN MAYOR FOR 2021/2022**

The Town Clerk's report was **NOTED**, including the reference to S.O.5(j) and the convention that the Deputy Town Mayor in any year shall, unless he or she resigns, becomes disqualified or is not re-elected as a Councillor, be put forward by Council as Town Mayor for the following year. The Deputy Town Mayor for the last 12 months had been Cllr. Goodheart and therefore in accordance with the Standing Orders he was duly put forward as Town Mayor for the forthcoming year.

A second nomination of Cllr. Smith as Town Mayor was proposed and seconded.

A signed ballot was proposed and seconded. However, a recorded vote was also requested which took precedent over the signed ballot (S.O. 3v).

The results of the recorded vote were as follows:

Cllr. Goodheart for Town Mayor

Cllr. Barrett
Cllr. Brooks
Cllr. Cunard
Cllr. Mrs. Daniells
Cllr. Goodheart
Cllr. Jones
Cllr. Miss. Needs
Cllr. Mrs. Warr

Cllr. Smith for Town Mayor

Cllr. Batley
Cllr. Woodall

Abstention

Cllr. Erskine
Cllr. Smith
Cllr. Stanley

It was therefore **RESOLVED** that Cllr. Goodheart be elected Town Mayor for 2021/2022.

3. THE TOWN MAYOR WILL MAKE THE STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

The Town Clerk's report was **NOTED**, and Members **RESOLVED** that whilst the new Town Mayor would make his Declaration of Acceptance of Office verbally to the Meeting, the signing of the original document should take place as soon as possible in the Town Hall in the presence of the Town Clerk.

The Town Mayor made the following Declaration: -

I, Cllr. Steve Goodheart, having been elected to the Office of Town Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

Cllr. Goodheart, as the newly elected Town Mayor, took the Chair for the Meeting

4. ELECTION OF DEPUTY TOWN MAYOR FOR 2021/2022

The Town Clerk's report was **NOTED**, including the reference to the decision taken at the previous Meeting that Cllr. Barrett be nominated as Deputy Mayor for the forthcoming year.

There being no other nominations, it was unanimously **RESOLVED** that Cllr. Barrett be elected Town Mayor for 2021/2022.

5. THE DEPUTY TOWN MAYOR WILL MAKE THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

The Town Clerk's report was **NOTED**, and Members were advised that whilst the new Deputy Town Mayor would make his non-statutory Declaration of Acceptance of Office verbally to the Meeting, the signing of the original document should take place as soon as possible in the Town Hall in the presence of the Town Clerk.

The Deputy Town Mayor made the following Declaration: -

I, Cllr. John Barrett, having been elected to the Office of Deputy Town Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability.

6. **ACCEPTANCE SPEECH AND WELCOME BY NEWLY ELECTED TOWN MAYOR**

The new Town Mayor thanked his predecessor Cllr. Woodall for all his support over the previous two years whilst in his role of Deputy Mayor.

Thanks, were also extended to all the Members of the Council who have all worked towards a better Bognor Regis together with the Town Council staff who have worked tirelessly during the challenging times of the pandemic.

The Mayor expressed his eagerness for public engagements where no mask was required and supporting local businesses when invited. The Mayor informed the Meeting that, when COVID restrictions allow, he and his consort, Mrs. Goodheart, intended to hold a garden party for all Members and staff.

7. **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs. Ms. A. Sharples who was on annual leave and Mrs. S. Staniforth who was unwell.

8. **DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

As noted on the Agenda, Members and Officers should make their declaration by stating:

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

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

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, 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 27 as tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 27 was discussed

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 27 as an employee of the Picturedrome Cinema, and stated that she would not take part in the discussion and would leave the Meeting when Agenda item 27 was discussed

Cllr. Goodheart declared the following Ordinary Interests; Agenda item 22 regarding regeneration, Rox Charity as Chairman, 39 Club as a Trustee, Community Gardeners as Chairman and finally as a Member of Arun District Council, which he would raise again as and when required

Cllr. Stanley declared an Ordinary Interest in Agenda item 22 as the interim Deputy Chair of Bognor Regis Regeneration Board

9. **TO REVIEW THE COUNCIL'S TERMS OF REFERENCE AND ANY DELEGATION ARRANGEMENT TO COMMITTEES AND SUB-COMMITTEES**

The Town Clerk's report, including the Appended Council Terms of Reference, was **NOTED**.

A Member suggested that, especially as the Council emerges from the COVID pandemic, all the processes and procedures of the Town Council should be reviewed and proceeded to highlight a detailed list of areas he wished to see considered.

With reference to the issue of Members only being able to speak once during a debate, a Member stated that this rule had actually been part of the Standing Orders for many, many years and was not something that had been introduced due to COVID as had been suggested. This opinion was confirmed by the Town Clerk.

Another Member queried whether many of the points that had been raised in the first instance were actually applicable to Town and Parish Councils and asked the Town Clerk to confirm the situation.

The Town Clerk confirmed that principal authorities such as Arun District Council were governed by different legislation to the Town Council and therefore it was not appropriate or possible to compare the processes and procedures of the Councils. However, the Town Clerk did confirm that it had been agreed to hold a further COVID Task & Finish Group when a clearer vision of the future is known, as the country emerges from the pandemic and therefore any items referred to that relate to the impact of COVID-19 on the Town Council's activities and services may be raised at that point.

Members **RESOLVED** to **ADOPT** the Council's Terms of Reference, unchanged from the previous version for the 2021/2022 Municipal Year.

10. **APPOINTMENT TO COMMITTEES**

The Town Clerk's report, including the proposed Committee Membership, was **NOTED**.

Members were reminded that in accordance with Standing Orders, the Council may appoint Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Council {S.O. 4(d)(x)} (The quorum of a Committee or Sub-Committee shall not be less than 3 Members). Furthermore, a Committee may arrange for the discharge of its functions by a Sub-Committee - LGA 1972 - S.101. (2).

The Council noted that due to the unknown result of the forthcoming Pevensey Ward By-Election on 6th May, it had been necessary to calculate the political composition based on the current Membership of 15 Councillors but that the matter would need to be revisited at the next Council Meeting in July to take into account the results of the By-Election.

The Town Clerk reminded Members that the Town Mayor and Deputy Town Mayor would be Ex-officio to the Policy and Resources Committee only.

Cllr. Batley advised that whilst happy to be appointed to the Community Engagement and Environment Committee, owing to his work commitments, he would like this to be reviewed at the next meeting in July.

10.1 The Council **RESOLVED** to appoint Members to Committees as detailed in **Appendix 1**.

10.2 Cllr. Stanley was proposed and seconded as Chairman of the Policy and Resources Committee. It was **RESOLVED** to appoint Cllr. Stanley as Chairman of the Policy and Resources Committee.

Cllr. Erskine was proposed and seconded as Vice-Chairman of the Policy and Resources Committee. It was **RESOLVED** to appoint Cllr. Erskine as Vice-Chairman of the Policy and Resources Committee.

- 10.3** Cllr. Smith was proposed and seconded as Chairman of the Community Engagement and Environment Committee. It was **RESOLVED** to appoint Cllr. Smith as Chairman of the Community Engagement and Environment Committee.

Cllr. Ms. Sharples was proposed and seconded as Vice-Chairman of the Community Engagement and Environment Committee. It was **RESOLVED** to appoint Cllr. Ms. Sharples as Vice-Chairman of the Community Engagement and Environment Committee.

- 10.4** Cllr. Mrs. Warr was proposed and seconded as Chairman of the Planning and Licensing Committee. It was **RESOLVED** to appoint Cllr. Mrs. Warr as Chairman of the Planning and Licensing Committee.

Cllr. Barrett was proposed and seconded as Vice-Chairman of the Planning and Licensing Committee. It was **RESOLVED** to appoint Cllr. Barrett as Vice-Chairman of the Planning and Licensing Committee.

- 10.5** Cllr. Batley was proposed and seconded as Chairman of the Events, Promotion and Leisure Committee.

Cllr. Brooks was also proposed and seconded as Chairman of the Events, Promotion and Leisure Committee.

Following a vote, it was **RESOLVED** to appoint Cllr. Batley as Chairman of the Events, Promotion and Leisure Committee.

Cllr. Mrs. Warr, as stated in the report, was proposed and seconded as Vice-Chairman of the Events, Promotion and Leisure Committee.

Cllr. Brooks was also proposed and seconded as Vice-Chairman of the Events, Promotion and Leisure Committee.

Cllr. Mrs. Warr informed the meeting that she would be happy to step aside for Cllr. Brooks to take the position.

It was **RESOLVED** to appoint Cllr. Brooks as Vice-Chairman of the Events, Promotion and Leisure Committee.

- 10.6** Membership of the Allotments Sub-Committee would comprise all Events, Promotion and Leisure Committee Members (Chairman to be appointed at the first meeting of the Sub-Committee). Membership of the Bognor Regis in Bloom Working Group would be considered by the Community Engagement and Environment Committee.

11. TO APPOINT REPRESENTATIVES TO OTHER 'OUTSIDE' BODIES

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

11.1 A nomination of Cllr. Batley was proposed and seconded as representative to Bognor Regis Seafront Lights. It was **RESOLVED** that Cllr. Batley be appointed as the representative to Bognor Regis Seafront Lights.

11.2 Members **RESOLVED** the following appointments to the identified Grant Aid 2021 recipients: -

Arun Arts Ltd: Cllr. Mrs. Warr
Southdowns Folk Festival: Cllr. Mrs. Daniells
Bognor Shopmobility: Cllr. Woodall
Making Theatre Gaining Skills: Cllr. Mrs. Daniells.

11.3 Cllr. Stanley stated that he wished to step down from the Bognor Regis Heritage Partnership Board.

11.4 Members **RESOLVED** the list of Councillor Representatives to the 'Outside' Bodies for the 2021/22 Municipal Year as amended and attached as **Appendix 2**.

11.5 In answer to a query, the Clerk confirmed that any remaining vacancies could be appointed at the next and future Town Council Meetings.

12. TO CONFIRM BANK SIGNATORIES

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

12.1 A Member queried whether there had been any developments regarding a move to online banking.

Cllr. Stanley declared an Ordinary Interest due to the nature of his employment but stated that the business he worked for did not offer commercial banking facilities

The Town Clerk informed the meeting that investigations were ongoing, with the involvement of the Town Council's Accountant, as not all banking service providers could accommodate the Town Council's requirements. However, it was hoped that a meeting could be arranged shortly with potential banks and the Accountant.

12.2 Members unanimously **RESOLVED** that:

- All Councillors would continue to be bank signatories, unless individual written notice expressing a wish not to be a signatory had been received previously by the Town Clerk;

- The signatories for the Town Mayor's Charity account will be amended to reflect the newly elected Town Mayor and Deputy Town Mayor as signatories for their year in office (subject to their agreement at being signatories);
- That the Resolutions as detailed in the report will continue to apply for all Town Council accounts.

13. TO NOTE THE CALENDAR OF MEETINGS FOR 2021/2022

The Town Clerk's report, including the Calendar of Meetings for 2021/22 as Appended, was **NOTED**.

13.1 Members **AGREED** that Planning and Licensing Committee Meetings should continue to start at 4pm for 2021/2022.

13.2 Whilst noting that the scheduled meetings until the end of June (and implementation of the Government's Stage 4 COVID-19 Roadmap) may be affected due to the withdrawal of the ability to hold remote meetings, Members **NOTED** the Calendar of Meetings for 2021/22.

14. TO APPROVE THE MINUTES OF THE ONLINE MEETINGS OF BOGNOR REGIS TOWN COUNCIL HELD ON 8th AND 15th MARCH 2021

The Minutes of the Online Meetings of Bognor Regis Town Council held on 8th and 15th March 2021 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

15. WRITTEN QUESTIONS FROM COUNCILLORS

There were no written questions from Councillors.

16. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no questions from the public.

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

There were no written dispensation requests received from Town Councillors.

18. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)

19. Policy and Resources Committee Online Meeting of 29th March 2021

The Chairman of that meeting of the Committee, Cllr. Stanley, reported and it was noted that there were no recommendations.

- 19.1 A Member asked if he could have sight of the invoice that related to the additional costs for the extension to the Parking Disc Scheme over Christmas 2020 (Min. 224.7 refers). Cllr. Stanley stated that he would take this matter up.

20. **Community Engagement and Environment Committee Online Meeting of 12th April 2021**

The Chairman of that meeting of the Committee, Cllr. Smith, reported and it was noted that there were no recommendations.

21. **Planning and Licensing Committee Online Meetings of 16th March, 6th and 27th April 2021**

The Chairman of these meetings of the Committee, Cllr. Goodheart, reported and it was noted that there were no recommendations.

22. **Events, Promotion and Leisure Committee Online Meeting of the 23rd March 2021**

The Chairman of that meeting of the Committee, Cllr. Batley, reported and it was noted that there were no recommendations.

- 22.1 Whilst noting that the Committee had decided against carrying out a review of the website, a Member requested copies of the Google Analytics data.

- 22.2 A Member asked the Chairman of the Committee to confirm the theme for the Book Day and was advised that whilst he did not have that information to hand, he would confirm in an email.

23. **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 **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'.

24. **TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN FEBRUARY AND MARCH 2021 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION (APRIL NOT YET AVAILABLE)**

The Council **RESOLVED** 'to note the payments and transfers made in February and March 2021 and to note the balances, bank reconciliations and financial reports and outturn and approval of the contents and their publication'.

25. REMOTE MEETINGS & DELEGATED DECISIONS UPDATE

The Town Clerk referred Members to the email she had circulated to all the previous week advising that the recent Court action which aimed to ensure the continued ability to hold remote meetings had failed.

It was therefore **NOTED** that as of Friday 7th May, the Town Council would be unable to hold any statutory meetings remotely. This would concern meetings of the Council, Committees and Sub-Committees.

However, Members were informed that Topic Teams, Working Groups and meetings of other activities that the Town Council is involved in such as the Bognor Regis Heritage Partnership Board are non-statutory and could, therefore, continue to be held remotely. This would be a matter for the various groups to consider and agree how they wished to meet in the future.

As for statutory meetings of the Town Council, the Clerk stated that she was awaiting advice and updates from two sources: -

NALC are expected to issue guidance shortly about how in-person meetings may be held safely, including admittance of the public as required. This will follow NALC's letter to Luke Hall MP requesting urgent clarification of basic issues relating to the reinstatement of remote meetings where they conflict with the current COVID regulations.

For Bognor Regis Town Council there is also the issue of access to the Town Hall and the Chamber. All communications received from ADC stated that the building would not be re-opening until 21st June at the earliest, which would be an issue for the Town Council holding in-person meetings. A further update from the District Council was awaited about how this recent judgement may affect their plans.

It was noted that an alternative to the Chamber may be to hire another venue in the Town to hold any meetings before the end of next month, but any meetings would have to be held in accordance with the COVID regulations in place.

With regard to forthcoming meetings of the Town Council, it was noted that forward planning had resulted in both this meeting and an Events, Promotion and Leisure Committee Meeting being brought forward so that they could be held remotely.

Therefore, there remain the following Committee meetings scheduled to take place before the end of June: -

- Planning and Licensing Committee (every 3 weeks)
- Policy and Resources Committee and Special Council on 7th June
- Community Engagement and Environment Committee on 14th June

As Members of the Planning and Licensing Committee already knew, the Town Clerk has delegated authority to deal with planning applications so the inability to hold an in-person meeting is easily overcome.

Furthermore, in the case of an emergency or for decisions that have a set deadline for decision outside of the Town Council's control, decisions can be delegated to the Town Clerk in liaison with the two Ex-officio positions, the Chairman of Policy and Resources Committee and the Town Mayor.

Members were therefore informed that the only decision anticipated as being urgent would be the signing off of the annual accounts which was due to take place at the Special Council and Policy and Resources Committee Meetings on 7th June.

While advice from NALC was awaited it was noted that the Annual Return had to be signed at a meeting before 30th June and there was, therefore, doubt that this could legally be carried out under any delegated approval.

As mentioned earlier in the meeting, ADC and other District and Borough Councils have their own methods for making decisions but again it was noted that those principal authorities are governed by different legislation to Town and Parish Councils and therefore the advice from NALC would be vital.

Finally, the Town Clerk informed the meeting that when the advice from NALC was received, together with the update from ADC, consideration would be given to finding an alternative venue for the June Policy and Resources Committee and Special Council Meetings, where social distancing requirements still in place at that time may be adhered to, or whether to move the meetings to the very end of the month if the Chamber was to be opened on the 21st June.

Members expressed their disappointment at the cessation of remote meetings and the benefits and advantages were highlighted. Members also asked for consideration to be given to ways in which in-person meetings could continue to be broadcast and for the matter to be placed on a future Agenda for the Policy and Resources Committee.

26. REGENERATION INCLUDING:- TO NOTE BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 27th JANUARY 2021 (IF AVAILABLE)

Cllr. Cunard declared an Ordinary Interest in this item as he had submitted proposals to ADC

The Town Clerk's report, including circulation of the link for the Minutes of Bognor Regis Regeneration Board Meeting held on 27th January 2021 was **NOTED**.

27. OUTGOING TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The report from the Civic Office, as circulated with the Agenda, was **NOTED**.

28. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The report from the Civic Office, as circulated with the Agenda, was **NOTED**.

29. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that no reports had been received from representatives to other organisations prior to the Meeting. Members were reminded that should they attend virtual meetings or events on behalf of the Council, the appropriate report should be submitted to the Town Clerk.

29.1 Cllr. Woodall apologised for not submitting a report but stated that he had not been invited or attended any meetings.

29.2 Cllr. Batley - Bognor & Bersted United Charities - stated that whilst he had not attended any meetings as they had been cancelled, there had been good communication, and decisions made about funding, via email.

30. TO RECEIVE CORRESPONDENCE

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

Cllrs. Cunard and Mrs. Daniells redeclared their Disclosable Pecuniary Interest and left the Meeting

31. PICTUREDROME SITE UPDATE

31.1 Director's report, any urgent actions taken for ratification

The Town Clerk's report, including details of any urgent actions taken was **NOTED** and **RATIFIED**.

31.1.1 The issue of the ramp was raised and a possible meeting with the Group Operations Manager at the cinema. The Town Clerk informed Members that as had been previously advised to them contact had been made

with the Group Operations Manager but he had requested that the meeting be delayed until after the cinema was due to open in May. Contact will therefore be made in June to follow up on this matter.

31.1.2 Cllr. Miss. Needs informed the meeting that the access to the cinema had been her focus since she had joined the Council and asked to be included in any future meeting.

31.2 The Bognor Pier Company Ltd. Bank - To Confirm Signatories
Members unanimously **RESOLVED** that the bank signatories to The Bognor Pier Company Ltd. accounts are the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors having a Disclosable Pecuniary Interest in the Picturedrome Cinema.

The Meeting closed at 8.22pm

TOWN COUNCIL COMMITTEES

POLICY AND RESOURCES COMMITTEE

Mayor (Ex Officio)	Steve Goodheart (Ind Grp)
Deputy Mayor (Ex Officio)	John Barrett (LD)
(Liberal Democrat)	John Erskine
(Liberal Democrat)	Henry Jones
(Liberal Democrat)	Matt Stanley
(Liberal Democrat)	Jeanette Warr
(Independent Group)	Adam Cunard
(A N Others)	Wayne Smith
(A N Others)	Phil Woodall

Chairman: Cllr. Stanley
Vice Chairman: Cllr. Erskine

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

(Liberal Democrat)	John Barrett
(Liberal Democrat)	Kenton Batley
(Liberal Democrat)	Henry Jones
(Liberal Democrat)	Claire Needs
(Liberal Democrat)	Jeanette Warr
(Independent Group)	Jim Brooks
(Independent Group)	Adam Cunard
(A N Others)	Alison Sharples
(A N Others)	Wayne Smith

Chairman: Cllr. Smith
Vice Chairman: Cllr. Ms. Sharples

PLANNING AND LICENSING COMMITTEE

(Liberal Democrat)	John Barrett
(Liberal Democrat)	John Erskine
(Liberal Democrat)	Jeanette Warr
(Liberal Democrat)	Vacancy
(Liberal Democrat)	Vacancy
(Independent Group)	Adam Cunard
(Independent Group)	Sandra Daniells
(A N Others)	Alison Sharples
(A N Others)	Phil Woodall

Chairman: Cllr. Mrs. Warr
Vice Chairman: Cllr. Barrett

EVENTS, PROMOTION AND LEISURE COMMITTEE

(Liberal Democrat)	Kenton Batley
(Liberal Democrat)	John Erskine
(Liberal Democrat)	Samantha Staniforth
(Liberal Democrat)	Matt Stanley
(Liberal Democrat)	Jeanette Warr
(Independent Group)	Jim Brooks
(Independent Group)	Sandra Daniells
(A N Others)	Wayne Smith
(A N Others)	Phil Woodall

Chairman: Cllr. Batley
Vice Chairman: Cllr. Brooks

Sub-Committees and Working Parties

BOGNOR REGIS IN BLOOM WORKING GROUP

Membership to be agreed by the Community Engagement and Environment Committee.

ALLOTMENTS SUB-COMMITTEE

Current Membership: All current Events, Promotion and Leisure Committee Members

**TOWN COUNCIL REPRESENTATIVES TO EXISTING
'OUTSIDE BODIES' 2021**

Arun Partnership Advisory Board Early Help	Representative	Cllr. S. Goodheart
Armed Forces Day Committee	Representative	Cllr. P. Woodall
Arun District Association Local Councils (ADALC)	Representative Representative	Cllr. Mrs. S. Daniells Cllr. S. Goodheart
Bognor & Bersted United Charities	Ex officio Trustee, whilst a Town Council Member until the end of present administration	Cllr. K. Batley
Bognor Regis BID Board	Officer	
Bognor Regis Concert Band	Mayor as President	Town Mayor
Bognor Regis Heritage Partnership	Representative Representative Representative Representative	Cllr. Mrs. S. Daniells Cllr. S. Goodheart Cllr. W. Smith Vacant
	Reserve Reserve Reserve Reserve	Cllr. A. Cunard Cllr. Ms. A. Sharples Vacant Vacant
Bognor Regis Regeneration Board	Representative Reserve Officer	Cllr. J. Erskine Cllr. Mrs. J. Warr
Bognor Regis Seafront Lights	Representative	Cllr. K. Batley
Bognor Regis Twinning Association	Representative	Cllr. Mrs. S. Daniells
BRTC/ADC Liaison Meetings	Representative Representative Representatives Representative Representative	Mayor Group Leaders Chairman of P&R Chairman of CE&E Chairman of EP&L
Chamber of Commerce	Representative Reserve	Cllr. Mrs. S. Daniells Cllr. J. Brooks
Grant Aid Recipients of £5K or over: -		
- Arun Arts Ltd	Representative	Cllr Mrs. J. Warr
- Southdowns Folk Festival	Representative	Cllr Mrs. S. Daniells
- Bognor Shopmobility	Representative	Cllr P. Woodall
- Making Theatre Gaining Skills	Representative	Cllr Mrs. S. Daniells
Joint Action Group	Officer	

Joint Western Arun Area Committee (JWAAC)	Representative Reserve	Cllr. S. Goodheart Cllr. J. Brooks
(JWAAC) Highways & Transport Sub-Group	Representative Reserve	Cllr. S. Goodheart Cllr. J. Brooks
Parish Liaison Meetings	Representative Representative Reserve Reserve	Cllr. S. Goodheart Cllr. Ms. A. Sharples Cllr. J. Brooks Cllr. Mrs. S. Daniells
Stonepillow (Christian Care Association)	Patron	Town Mayor
The 39 Club	Representative	Cllr. Ms. A. Sharples
West Sussex ALC Ltd	Representative Representative	Cllr. Mrs. S. Daniells Cllr. S. Goodheart



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 SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 28th JUNE 2021

PRESENT:

Town Mayor: Cllr. S. Goodheart; Cllrs: J. Barrett, J. Brooks, A. Cunard
M. Stanley, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 8.18pm

32. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Mayor welcomed all those present and read the Council's opening statement.

Apologies for absence were received from Cllr. Mrs. Daniells due to a clash with an ADC seminar, Cllr. J. Erskine due to childcare issues, Cllr. H. Jones due to another appointment, Cllr. Miss. Needs due to COVID restrictions, Cllr. Ms. Sharples due to family commitments, Cllr. Mrs. Staniforth who was unwell and Cllr. W. Smith due to a family emergency.

No apologies were received from Cllrs. Batley and Reynolds.

33. 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 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.

There were no Declarations of Interests

34. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2021 INCLUDING:

34.1 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the review of the effectiveness of the system of Internal Control and to formally note the Annual Internal Audit Report for 2020/2021 (Page 3 of the AGAR)

Members noted the recommendation from the Policy and Resources Committee confirming that having further reviewed the system of Internal Control, the systems that the Council has in place are effective and adequate.

Members therefore unanimously **RESOLVED** to **APPROVE** the review of the effectiveness of the system of Internal Control undertaken and confirm that the systems that the Council has in place are effective and adequate.

The Annual Internal Audit Report for 2020/2021 prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd. was also formally noted.

34.2 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Council's response to each Statement on the Annual Governance Statement for 2020/2021 (Section 1 of the AGAR) and RESOLVE to APPROVE the Annual Governance Statement for 2020/2021. To further RESOLVE that Section 1 be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk

Members considered the recommendation from the Policy and Resources Committee and **AGREED** to confirm "yes" as the Council's response to Statements 1 to 8 on the Annual Governance Statement for 2020/2021, noting that Statement 9 was not applicable to this Council.

It was therefore **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2020/2021 should be completed to reflect the Council's response to Statements 1 to 8 as "yes".

It was further **RESOLVED** that Section 1 would now be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk.

- 34.3 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the Financial Statements for year ended 31st March 2021 and agree that these be signed by the Chairman of this meeting approving the accounts and by the Town Clerk**

Having regard to the recommendation of the Policy and Resources Committee, Members **RESOLVED** to **APPROVE** the Financial Statements for year ended 31st March 2021 and **AGREED** that these should now be signed by the Chairman of this meeting approving the accounts and by the Town Clerk.

- 34.4 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Accounting Statements for 2020/2021 (Section 2 of the AGAR) and RESOLVE to APPROVE the Accounting Statements for 2020/2021. To further RESOLVE that Section 2 be signed by the Chairman of this meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members noted the recommendation from the Policy and Resources Committee and **RESOLVED** to **APPROVE** the Accounting Statements for 2020/2021.

It was further **RESOLVED** that Section 2 should now be signed by the Chairman of this meeting approving the Accounting Statements.

Members noted that the Accounting Statements for 2020/2021 were previously signed by the RFO prior to presentation for approval.

The Meeting closed at 8.24pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JULY 2021**

REPORT BY THE TOWN CLERK

FOR DECISION

**AGENDA ITEM 8 - TO CONSIDER ANY WRITTEN DISPENSATION
REQUESTS RECEIVED FROM TOWN COUNCILLORS**

BACKGROUND

There may be times when all or most Councillors need to apply for a dispensation over a matter which affects them all. In this case, the Council may still act together to consider the applications, which must still be from each individual.

The Department of Communities & Local Government previously clarified that Councillors will not need to have a dispensation to vote on the annual Precept. The legislation is poorly drafted and many lawyers initially believed a dispensation would be necessary. The Council will however need to grant to all relevant Members (upon written request made to the Proper Officer of the Council) a dispensation to speak or vote at any relevant meeting on the approval of an allowance, payment or indemnity to Members.

The approval of an allowance, payment or indemnity to Members will apply to those Bognor Regis Town Councillors who are in receipt of the Basic Parish Allowance and therefore have a Disclosable Pecuniary Interest. Any discussion/decision on this matter would therefore require a dispensation to allow Members to participate in any future debate on this subject.

A written dispensation request has been received from Cllr. Reynolds who will be in receipt of the Basic Parish Allowance and Members are required to consider the application received for approval.

REASON(S) FOR DISPENSATION

Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

DECISION

Members are therefore invited to **GRANT APPROVAL** of the written dispensation request received by the Town Clerk for Cllr. Reynolds as without the dispensation the number of persons unable to participate in the transaction of business in relation to the Basic Parish Allowance would be so great as to impede the transaction of the business. This is to take effect immediately and to cover the period of Cllr. Reynolds current term of office, which will cease in May 2023.

AGENDA ITEM 9

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 5th JULY 2021

AGENDA ITEM 9 - TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)

REPORT BY TOWN CLERK

FOR DECISION

The following refer to Meetings held since the publication of this Agenda and therefore any recommendations that could not be detailed on the published Agenda.

Agenda item 9.1 Policy and Resources Committee Meeting of 28th June 2020

The following recommendations were made at this Meeting: -

Min. 8.3 - The Committee reviewed the Terms of Reference for the Policy and Resources Committee and Joint Consultative Sub-Committee (Staffing) and it was **RESOLVED** to **RECOMMEND** to Council that these be adopted with no amendments.

Min. 14.2 - Having agreed to support the Town Centre Task Force, Members subsequently **AGREED** to **RECOMMEND** to Council that one of Cllrs. Cunard, Goodheart or Stanley be appointed as the representative to the Strategy Group.

Agenda item 9.2 Community Engagement and Environment Committee Meeting of 30th June 2021

Any recommendations arising from this Meeting will be referred to verbally by the Chairman of the Committee when presenting the Minutes (if available).

DECISIONS

Do Members **APPROVE** the **RECOMMENDED** Terms of Reference for the Policy and Resources Committee and Joint Consultative Sub-Committee (Staffing)?

Members are asked to **AGREE** a representative to the Town Centre Task Force from the recommended nominations of either Cllrs. Cunard, Goodheart or Stanley.

Members are invited to **APPROVE** any recommendations detailed in the Minutes of the Community Engagement and Environment Committee Meeting held 30th June 2021 (if available).



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 28th JUNE 2021

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard (exc. Mins. 26 to 28), S. Goodheart, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mr. D. Kemp (DCK Accounting Solutions Ltd) (part of meeting)
0 members of the public
1 Councillor in the public gallery: Cllr. Brooks (part of meeting)

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 4th MAY 2021

It was **NOTED** that Cllr. M. Stanley was elected Chairman and Cllr. J. Erskine was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 4th May 2021.

2. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies for absence were received from Cllrs. J. Erskine due to childcare issues, H. Jones due to another appointment and W. Smith due to a family emergency.

3. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

a) the item they have the Interest in

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

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

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, 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 tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 26 was discussed

Cllr. Goodheart declared an Ordinary Interest in any discussions relating to the Young Persons Award as referred to under Min. 236 of the previous Committee meeting Minutes as a Trustee of the 39 Club

4. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD ON 29th MARCH 2021

The Committee **RESOLVED** to **APPROVE** the Minutes of the Online Meeting held on 29th March 2021 and these were signed by the Chairman.

The Chairman reminded Members that should they have any queries on the previous Minutes these should be emailed to the Town Clerk.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Whilst there were no public present, the Chairman invited a Councillor in the public gallery to state any questions.

Meeting adjourned at 6.36pm

Statements were made regarding the use of the emergency delegated authority to the Town Clerk, as had been agreed by Council for use during

the pandemic, and also the merits of holding the Council Meeting to approve decisions from this Committee Meeting, immediately after.

Meeting reconvened at 6.38pm

The Town Clerk reminded Members that the Special Council Meeting which would follow was only to approve the Annual Accounts and AGAR for the 2020/21 year. The Minutes of this evening's meeting, together with any other recommendations, will be referred to the next scheduled Council Meeting on 5th July 2021.

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 29th March 2021 - Min. 224.1 - Clerk's Report regarding COVID Seminar

As was noted at the last meeting, this matter is to be deferred until further guidance was available from central Government and following the recent extension to the restrictions, this has been delayed further.

6.2 29th March 2021 - Min. 224.2 - Clerk's Report regarding Grant to West End Traders

As required as part of the grant conditions, the WEST Traders have now provided copy invoices advising that a total of 62 trees were installed along Aldwick Road at a total cost of £5,580.

6.3 29th March 2021 - Min. 231 - Promotions Training

Emails were sent to five seaside towns, similar in size to Bognor Regis, asking if there was any interest in a Zoom meeting with tourism officers. Only two have so far responded with one saying they would not be interested, as it is the Tourism Office that promotes the area, and another saying that they may. The matter will therefore be on the next Agenda for this Committee when details of these and any further responses received will be circulated and Members may agree how to proceed.

6.4 26th October 2020 - Min. 161.4 - Treasury Management Report

This policy has once again been considered by the Town Council's Accountant who has confirmed that no changes are necessary at the current time.

6.5 Town Council Meeting 8th June 2020 - Min. 227 - Grant Aid 2020

Following the decision to permit the Southdowns Folk Festival to earmark their 2020 Grant Award, the organisers have confirmed that they intend to proceed with the 2021 event and, having provided the Town Council with copies of the Event Management Plan, risk assessments and potential COVID protocol procedure, a cheque for £5,000 has been sent to them.

6.6 Town Council Meeting 8th March 2021 - Min. 367.1 - Policy for changes to scheduled meeting dates and the appointment of reserves to Committees

Due to the length of tonight's Agenda, this will be considered at a future Meeting.

6.7 Remembrance Sunday

Members are advised that, as is usual at this time of year, a meeting has been arranged with local partners to discuss the arrangements for the Parade on Remembrance Sunday which ties into the Service and Wreath Laying as organised by the Town Council. Members may recall that in 2020, the arrangements were affected, and subsequently reduced dramatically at the last minute, due to the imposing of the second Lockdown in November and the Government's stay at home order.

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

Joint Consultative Sub-Committee (Staffing)

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs: S. Goodheart, J. Barrett, J. Erskine, A. Cunard, Mrs. S. Staniforth, M. Stanley and the three senior Officers.

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)**

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

8.1 A Member suggested that consideration be given to Committee's rather than Council appointing the Chairman and Vice-Chairman. It was therefore **AGREED** that this should be a matter for a future Agenda.

8.2 A Member suggested that the Policy and Resources Terms of Reference should be reviewed in depth as he felt that some items should fall into the remit of other Committees and proposed that a Working Group be formed to make recommendations in time for the Terms of Reference review in 2022. Following a tied vote, and the use of the Chairman's Casting Vote (S.O. 3u) the proposal was rejected.

8.3 The Committee reviewed the Terms of Reference for the Policy and Resources Committee and Joint Consultative Sub-Committee (Staffing) and it was **RESOLVED** to **RECOMMEND** to Council that these be adopted with no amendments.

9. TO NOTE THE INTERNAL AUDIT REPORT 2020-2021 (FINAL UPDATE)

9.1 The Town Clerk's report and Internal Audit Report 2020-2021 (Final) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised. Members did note that the minor issues identified in relation to uncleared cheques had already been identified by Officers prior to this review and was being addressed with cheque recipients.

9.2 A Member asked that consideration be given to the holding of a finance workshop for Councillors.

9.3 A Member queried why there was a paragraph in the Overall Conclusion reminding the Clerk and Council of the website publication requirements in relation to the AGAR. Mr. Kemp informed Members that this would be a standard overall statement included for the avoidance of any doubt, as the incorrect publication was a common error that the External Auditors encountered. However, Members were advised that Bognor Regis Town Council has never made such a mistake, with all correct procedures regarding the AGAR followed each year.

10. **TO WELCOME THE TOWN COUNCIL'S ACCOUNTANTS, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2020/21**

The Chairman welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2020/21.

Mr. Kemp advised Members that he did not intend to go through the Accounts line by line but invited any questions that Members had, having reviewed the paperwork online.

It was noted that in, spite of the COVID pandemic, the projected budget for 2020/21 had been very accurate. The surplus projected for the year was £35,104 with the actual surplus being £34,941 - a difference of only £163.

A question was also raised about any rebate on rent for the Town Hall and the use of the Council Chamber as the building had not been used by the majority of Town Council staff since March 2020. The Town Clerk confirmed that this is an issue that she would be taking up at the next BRTC/ADC Liaison Meeting.

The Councillor in the public gallery stated that he felt the duplication of terminology on the budget heading names complicated the issue for Members.

Mr. Kemp stated that he would be willing to run a workshop for Members regarding the Accounts.

The Chairman thanked Mr. Kemp for his attendance and input to the meeting.

11. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2021 INCLUDING:**

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

11.1 **To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for**

2020/21 (Page 3 of the AGAR) and to recommend approval to Council

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2020/21 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd. In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and unanimously **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2020/2021 (Section 1 of the AGAR)

Having considered the Town Clerk's report, Members unanimously **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

11.3 To Recommend Approval to Council of the Annual Governance Statement for 2020/2021 (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

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2020/2021 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.

11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2021 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2021 and **RESOLVED** 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.

11.5 To consider the Accounting Statements for 2020/2021 (Section 2 of the AGAR)

Members considered the Accounting Statements for 2020/2021 as detailed in Section 2 of the AGAR.

11.6 To Recommend Approval to Council of the Accounting Statements for 2020/2021 (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

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2020/2021 and unanimously **RESOLVED**

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 further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2020/2021 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

Mr. Kemp left the Meeting

12. TO RECEIVE THE TOWN FORCE REPORT

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

12.1 Members **RATIFIED** expenditure of £1,007.32 for planning permissions for the Town Council owned boundary signs.

12.2 Members discussed the increase in graffiti and that WSCC Highways now only funded removal of obscene and racist graffiti from their assets. It was therefore **AGREED** that this matter be placed on a future Agenda for further discussion with consideration given an increase in liaison with the principal authority.

12.3 A Member queried the reason for the removal of the Sun Reader from the Butlin's roof. The Deputy Clerk explained that the readings had been lost during much of 2020 due to the pandemic and resulting closure of the resort. Furthermore, the extremely remote location posed Health & Safety considerations and therefore a new location was actively being sought.

Cllr. Cunard, as the tenant at the Picturedrome Cinema, suggested that there may be a suitable location on the roof the cinema building and it was **AGREED** that this would be investigated further, with any necessary permissions from the Met Office taken into consideration.

13. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 14th JUNE 2021

The Deputy Clerk's report, including the notes of the Heritage Partnership Board Meeting held 14th June 2021, was **NOTED**.

13.1 A Member asked for confirmation of the situation of the Bathing Machine, currently stored in the Town Force Lock-Up. The Deputy Clerk informed Members that this was not Town Council property and had been stored on behalf of the owner whilst discussions with Bognor Regis Museum took place about their displaying of the item. The owner was charged for the insurance costs for the storage of the item and had advised that, as arrangements with the local museum had not progressed, they were now actively looking for a permanent home elsewhere. It was noted that the structure is in need of maintenance and occupies a large space in the Town Force yard. Furthermore, Members were advised that the item is stored

without the wheels attached as with them attached, it would not fit through the roller doors.

14. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

The Projects Officer's report was **NOTED**.

14.1 Members unanimously **AGREED** to support the proposal from the Bognor Regis BID for the creation of a dedicated "Town Centre Task Force", the remit of which was detailed in the BID's letter to the Town Council dated 8th June 2021, as appended to the Agenda and published on the website.

14.2 Having agreed to support the Town Centre Task Force, Members subsequently **AGREED** to **RECOMMEND** to Council that one of Cllrs. Cunard, Goodheart or Stanley be appointed as the representative of this Committee to the Strategy Group and furthermore, **AGREED** with Officer attendance at the Delivery Group meetings.

15. TO NOTE THE JOINT ACTION GROUP (JAG) MEETING HELD ON 10th JUNE 2021

The Projects Officer's report, including confirmation that notes from the meetings could be made available to Members, was **NOTED**.

16. GRANT AID 2022 INCLUDING:

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

16.1 A Member suggested that, to make things fairer and more accountable, the process be streamlined for smaller grants but for those larger applications more detail is requested with a business style breakdown of the expenditure to be funded by the grant and follow up enquiries to ascertain whether the expectations were met. It was noted that this would be too late to implement for the 2022 round, but that consideration be given in plenty of time to implement in 2023.

16.2 To review current guidelines/criteria, application form and amend if required

Members unanimously **APPROVED** the guidelines/criteria and application form with no amendments from the 2021 issue and furthermore **AGREED** that submission of applications should continue to be on an electronic basis.

Members further **REJECTED** the promotion of the Grant Aid Scheme on the Bognor Regis Observer website.

16.3 Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered

Members **AGREED** that an Extraordinary Committee Meeting should be held on the afternoon of the 8th November 2021 at which the applications will be considered.

16.4 Review of the guidelines for the Flexible Community Fund

Members **APPROVED** the guidelines/criteria and application form with no amendments from the 2021 issue and furthermore **AGREED** that submission of applications should continue to be on an electronic basis.

It was **NOTED** that only those serving on the Community Engagement and Environment Committee received details of applications to the FCF as it is this Committee that determines the awards.

17. TO NOTE THE REVISED HEALTH & SAFETY POLICY MANUAL WITH THE POLICY STATEMENT SIGNED BY THE CHAIRMAN OF THE COMMITTEE

The Deputy Clerk's report, including the circulated updated version of the Health & Safety Policy Manual, was **NOTED**.

Members also **NOTED** that the Policy Statement would be signed by the Chairman of the Policy and Resources Committee.

18. TO NOTE THE CHANGE OF DATE FOR THE NEXT POLICY AND RESOURCES COMMITTEE MEETING TO MONDAY 2nd AUGUST 2021

The Town Clerk's report, including confirmation that the next Meeting of the Committee would be held on Monday 2nd August 2021, was **NOTED**.

19. TO RECEIVE A REPORT ON THE TOWN COUNCIL'S POSITION REGARDING THE FISHERMEN'S HUTS ON THE SEAFRONT AND AGREE ANY ACTION - MIN. 226.1 REFERS

The Town Clerk's report and Appendix, together with a verbal report of an email received from a member of the public already involved with this matter, was **NOTED**.

Following discussion, it was **AGREED** that a letter be sent to ADC to query the legal standing regarding any agreement between ADC and the fishermen, and that further discussion be deferred until a response is received which it is hoped will clarify the position.

20. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2021

The Town Clerk's report, including the circulated summary of the Earmarked Reserves as at 31st March 2021, was **NOTED**.

21. TO CONSIDER THE PURCHASE OF A BUSINESS STARTER PACK FOR THE HIDDEN DISABILITIES SUNFLOWER SCHEME FOLLOWING THE PRESENTATION TO COUNCIL BY CLLR. D. EDWARDS - MIN. 225 REFERS

The Town Clerk's report was **NOTED**, and Members were updated further that any expenditure for this would have to come from the Civic Fund. In addition, Members were advised that consideration should be given to the purchase of a Corporate Pack which included the white lanyards which could be worn by Town Council staff to show their awareness of the scheme, and this would be at a slightly higher cost of £115.

Members expressed their thanks to Cllr. David Edwards for taking the time to attend a briefing to present to Members details of the Sunflower Scheme and **AGREED** that a letter of thanks be sent to him. Following the discussion, Members unanimously **AGREED** to purchase a Corporate Pack at a cost of £115.

It was also noted that there are training videos that may be circulated for Members to view.

22. TO RATIFY EXPENDITURE OF £44.25 FOR FLOWERS FOR THE TOWN CRIER ON THE ANNOUNCEMENT OF HER AUTHORSHIP OF THE CRY FOR THE QUEEN'S PLATINUM JUBILEE BEACONS EVENT

The Town Clerk's report was **NOTED**, and Members subsequently **RATIFIED** the expenditure of £44.25 for flowers for the Town Crier and **AGREED** that a letter of congratulations should be sent by the Town Mayor.

23. TO RECEIVE A REPORT ON THE CODE OF CONDUCT AND TO NOTE THAT CONSIDERATION OF THE ADOPTION OF EITHER THE LGA MODEL OR ADC'S AGREED CODE WILL BE CONSIDERED AT THE NEXT MEETING - MIN. 203 REFERS

The Town Clerk's report, including the circulated LGA model Code of Conduct, the ADC Adopted Code of Conduct (based on the LGA model but tailored to their own requirements) and the report from the Town Council's Consultants, EQH Ltd, was **NOTED**.

The Chairman referred to the circulated report which advised Members that discussion and consideration of a recommendation to Council as to whether a new Code of Conduct for the Town Council was required, would be referred to the next meeting of this Committee, thereby giving Member's time to consider and digest the various Appendices.

24. FINANCIAL REPORTS INCLUDING:-

24.1 To note Committee I&E Reports for the months of April and May 2021 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the months of April and May 2021.

- 24.2 **To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March, April and May 2021, 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**.

25. **CORRESPONDENCE**

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

Cllr. Cunard, redeclared his Disclosable Pecuniary Interest in Agenda item 26 and left the Meeting

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

The Director's report as published was **NOTED** and actions taken, including any expenditure as detailed, were **RATIFIED**. Members were further advised that elements of this Agenda item would need to be considered further under confidential business.

27. **TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 26 and 28 (contractual).

Cllr. Brooks, seated in the public gallery, left the Meeting

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

The verbal Director's confidential report was **NOTED**, and actions taken, including any expenditure as detailed, were **RATIFIED**.

Cllr. Cunard rejoined the Meeting

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

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

The Meeting closed at 8.17pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 30th JUNE 2021

- PRESENT:** Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks and Mrs. J. Warr
- IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)
Mrs. J. Davis (recording the Meeting)
0 members of the public

The Meeting opened at 10.30am

1. **TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN MEETING ON THE 4th MAY 2021**

Members **NOTED** the appointment of Cllr. Smith as Chairman and Cllr. Ms. Sharples as Vice-Chairman as agreed at the Annual Town Council Meeting held on the 4th May 2021.

2. **CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies had been received from Cllr. Miss. Needs due to Covid Restrictions, Cllr. Ms. Sharples due to family commitments and Cllrs. Batley and Cunard due to work commitments.

No apologies had been received from Cllr. Jones.

3. **DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary or Ordinary Interest
- c) the nature of the Interest

- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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 Interests or Ordinary Interests notifiable under the Council's Code of Conduct, 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.

There were no Declarations of Interest at this time

4. **TO RATIFY THE DECISIONS OF THE ONLINE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON THE 12th APRIL 2021 AND TO APPROVE THE MINUTES**

Members unanimously **AGREED** to **RATIFY** the decisions of the Online Community Engagement and Environment Committee Meeting held on the 12th April 2021.

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 12th April 2021. There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 12th April 2021 as an accurate record of the proceedings and the Chairman duly signed them.

5. **APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS: BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION, BEACH & SEA ACCESS TOPIC TEAM, YOUTH PROVISION STEERING GROUP, CLIMATE EMERGENCY FOCUS GROUP**

The Projects Officer's report was **NOTED**.

- 5.1 Members unanimously **AGREED** to the appointment of the Bognor Regis In Bloom Working Group including, Cllrs. Goodheart, Mrs. Warr and Woodall, together with the **RECOMMENDATION** to **COUNCIL** of the co-opted members; Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mrs. G. Edom, Mr. R. Earl, Mr. E. Fane and a representative from the Arun District Council Parks and Greenspace department.

- 5.2 Members unanimously **AGREED** to appoint the Beach & Sea Access Topic Team together with the **RECOMMENDATION** to **COUNCIL** to the appointment of Cllrs. Barrett, Brooks and Mrs. J. Warr to sit on the Topic Team.
- 5.3 Members unanimously **AGREED** to appoint the Youth Provision Steering Group together with the **RECOMMENDATION** to **COUNCIL** to appoint the Chairman of the Community Engagement and Environment Committee, Cllr. Smith, to sit on the Steering Group.
- 5.4 Members unanimously **AGREED** to appoint the Climate Emergency Focus Group together with the **RECOMMENDATION** to **COUNCIL** to appoint Cllrs. Barrett, Brooks and Mrs. J. Warr to sit on the Focus Group.
6. **TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES, WORKING GROUPS AND TOPIC TEAMS INCLUDING UPDATES AND AMENDMENTS IF REQUIRED**
The Projects Officer's report, including the related Appendices were **NOTED**.
- 6.1 **Community Engagement And Environment Committee**
Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Community Engagement and Environment Committee with no amendments.
- 6.2 **Bognor Regis In Bloom Working Group**
Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Bognor Regis In Bloom Working Group including the recommendation to amend the number of Authority Members from six to three.
- 6.3 **Beach & Sea Access Topic Team**
Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Beach & Sea Access Topic Team with no amendments.
- 6.4 **Youth Provision Steering Group**
Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the new Terms of Reference for the Youth Provision Steering Group as detailed in the Officers recommendations in the accompanying report.
- 6.5 **Climate Emergency Focus Group**
Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the Terms of Reference for the Climate Emergency Focus Group with no amendments.

7. **ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS**

There were no Public Questions or Statements.

8. **CLERK'S REPORT**

There were no updates to report.

9. **TO RECEIVE THE NOTES FROM THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON THE 26th MAY 2021 INCLUDING: CONSIDERATION OF ANY ITEMS FOR A FUTURE AGENDA; ARRANGEMENTS FOR THE NEXT MEETING**

The Projects Officer's report, including the Notes for the Online Climate Change Topic Team Meeting held on the 26th May 2021 which recorded that there were no questions or statements from members of the public, was **NOTED**.

Members unanimously **AGREED** for Officers to make arrangements for the next online Community Open Forum Meeting, noting that the next meeting would be a daytime meeting.

10. **WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS**

The Projects Officer's report confirming that there had been no expenditure since the last meeting requiring ratification, together with the accompanying Appendix were **NOTED**.

A Member asked when the cut-off date for utilisation of funds for this year's allocation was. Members were advised that the 2021/22 allocation was from April 2021-March 2022. However, Members were reminded that it had previously been agreed by the Policy and Resources Committee that any unspent allocation could be carried forward to the next financial year.

11. **FLEXIBLE COMMUNITY FUND INCLUDING: TO NOTE AND DETERMINE ANY APPLICATIONS, TO RECEIVE FEEDBACK FROM PREVIOUS FUNDING APPLICATIONS**

The Projects Officer's report, including feedback from previous recipients of the Flexible Community Fund - Makerspace, Bognor Regis Yacht Club, St Mary's Catholic School and the Bognor Regis Youth Football Club together with the accompanying Appendix were **NOTED**.

Members unanimously **AGREED** to support the application from the Bognor Regis Sailing Club for £500 to go towards essential updates to the changing room and toilets.

Members unanimously **AGREED** to support the application from the Bognor Regis Town Youth Football Club for £960 to allow for six managers to take their FA Level 1 qualification to improve their knowledge in coaching children and young adults.

Cllr. Brooks declared an Ordinary Interest during this item due to his company being a supplier of services to Bognor Regis FC

12. **TO RECEIVE THE NOTES FROM THE ONLINE CLIMATE EMERGENCY FOCUS GROUP MEETING HELD ON THE 20th MAY 2021 AND CONSIDERATION OF ANY RECOMMENDATIONS**

The Projects Officer's report, including the Notes of the Online Meeting of the Climate Emergency Focus Group held on the 20th May 2021, was **NOTED**.

Members unanimously **AGREED** to the recommendations from the Climate Emergency Focus Groups as follows:

- To support ParkVision
- To make a **RECOMMENDATION** to the Bognor Regis In Bloom Working Group to seek to increase their Environmental Projects Budget to support Parkvision
- That future meetings of the Climate Emergency Focus Group be live streamed with a period of time to take questions and comments from Facebook/members of public
- For alternate meetings to be held in an open forum style
- To hold more meetings

13. **TO RECEIVE THE NOTES FROM THE ONLINE BEACH & SEA ACCESS TOPIC TEAM HELD ON THE 12th MAY 2021 AND CONSIDERATION OF ANY RECOMMENDATIONS**

The Projects Officer's report, including the Notes of the Online Meeting of the Beach & Sea Access Topic Team, was **NOTED**.

Members unanimously **AGREED** to the recommendation from the Beach & Sea Access Topic Team to send a letter to the ADC Chief Executive in response to his letter dated 17th January 2020, to clarify the current ADC position including the points outlined in the accompanying report.

Following discussion on the second recommendation from the Beach & Sea Access Topic Team, Members further unanimously **AGREED** an amendment to the recommendation as follows:

For this Committee to **RECOMMEND** to **COUNCIL**, to formally commit in principle to supporting a built ramp for Bognor Regs, subject to a review should any new ideas or proposals come forward and if BRTC will offer any financial support to the project either capital, revenue or operational.

14. **BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE ONLINE MEETING HELD ON THE 17th MAY 2021**

The Projects Officer's report, including the notes of the non-quorate Online Meeting of the Bognor Regis In Bloom Working Group held on 17th May 2021, was **NOTED**.

It was noted that the first two decisions as detailed in the report had already been dealt with under Agenda item 5 (Min. 5.1 above refers).

Members unanimously **AGREED** to **RATIFY** the expenditure of £2,480 plus VAT from the Passenger Benefit Fund.

15. **TO RATIFY ARRANGEMENTS FOR PLAYRANGERS PLAY DAYS EVENT FOR AUGUST 2021**

Members unanimously **AGREED** to **RATIFY** the arrangements for the Playrangers Play Days event for August 2021 at a total cost of £3,900.

16. **FURTHER DISCUSSIONS ON THE "SEASIDE GARDENS" - MIN. 158.1 REFERS**

The Projects Officer's report, including an update on the previous consideration of this matter by the Policy and Resources Committee in 2019, was **NOTED**.

A Member felt that whilst he was appreciative of wilder planting and respectful of climate change, he felt that areas labelled "Gardens" should reflect the more traditional seaside look and include bedding plants with displays of colour and formal presentation. Another Member supported these comments.

Following discussion Members unanimously **AGREED** for a further approach to be made to ADC to ask them to consider that, whilst keeping water saving and sustainable plants, areas marked "gardens" should include colour and more formal bedding. Members further **AGREED** to ask ADC to also consider some partnership/sponsorship working with community groups and possibly Bognor Regis in Bloom to help deliver this.

17. **UPDATE ON YOUTH PROVISION INCLUDING; UPDATE FROM SCYP AND A PROPOSAL FROM UCAN SPRAY RE: COMMUNITY CENTRE WESTLOATS LANE**

The Projects Officer's report and accompanying Appendix were **NOTED**.

Members unanimously **AGREED** to match fund the proposal from UCAN Spray for funding of £2,500 from the Youth Provision Budget.

18. CONSIDERATION OF WHETHER TO APPOINT A NEW REPRESENTATIVE FOR THE RAMPION 2 PROJECT

The Projects Officer's report and accompanying Appendix were **NOTED**.

Members unanimously **AGREED** to appoint a representative on behalf of BRTC to participate in the Community Public Liaison Group meetings in relation to the Rampion 2 Project.

Members unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that Cllr. Barrett be appointed as the representative.

19. CORRESPONDENCE

The correspondence list as circulated with the Agenda was **NOTED**.

The Clerk reported an additional piece of correspondence that had been received from a member of the public emailing a link to an article in the Bognor Regis Observer regarding Grandads Front Room.

Cllr. Brooks asked the Clerk for a copy of the correspondence relating to item 5 on the correspondence list.

The Meeting closed at 11.23am



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE HELD ON THURSDAY 29th APRIL 2021

PRESENT ONLINE:

Cllr. K. Batley (Chairman); Cllrs; J. Brooks, Mrs. S. Daniells, J. Erskine (from Min. 155 until Min. 162), S. Goodheart (from Min. 156), M. Stanley and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
Mrs. J. Davis (Hosting the Meeting)
Mrs. S. Norman (Deputy Clerk)
1 member of the public attended via Zoom (at start of meeting)
6 members of the public viewing via Facebook (at start of meeting)

The Meeting opened at 6.32pm

151. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, live streamed via Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies had been received from Cllr. Mrs. Staniforth who was unwell and Cllr. Smith due to personal commitments.

152. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

If a Member were required to temporarily leave the Meeting for any Interest, they would be put on hold by the Meeting Host who would also facilitate their re-joining the Meeting at the appropriate time.

As noted on the Agenda, Members and Officers should make their declaration by stating:

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

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

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, 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. Brooks declared an Ordinary Interest in Agenda items 6, 8 and 14 as a provider of event services

153. TO APPROVE THE MINUTES OF THE MEETING HELD ON 23rd MARCH 2021

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 23rd March 2021. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 23rd March 2021 as an accurate record of the proceedings and the Chairman duly signed them.

154. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

No public questions or statements had been received.

155. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllr. Erskine joined the Meeting during this Agenda item

155.1 Consideration to investigate having a larger scale photo opportunity on the Seafront Mounds area near the Place St Maur - 23rd March 2021 - Min. 146 refers

Following Members' decision not to proceed with the "selfie" opportunity on the Beacon, but to further investigate having a larger scale photo opportunity on the seafront mounds area near the Place St Maur, an initial approach has been made to Arun District Council to establish if they would give their support to such a project and to determine what permissions would be required.

Members had further agreed to consider branding the Beacon, and this will be on a future Agenda as agreed at the last meeting.

155.2 Consideration to hold an annual Civic Event to light the Beacon in remembrance of the passing of Bognor Residents who have made a contribution to the Town - 23rd March 2021 - Min. 147 Refers

This item will be on a future Agenda as agreed at the last meeting.

156. ADJOURNMENT FOR PRESENTATION FROM SARAH BOOTE-COOK REGARDING POTENTIAL COLLABORATIVE WORKING ON AN EVENT FOR THE QUEEN'S PLATINUM JUBILEE

Cllr. Goodheart joined the Meeting at this point

It was noted that unfortunately Sarah Boote-Cook had not yet joined the meeting. The Chairman advised that they would move to the next item until her arrival.

157. CONSIDERATION OF AN EVENT TO COMMEMORATE THE QUEEN'S PLATINUM JUBILEE EVENT IN JUNE 2022 - MIN. 147 REFERS INCLUDING: CONTENT OF EVENT, POSSIBLE COLLABORATION WITH OTHER ORGANISATIONS, LENGTH OF EVENT, REQUIRED BUDGET FOR DELIVERY

The Events Officer's report was **NOTED**.

Cllr. Mrs. Daniells declared an Ordinary Interest in this agenda item as she had initially put forward the idea of an event

In answer to a query about the suggested budget for this event and which Committee would be taking the lead on the organisation, the Chairman confirmed that the finer details would be considered by this Committee once Members had agreed to proceed with an event and the Policy and Resources Committee had confirmed the budget available following a recommendation from this Committee.

The Committee Clerk clarified that as detailed in the report the £4,000 budget proposed was for a single one-day event. Should the Committee wish to extend the Town Council's programme for the Jubilee celebrations to include collaboration with other organisations then additional resources and a greater budget would need to be considered.

It was confirmed that Sarah Boote-Cook was now in attendance and it was suggested that it may be prudent to adjourn the meeting to allow her to make her presentation and then revert back to these discussions afterwards.

158. ADJOURNMENT FOR PRESENTATION FROM SARAH BOOTE-COOK REGARDING POTENTIAL COLLABORATIVE WORKING ON AN EVENT FOR THE QUEEN'S PLATINUM JUBILEE

The Chairman adjourned the meeting at 6.47pm

Sarah Boote-Cook spoke about plans to hold a world record beating 2-hour street party on the promenade for Sunday 5th June from Aldwick to Elmer during the Jubilee weekend and hoped the Town Council would be supportive of participating including financially for the section that was held within Bognor Regis.

She also advised that the Carnival for 2022 would have a Royal theme.

Members spoke in support of the street party in principle and looked forward to receiving further information in due course.

The Chairman thanked Sarah for her presentation.

The Chairman reconvened the meeting at 7.01pm

159. CONSIDERATION OF AN EVENT TO COMMEMORATE THE QUEEN'S PLATINUM JUBILEE EVENT IN JUNE 2022 - MIN. 147 REFERS INCLUDING: CONTENT OF EVENT, POSSIBLE COLLABORATION WITH OTHER ORGANISATIONS, LENGTH OF EVENT, REQUIRED BUDGET FOR DELIVERY

The Events Officer's report was **NOTED**.

During the discussion, Members expressed their support for the initiative presented by Sarah Boote-Cook and also wished to support the Carnival by entering a Town Council float.

A Member felt that the Council should make a commitment to supporting other organisations and felt a bigger budget should be considered for funds to be made available to ensure the weekend was packed with events. Members were reminded that funding for other organisations events would need to be applied for via the Town Council's Grant Aid Scheme. Any funds made available to this Committee would be to support the Town Council Event only.

After further discussion Members unanimously **AGREED** to hold a one-day event on the 2nd June 2022 to celebrate Her Majesty The Queen's Platinum Jubilee, lighting the Beacon if required and further unanimously **AGREED** to support Sarah Boote-Cook's proposal for a street party and enter a Town Council float in the Carnival.

Members also felt that the proposed budget for £4,000 should be raised to £5,000 to allow for contingencies.

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee a budget of £5,000 for 2022/23 for the Queen's Jubilee event and furthermore, that this amount be guaranteed to enable suppliers to be booked as soon as possible.

Members were asked to consider if they would like the Events Officer to liaise with other event organisers to see how BRTC can support and collaborate on any other events taking place over the four-day weekend and report back to the Committee.

Members unanimously **AGREED** that the Events Officer should liaise with other event organisers as detailed above and to report back at the next meeting.

160. UPDATE ON PROPOSALS FOR EVENTS PROGRAMME FOR 2021 INCLUDING: RATIFICATION OF DECISIONS WHERE REQUIRED, CHANGES/CANCELLATIONS TO EVENTS TIMETABLE

The Events Officer's report was **NOTED**.

160.1 Book Day:

Members **NOTED** the change of date for Book Day to 7th August 2021.

160.2 World Ocean Day (now part of Funshine Days):

There was no update on this event.

160.3 May Half Term Virtual Programme:

The Events Officers update was **NOTED**.

160.4 Funshine Days:

The Events Officers update was **NOTED**.

160.5 Drive Through Time:

Members **NOTED** the cancellation of the Drive Through Time event.

160.6 Proms in the Park:

There was no update on this event. However, a Member stated he was disappointed that the date for this event was so late in the year. Members were reminded that the change of date to the 11th September 2021 was agreed by this Committee at the Meeting held on the 23rd March 2021 (Min. 148.4 refers).

160.7 Christmas Projection:

There was no update on the event. However, a Member asked if there had been any correspondence with regards to the costs. The Events Officer confirmed there was nothing further to report at this stage.

161. CONSIDERATION OF THE SPECIFICATION REQUIREMENTS AND ACCOMPANYING BRIEF FOR THE CHRISTMAS ILLUMINATIONS FOR 2022-24 CONTRACT - DEFERRED FROM THE LAST MEETING

The Projects Officer's report, and accompanying Appendices, was **NOTED**.

A Member had a number of suggestions and queries including why replacement sockets had been requested, and also referred to timers and wi-fi. However, he felt it would take up too much time and hoped there would be an opportunity to get together to discuss. The Clerk advised that the specification covered everything at this stage to allow her to start the process. With regard to the replacement sockets in Aldwick Road, the lights had been subject to regular fusing due to water ingress which is why they needed replacing. The Member was invited to email any additional suggestions to be included but there would be an opportunity to raise any additional suggestions when receiving presentations from contractors.

Members unanimously **AGREED** to the brief and specification guide and to hold a standalone meeting of the Committee to receive presentations from participating companies.

162. FURTHER CONSIDERATION OF PRODUCING AN EVENTS GUIDE/LEAFLET FOR 2021 INCLUDING DESIGN AND FORMAT - DEFERRED FROM THE LAST MEETING

The Projects Officer's report, and accompanying Appendices, was **NOTED**.

Following discussion, Members unanimously **AGREED** not to produce an Events Guide or Leaflet for 2021 and to use the budget allocated to produce additional updated posters to advertise Town Council Events in the event of any change to the programme.

163. UPDATE OF THE UTILISATION OF THE 12 SEAFRONT POSTER SITES ON THE PROMENADE - DEFERRED FROM THE LAST MEETING INCLUDING: RATIFICATION OF THE SELECTED POSTERS, CONSIDERATION OF PRODUCING A DRAFT MOCK-UP FOR A MONTAGE OF SOME OF THE ARTWORK AND TO IDENTIFY A BUDGET TO MEET ANY ADDITIONAL COSTS

The Projects Officer's report, and accompanying Appendix, was **NOTED**.

A Member was disappointed that he had not had the opportunity to discuss the wording for the posters. Members were reminded that the 12 images were chosen by Members of the Committee via email and it had been agreed for Officers to proceed with the production of the posters. The images that had been circulated were purely for Members to see the final chosen images.

Another Member was of the opinion that the chosen posters were not generic and therefore in his view did not reflect the Poster Policy and as such they should not be considered as the permanent display of choice. Another Member stated this was not how he recalled the decision regarding the generic posters (Min. 107.7 - 20th October 2020, Project Officer's report and Min. 135 - 18th January 2021 refer).

Members **RATIFIED** the chosen images and the production of the posters.

The Events Officer highlighted that the second part of the report, as deferred from the last meeting, was not now necessary. The original idea was to produce a mock-up montage of landscape images for one of the 12 sites. However, as all 12 sites were now filled Members were asked to consider if they still wished to consider this.

Members **AGREED** not to proceed with producing a mock-up montage.

164. FURTHER CONSIDERATION OF A PROPOSAL BY CLLR. BROOKS TO PRODUCE A FREESTANDING POSTER/DISPLAY IN BUTLIN'S - DEFERRED FROM THE LAST MEETING INCLUDING: TO AGREE THE CONTENTS OF A DETAILED BRIEF AS REQUESTED BY THE RESORT DIRECTOR, TO IDENTIFY ANY ASSOCIATED COSTS, TO CONSIDER WHICH COUNCILLORS WILL BE REPRESENTATIVE AT THE MEETING

The Committee Clerk reported that in light of any possible changes to the Committee structure regarding Membership, to be agreed at the forthcoming Full Council Meeting on the 4th May 2021, Members may wish to withhold appointing representatives to attend any meeting with the Butlin's Resort Director at this stage.

Members therefore unanimously **AGREED** that two representatives from this Committee plus one Officer, would attend the meeting and Councillor selection would be via email, post the Council Meeting on the 4th May.

Members discussed a number of possible suggestions for inclusion within the brief which included:

- Promoting events within the Resort
- Utilising the Resorts digital screens
- Possible installation of a freestanding digital poster display/rotunda
- Town Crier to perform inside the Resort
- Work together to promote the Town
- Develop better links between BRTC and Butlin's

Members unanimously **AGREED** that the brief should include all of the above.

The Clerk confirmed that as there were no actual identified costs to be considered Members were not required to identify a budget at this stage.

Cllr. Erskine left the meeting at 8.28pm before the next Agenda item

165. Members **RESOLVED** to **APPROVE** an extension to the meeting of 15 minutes, as per S.O. 3aa.

166. UPDATE ON LAMP POST BANNER SITES (UPPER BOGNOR ROAD AND HIGH STREET BY HOTHAM PARK) - DEFERRED FROM THE LAST MEETING INCLUDING: FEEDBACK FROM OTHER EVENT ORGANISERS AS TO WHETHER THEY WOULD UTILISE THESE SITES, HISTORICAL DATA FROM ADC IF AVAILABLE, UPDATE AND FURTHER INFORMATION ON THE PREVIOUS ADVICE FROM SUPPLIERS REGARDING PHASING OUT OF STANDARD BANNERS

The Committee Clerk read out a response from the SSE Third Party Attachments Design Team regarding brackets, banners and fixing as follows:

"Flexible brackets do not take away the restrictions of loading limits. Columns can only take a certain loading and different columns different loadings. The loading of the banner need to be proved and then the column manufacturer, or chartered structural engineer, with the appropriate professional liability cover, need to give approval that the loading is within the design parameters. We have been in consultation with column manufacturers for years and the last time we spoke the only banner system they were confident in actually presenting the data needed was the Baymedia type."

Following a lively discussion, including utilisation by other event organisers and potential other sites, Members **AGREED** to defer any further progression on the lamp post banners until lockdown restrictions were fully lifted.

Members were also asked to consider if they wished for Officers to begin the process of obtaining the relevant permissions in the meantime, and this was unanimously **AGREED**.

167. UPDATE OF A PROPOSAL FROM CLLR. GOODHEART REGARDING HOTHAM PARK BANDSTAND SITE IMPROVEMENTS AND ADDITIONS TO CREATE A COVID-19 SAFE AREA FOR SMALL EVENTS AND FURTHER CONSIDERATION OF ANY IDENTIFIED BUDGET IF REQUIRED - DEFERRED FROM THE LAST MEETING

The Projects Officer had circulated her report with the Agenda but as there was insufficient time remaining to discuss this item in full and in view of the fact that it had been deferred, Members **AGREED** to email the Clerk with their suggestions and proposals to provide specific details of what actual improvements are being sought along with a rationale to justify the proposal.

The matter will then be referred back to the Committee as no final decision on any Town Council involvement has been agreed and no budget identified.

168. At this point the Chairman **NOTED** that the meeting had exceeded the two-hour time limit and the extension (S.O. 3aa).

169. Members therefore **RESOLVED** to defer the remaining Agenda items 15 and 16 to the next Committee Meeting.

The Meeting closed at 8.44pm

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JULY 2021

REPORT BY THE TOWN CLERK

FOR DECISION

AGENDA ITEM 12 – DECLARATIONS OF ACCEPTANCE OF OFFICE INCLUDING:

- TO NOTE COMPLETION OF THE STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE BY THE TOWN MAYOR - MIN 3 REFERS
- TO NOTE COMPLETION OF THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE BY THE DEPUTY TOWN MAYOR - MIN 5 REFERS
- REPORT BY THE TOWN CLERK ON THE COMPLETION OF THE DECLARATION OF ACCEPTANCE OF OFFICE BY CLLR. STEPHEN REYNOLDS, ELECTED AT THE BY-ELECTION ON 6th MAY 2021

REPORT BY THE TOWN CLERK

FOR DECISION

TO NOTE COMPLETION OF THE STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE BY THE TOWN MAYOR - MIN 3 REFERS

Members will recall that it was reported at the Online Annual Town Council Meeting that it was usual at "in person" Annual Town Council Meetings for the Declaration of Acceptance of Office to be signed by both the Town Mayor and the Town Clerk at the Meeting.

As this was not possible at the Online Meeting, the newly elected Town Mayor would need to make a verbal declaration with the Council agreeing that the actual Declaration be signed as soon as possible in the presence of the Town Clerk in the Town Hall. This was **RESOLVED** (Min. 3 refers).

Members are asked to **NOTE** that the Statutory Declaration of Acceptance of Office has now been signed by Cllr. Goodheart as Town Mayor and the Town Clerk as Proper Officer of the Council, thereby completing the required documentation.

DECISION

Members are asked to **NOTE** that the Statutory Declaration of Acceptance of Office has been signed by the Town Mayor and this has been received and duly signed by the Town Clerk as Proper Officer of the Council.

TO NOTE COMPLETION OF THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE BY THE DEPUTY TOWN MAYOR - MIN 5 REFERS

As with the Town Mayor, it is usual at “in person” Annual Town Council Meetings for this Declaration to signed by both the Deputy Town Mayor and the Town Clerk at the Meeting.

Again, this would not be possible at the Online Meeting, it was therefore noted that a verbal declaration would also be made with the actual Declaration signed by the newly elected Deputy Town Mayor as soon as possible in the presence of the Town Clerk in the Town Hall - Min. 5 refers.

Members are asked to **NOTE** that the Non-Statutory Declaration of Acceptance of Office has now been signed by Cllr. Barrett as Deputy Town Mayor and the Town Clerk as Proper Officer of the Council, thereby completing the required documentation.

DECISION

Members are also asked to **NOTE** that the Non-Statutory Declaration of Acceptance of Office has been signed by the Deputy Town Mayor and this has been received and duly signed by the Town Clerk as Proper Officer of the Council.

REPORT BY THE TOWN CLERK ON THE COMPLETION OF THE DECLARATION OF ACCEPTANCE OF OFFICE BY CLLR. STEPHEN REYNOLDS, ELECTED AT THE BY-ELECTION ON 6th MAY 2021

The Town Clerk can confirm that the Declaration of Acceptance of Office had been completed by the newly elected Member, Cllr. Stephen Reynolds, and this had been received and duly signed by her as the Council's Proper Officer.

DECISION

Members are asked to **NOTE** that the Declaration of Acceptance of Office has been signed by Cllr. Stephen Reynolds following his election to the Town Council at the By-election on 6th May 2021, and this has been received and duly signed by the Town Clerk as Proper Officer of the Council.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JULY 2021**

AGENDA ITEM 13 - TO RECONSIDER THE COMMITTEE MEMBERSHIPS FOLLOWING THE BY-ELECTION HELD 6th MAY 2021 AND THE CHANGE IN POLITICAL AFFILIATION OF CLLR. MRS. STANIFORTH

REPORT BY THE TOWN CLERK

FOR DECISION

In accordance with Standing Orders, the Council may appoint Members to serve on each Committee provided that the total number of places on Committees fairly and as accurately as possible reflects the political composition of the Council {S.O. 4(d)(x)}.

As Members will recall, at the Online Annual Meeting of the Town Council held on 4th May 2021 (Min. 10 refers), whilst the Committee places were agreed, it was noted that due to the unknown result of the Pevensey Ward By-Election on 6th May, it would be necessary to revisit the matter at this Meeting to take into account the results of the By-Election.

Cllr. Stephen Reynolds (Conservative) was elected as a Member of Bognor Regis Town Council at the Pevensey Ward By-Election.

In addition, Members will note that Cllr. Mrs. Staniforth has resigned from the Liberal Democratic party and joined the Conservative party which also affects the political parity and Committee allocations.

Group	Names	Total
Liberal Democrats	John Barrett Kenton Batley John Erskine Henry Jones Claire Needs Matt Stanley Jeanette Warr	7
Conservative Group	Stephen Reynolds Samantha Staniforth	2
Independent Group	Jim Brooks (Independent) Adam Cunard (Independent) Sandra Daniells (Independent) Steve Goodheart (Independent)	4
A.N. Others (ANO's)	Alison Sharples (Independent) Phil Woodall (Independent) Wayne Smith (Independent)	3

Committee Proportionality

Liberal Democrats	4 Members per Committee
Conservative Group	1 Member per Committee
Independent Group	2 Members per Committee
A.N. Others	2 Members per Committee
Total	9 Members per Committee

The above results in: -

- * the Liberal Democrats losing one seat on each Committee
- * the Conservative Group allocated one seat on each Committee

The implications for each Committee, as was agreed at the last meeting, is set out as follows and as detailed on the attached summary (**Appendix 1**): -

Policy and Resources Committee

Cllr. Barrett automatically occupies one of the Lib Dem places, Ex Officio, as the Deputy Mayor. Therefore, one of the remaining Lib Dems must vacate their seat and the Group Leader has advised that Cllr. Mrs. Warr will be stepping down with this to be confirmed at the Meeting.

The relinquishment of this seat results in a vacancy which needs to be taken by one of the Conservative Group.

The Town Clerk has been advised that Cllr. Reynolds will be taking this seat.

Community Engagement and Environment Committee

One of the existing Lib Dems must vacate their seat and at the Online Annual Meeting of the Town Council on 4th May, Cllr. Batley informed Members that whilst he was willing to be appointed to this Committee for the first cycle of meetings, due to work commitments, he wished his appointment to be reviewed at this Meeting (Min. 10 refers).

Therefore, the relinquishment of Cllr. Batley's seat results in the vacancy which needs to be taken by one of the Conservative Group.

The Town Clerk has been advised that Cllr. Mrs. Staniforth will be taking this seat.

Planning and Licensing Committee

As there were two Lib Dem vacancies on this Committee there is no need for any Lib Dem Member to relinquish their seat.

However, there is now a Conservative Group vacancy which may to taken by one of the Group.

The Town Clerk has been advised that Cllr. Mrs. Staniforth will be taking this seat.

Members are asked to note that there will continue to be one Lib Dem vacancy on this Committee and the Council is invited to consider a further appointment.

Events, Promotion and Leisure Committee

Previously, Cllr. Mrs. Staniforth was appointed to this Committee as a Lib Dem Member but is now required to relinquish this seat as she is no longer part of the Lib Dem Group.

Therefore, the relinquishment of Cllr. Mrs. Staniforth's seat results in the vacancy which needs to be taken by one of the Conservative Group.

The Town Clerk has been advised that Cllr. Reynolds will be taking this seat.

DECISIONS

To **AGREE** the membership of the Committees.

TOWN COUNCIL COMMITTEES

POLICY AND RESOURCES COMMITTEE

Mayor (Ex Officio)	Steve Goodheart (Ind Grp)
Deputy Mayor (Ex Officio)	John Barrett (LD)
(Liberal Democrat)	John Erskine
(Liberal Democrat)	Henry Jones
(Liberal Democrat)	Matt Stanley
(Conservative)	Stephen Reynolds
(Independent Group)	Adam Cunard
(A N Others)	Wayne Smith
(A N Others)	Phil Woodall

Chairman: Cllr. Stanley
 Vice Chairman: Cllr. Erskine

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

(Liberal Democrat)	John Barrett
(Liberal Democrat)	Henry Jones
(Liberal Democrat)	Claire Needs
(Liberal Democrat)	Jeanette Warr
(Conservative)	Samantha Staniforth
(Independent Group)	Jim Brooks
(Independent Group)	Adam Cunard
(A N Others)	Alison Sharples
(A N Others)	Wayne Smith

Chairman: Cllr. Smith
 Vice Chairman: Cllr. Ms. Sharples

PLANNING AND LICENSING COMMITTEE

(Liberal Democrat)	John Barrett
(Liberal Democrat)	John Erskine
(Liberal Democrat)	Jeanette Warr
(Liberal Democrat)	Vacancy
(Conservative)	Samantha Staniforth
(Independent Group)	Adam Cunard
(Independent Group)	Sandra Daniells
(A N Others)	Alison Sharples
(A N Others)	Phil Woodall

Chairman: Cllr. Mrs. Warr
 Vice Chairman: Cllr. Barrett

EVENTS, PROMOTION AND LEISURE COMMITTEE

(Liberal Democrat)	Kenton Batley
(Liberal Democrat)	John Erskine
(Liberal Democrat)	Matt Stanley
(Liberal Democrat)	Jeanette Warr
(Conservative)	Stephen Reynolds
(Independent Group)	Jim Brooks
(Independent Group)	Sandra Daniells
(A N Others)	Wayne Smith
(A N Others)	Phil Woodall

Chairman: Cllr. Batley

Vice Chairman: Cllr. Brooks

Sub-Committees and Working Parties

BOGNOR REGIS IN BLOOM WORKING GROUP

Membership to be agreed by the Community Engagement and Environment Committee.

ALLOTMENTS SUB-COMMITTEE

Current Membership: All current Events, Promotion and Leisure Committee Members

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JULY 2021**

**AGENDA ITEM 14 - TO APPOINT REPRESENTATIVES TO OTHER
'OUTSIDE' BODIES VACANCIES - MIN. 11.5 REFERS**

REPORT BY THE TOWN CLERK

FOR DECISION

At the Online Annual Town Council Meeting, held 4th May, Members appointed Councillor Representatives to 'Outside' Bodies for the 2021/22 Municipal Year.

At the meeting, Cllr. Stanley stated that he wished to step down from the Bognor Regis Heritage Partnership Board, creating a vacancy for a Councillor Representative, in addition to two vacancies for Reserves, on the Board. The Town Clerk confirmed that any remaining vacancies could be appointed at the next and future Town Council Meetings (Min. 11.5 refers).

Members are invited to confirm the necessary appointments and therefore determine the Councillor Representative and Reserves on the Bognor Regis Heritage Partnership Board for the 2021/22 Municipal Year.

DECISION

To **AGREE** the appointed Councillor Representative and Reserves on the Bognor Regis Heritage Partnership Board for the 2021/22 Municipal Year.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JULY 2021**

AGENDA ITEM 15 - DELEGATED DECISIONS INCLUDING: -

REPORT BY THE TOWN CLERK

FOR DECISION

Planning and Licensing

Due to the expiration of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, on Friday 7th May 2021, the Planning and Licensing Meetings scheduled to be held on 18th May, 8th and 29th June were cancelled.

Members of the Planning and Licensing Committee were instead canvassed for their opinion on the applications on the Lists dated between 23rd April and 18th June, and corresponding comments were submitted to Arun District Council by the Town Clerk under their Delegated Authority (attached to this report as **Appendix 1**).

Changes to Meeting Dates

Following the expiration of the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 on 7th May 2021 and the removal of the ability to hold remote meetings, whilst it has not been necessary to cancel any Meeting of the Town Council or it's Committee (except for the Planning & Licensing Committee as referred to above), it has been necessary to change the dates and venue for the following meetings: -

Events, Promotion & Leisure Committee

Scheduled for 17th May 2021

Brought forward to 29th April so that it could be held remotely

Policy and Resources Committee

Scheduled for 7th June 2021

Postponed and rescheduled for 28th June with venue changed to the Chichester University (Bognor Regis Campus)

Special Full Council

Scheduled for 7th June 2021

Postponed and rescheduled for 28th June with venue changed to the Chichester University (Bognor Regis Campus)

Community Engagement & Environment Committee

Scheduled for 15th June 2021

Postponed and rescheduled for 30th June with venue changed to the Regis Centre/Theatre

It is possible that further meetings may have to be moved to alternative venues, depending on ADC's decisions regarding the opening of the Town Hall, and any such expenditure will be ratified at a future meeting.

To ratify expenditure for Meeting venue hire

As stated above, due to the decision by ADC not to allow public into the Town Hall and therefore not permit the Town Council to use the Chamber for Council Meetings, and to ensure that as noted above cancellation of meetings was restricted to just the Planning and Licensing Committee, it has been necessary to hire alternative venues as follows: -

Policy and Resources/Special Council on 7th June 2021 - £190

Community Engagement and Environment Committee on 30th June - £45

DECISION

Members are invited to **RATIFY** the decisions taken.

PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 18th MAY 2021 FOR WHICH MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING COMMENTS SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 23rd, 30th APRIL AND 7th MAY 2021)

<p><u>BR/85/21/HH</u> <u>12 Cavendish Road</u> Bognor Regis PO21 2JW</p>	<p>Proposed Flat Roof Balcony and open framed and top glazed Veranda Unit</p>	<p>OBJECTION on the material planning grounds that Members consider the proposals to cause overlooking and loss of privacy, thereby having a negative impact on neighbouring properties. Furthermore, Members feel that the design and appearance is out of keeping with the characteristics of the surrounding area.</p>
<p><u>BR/120/21/PL</u> <u>The Royal Hotel</u> The Esplanade Bognor Regis PO21 1SZ</p>	<p>Variation of condition 2 imposed under BR/257/20/PL relating to approved plans</p>	<p>NO OBJECTION</p>
<p><u>BR/96/21/A</u> <u>Chichester Road</u> Bognor Regis</p>	<p>Retention of a non-illuminated free standing sign</p>	<p>NO COMMENT as this planning application has been submitted by Bognor Regis Town Council.</p>
<p><u>BR/97/21/A</u> <u>Aldwick Road</u> Bognor Regis</p>	<p>Retention of a non-illuminated free standing 'welcome' sign</p>	<p>NO COMMENT as this planning application has been submitted by Bognor Regis Town Council.</p>

<p><u>BR/98/21/A</u> <u>Upper Bognor Road</u> Bognor Regis</p>	<p>Retention of a free standing non illuminated 'Welcome' sign</p>	<p>NO COMMENT as this planning application has been submitted by Bognor Regis Town Council.</p>
<p><u>BR/107/21/PL</u> <u>283-285 Chichester Road</u> Bognor Regis PO21 5AH</p>	<p>Replacement of semi-detached buildings with terrace of 3 No. houses. This site is in CIL Zone4 & is CIL Liable as replacement dwellings</p>	<p>NO OBJECTION</p>
<p><u>BR/124/21/OUT</u> <u>To Rear of 94–100 Hook Lane</u> Bognor Regis PO22 8AT</p>	<p>Outline application with all matters reserved except for access for demolition of existing bungalow to form new access and residential development of 6 No. chalet houses. This application affects the setting of the Upper Bognor Road & Mead Lane Conservation area</p>	<p>OBJECTION on the material planning grounds that Members consider this proposal to be over-development, as a result of the layout and density of buildings. Additionally, permitting the proposals on this site could see further loss of ecological habitat in an area that only recently suffered a loss with the development of the Technology Park on adjacent land. Members are also concerned at the visual impact that this proposal may create.</p>
<p><u>BR/301/20/PL</u> <u>2 London Road</u> Bognor Regis PO21 1QU</p>	<p>Alteration, conversion and partial demolition of existing building including the addition of 2nd floor extension to form 3 No one bed apartments with associated refuse & cycle storage. This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p>NO OBJECTION</p>
<p><u>BR/123/21/HH</u> <u>112 Victoria Drive</u> Bognor Regis PO21 2EJ</p>	<p>Erection of side and rear extension following demolition of existing conservatory</p>	<p>NO OBJECTION</p>

PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 8th JUNE 2021 FOR WHICH MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING COMMENTS SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 14th, 21st AND 28th MAY 2021)

<p><u>BR/108/21/HH</u> <u>49 Chestnut Grove</u> Bognor Regis PO22 9JF</p>	<p>Erection of single storey rear extension and side porch</p>	<p>NO OBJECTION</p>
<p><u>BR/109/21/A</u> <u>53 Hawthorn Road</u> Bognor Regis PO21 2BW</p>	<p>Installation of various signage</p>	<p>NO OBJECTION</p>
<p><u>BR/127/21/HH</u> <u>12 Ivydale Road</u> Bognor Regis PO21 5LX</p>	<p>Erection of front porch extension</p>	<p>NO OBJECTION</p>
<p><u>BR/122/21/HH</u> <u>3 Sandymount Close</u> Bognor Regis PO22 9EL</p>	<p>Erection of rear extension</p>	<p>NO OBJECTION</p>
<p><u>BR/133/21/CLE</u> <u>62 Ockley Road</u> Bognor Regis PO21 2HR</p>	<p>Lawful development certificate for use as existing large HMO</p>	<p>NO OBJECTION</p>
<p><u>BR/135/21/PL</u> <u>Aronel Cottage Nursing Home</u> 5-11 Highfield Road Bognor Regis PO22 8BQ</p>	<p>Three storey side extension, additional 16 double bedrooms with en-suite, lift & additional living accommodation (resubmission following BR/234/20/PL). This site is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>

[BR/129/21/OUT](#)
[26 Burnham Avenue](#)
Bognor Regis
PO21 2JU

Outline application with all matters reserved for 10 new dwellings consisting of 1 No. 1 bed property, 8 No. 2 bed properties and 1 No. 4 bed property with associated services, landscaping, car parking & amenity (resubmission following BR/190/20/OUT)

OBJECTION Members object to the proposals set out in planning application BR/129/21/OUT on the material planning grounds of: - access and highway safety; traffic generation; overbearing nature of the proposal; design and appearance; visual impact; layout and density of buildings; loss of ecological habitat.

Policy D SP1 of the Arun Local Plan 2011-2031 stipulates that the design should reflect the characteristics of the site and local area. Members were of the opinion that these proposals do not meet this criteria and show a lack of sensitive understanding of the site/context and does not respond to locally distinctive patterns of development. The scale of the proposed development detracts from the local and wider area's character and is not within the general confines of the overall character. The proposed dwellings would, by virtue of its layout, siting and size, result in an overdevelopment of the site and have an overbearing impact on the neighbouring properties.

Members are concerned that this proposal will have a significant impact on the road network. The plans fail to demonstrate that this development

		will not impact on existing capacity of public highways to accommodate parking and is, therefore, contrary to Policy 8b of the Bognor Regis Neighbourhood Development Plan 2015-2030.
<u>BR/139/21/HH</u> <u>35 Westingway</u> Bognor Regis PO21 2XX	Erection of single storey rear extension following the demolition of existing workshop	NO OBJECTION

PLANNING APPLICATIONS DUE TO BE CONSIDERED AT THE CANCELLED PLANNING AND LICENSING COMMITTEE MEETING SCHEDULED TO TAKE PLACE ON 29th JUNE 2021 FOR WHICH MEMBERS OF THE COMMITTEE WERE CANVASSED FOR THEIR OPINIONS AND CORRESPONDING COMMENTS SUBMITTED BY THE TOWN CLERK UNDER HER DELEGATED AUTHORITY
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 4th, 11th AND 18th JUNE 2021)

<p><u>BE/87/21/OUT</u> <u>Nursery Fields</u> Land to the North of Chalcraft Lane West Bersted PO21 5TS</p>	<p>Outline application with all matters, except for site access, reserved for the development of up to 225 residential units with associated infrastructure, open space and vehicular and pedestrian access (resubmission following BE/148/20/OUT). This application affects a Public Right of Way</p>	<p>OBJECTION Bognor Regis Town Council OBJECT to planning application BE/87/21/OUT on the material planning grounds of traffic generation, resulting in increased traffic movements arising from the proposed development.</p>
<p><u>BR/145/21/HH</u> <u>Little Haven</u> Thorndene Avenue Bognor Regis PO21 2TP</p>	<p>Erection of single storey rear extension with associated internal alterations</p>	<p>NO OBJECTION</p>
<p><u>BR/152/21/HH</u> <u>38 Ash Grove</u> Bognor Regis PO22 9JH</p>	<p>Loft conversion with 2 x dormers</p>	<p>NO OBJECTION</p>
<p><u>BR/162/21/PL</u> <u>35 Glamis Street</u> Bognor Regis PO21 1DJ</p>	<p>Application for the continued use as a 7 No. HMO (Sui Generis) due to change of ownership</p>	<p>NO OBJECTION</p>
<p><u>BR/154/21/PO</u> <u>55 & 57 West Street</u> Bognor Regis PO21 1XB</p>	<p>Application to modify planning obligation dated 13/01/1989 under reference BR/424/88 to remove age restriction obligation</p>	<p>NO OBJECTION</p>

<p><u>BR/165/21/PL</u> <u>Blake House</u> 71 High Street Bognor Regis PO21 1RZ</p>	<p>Change of use from class sui generis (drinking establishment) to Class E (a) shop. This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area & is in CIL Zone 4 (Zero Rated) as other development</p>	<p>NO OBJECTION</p>
<p><u>BR/131/21/HH</u> <u>78 Orchard Way</u> Bognor Regis PO22 9HP</p>	<p>Dropped kerb</p>	<p>NO OBJECTION</p>
<p><u>BR/134/21/PL</u> <u>Clayton House</u> 1-3 Elm Grove Bognor Regis PO21 2SW</p>	<p>Sub-division of existing four-bedroom flat on first and second floors to create 2no. 1-bedroom flats, insertion of three dormer windows at second floor, insertion of rooflights to north and south elevations and removal of window to western elevation. This site is in CIL Zone 4 (Zero Rated) as flats</p>	<p>NO OBJECTION</p>
<p><u>BR/157/21/HH</u> <u>18A Devonshire Road</u> Bognor Regis PO21 2SY</p>	<p>Conversion of roofspace to habitable use to include 2 x rooflights and alterations to fenestration</p>	<p>NO OBJECTION</p>

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JULY 2021**

**AGENDA ITEM 16 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY
CLLR. M. STANLEY - TO CONSIDER SUPPORTING A LOWERING OF THE
LEGAL VOTING AGE**

REPORT BY TOWN CLERK

FOR DECISION

The following Motion has been received from Cllr. M. Stanley: -

"This Council supports the principle of 16yr olds being given the opportunity to vote, and agrees to write to the relevant minister and the local member of parliament requesting the due consideration is given to lowering the legal voting age to 16. This Council urges swift action is taken on this matter with a view to 16yr olds being given the opportunity to vote at the 2023 local elections."

Officer Comment

Another Councillor will be required to second the Motion before the item may proceed.

In accordance with S.O. 9a if the subject matter of a Motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant Committee unless deemed as urgent by the Town Mayor.

As the matter of "Observations on policy or strategy documents by any public body at local national, regional or sub regional level" falls within the Terms of Reference of the Policy and Resources Committee (see clause 1.4) it is the Officer recommendation that the Motion be stand referred without discussion to the next Policy and Resources Committee Meeting.

DECISIONS

Is there a seconder for the Motion?

If the Motion is seconded, the Motion will stand referred without discussion to the next Policy and Resources Committee Meeting.

AGENDA ITEM 17

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JULY 2021**

AGENDA ITEM 17 - REGENERATION INCLUDING:

REPORT BY THE TOWN CLERK

FOR DECISION

To note the previously circulated Briefing Notes from the Bognor Regis Regeneration Board Meeting held on 28th April 2021 (if available)

Members are invited to note the Minutes from the Bognor Regis Regeneration Board Meeting held on 28th April 2021, available by using the following [link](#) .

To Ratify decision regarding Levelling Up Fund Bid

As Members are aware, on Thursday 10th June the Town Council was contacted by ADC seeking written support for their bid to the Levelling up Fund, with a response requested by Tuesday 15th June. As the response was required before it would be legally possible to convene any meeting of the Town Council with the required 3 clear days' notice, it was necessary to canvass opinion from Members via email with the decision to send the letter delegated to the Town Clerk.

All Members were emailed on 11th June 2021 asking for response by 9am on Monday 14th June.

The responses from Members before the deadline were as follows: -

In favour of sending a letter of support to ADC

Cllr. Barrett
Cllr. Batley
Cllr. Cunard
Cllr. Mrs. Daniells
Cllr. Erskine
Cllr. Jones
Cllr. Reynolds
Cllr. Staniforth
Cllr. Stanley

Against sending a letter of support to ADC

Cllr. Smith

Therefore, with 9 members (a majority of the Council Membership of 16) agreeing to support the bid by ADC, a letter was sent on 15th June 2021.

For Members reference, the following should be noted:

Responses received after the deadline

Cllr. Goodheart - not in favour
Cllr. Mrs. Warr - not in favour
Cllr. Ms. Needs - in favour

No response received

Cllr. Brooks

Cllr. Ms. Sharples

Cllr. Woodall

DECISIONS

Members are invited to **NOTE** the Minutes of the Bognor Regis Regeneration Board Meeting held on 28th April 2021 as available electronically.

Members are invited to **RATIFY** the decision taken via email to support ADC's Bid to the Levelling Up Fund.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JULY 2021**

**AGENDA ITEM 18 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR STEVE GOODHEART FROM 4th MAY - 5th JULY 2021**

REPORT BY CIVIC OFFICE

FOR INFORMATION

- | | | |
|-------------------|---|--|
| Monday 10.05.21 | : | Photo shoot as new Mayor with BR Observer, Seafront Bandstand, BR |
| Friday 14.05.21 | : | Outgoing Chairman of ADC 'Thanksgiving Service', Arundel Cathedral, Arundel |
| Thursday 27.05.21 | : | Reopening of TAO Restaurant, 41-43 High St, BR |
| Saturday 05.06.21 | : | Opening of 'Dream Fitness Gym' new premises, Unit 2, Durban Park, BR |
| Thursday 10.06.21 | : | Bognor Regis in Bloom Beach Clean for 'Great British Spring Clean 2021', BR Seafront |

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th JULY 2021**

**AGENDA ITEM 19 - EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 4th MAY 2021 - 5th JULY 2021**

REPORT BY CIVIC OFFICE

FOR INFORMATION

- Wednesday 28.04.21 : 50th Birthday proclamation via 'Zoom'
(private event)
- Saturday 22.05.21 : Stody Gardens 'Rainbow Tea Party' (private
event), Melton Constable, Norfolk
- Thursday 27.05.21 : Birthday proclamation for Danny Dawes
(private event), Grandads Front Room, High St
BR
- Saturday 05.06.21 : 'Zoom' interview with BBC South Today re
Queen's Jubilee Proclamation
- Saturday 12.06.21 : Appearance and 'cry' at Felpham Farmers
Market, Felpham Memorial Village Hall,
Vicarage Lane, Felpham
- Wednesday 16.06.21 : Reading of 'Sussex Day' Proclamation, Town
Centre, BR

**BOGNOR REGIS ONLINE TOWN COUNCIL MEETING
5th JULY 2021**

AGENDA ITEM 21 - CORRESPONDENCE

FOR INFORMATION

1. Mulberry and Co Training Programme NEWLY UPDATED
2. WSCC - First meeting of Planning and Rights of Way Committee since elections
3. Neighbourhood Alert - Covid Vaccine Passport Scam 22/06/2021 - circulated to Councillors and on social media
4. Invitation to VAAC's Annual General Meeting
5. NALC Newsletter
6. Public Sector Network Newsletter - The latest from the UK's largest Public Sector Network
7. VAAC weekly updates 24/06/2021
8. Neighbourhood Alert - Scam Advice Session - Tuesday 29th June - circulated to Councillors and on social media
9. Co-op - Thousands of meals help locals across Sussex
10. Neighbourhood Alert - Beware of Men Entering The Rear of Properties - circulated to Councillors and on social media
11. NALC - Job vacancy: Radcliffe on Trent Parish Council
12. Neighbourhood Alert - Arun Weekly Bulletin 25/06/202 - circulated to Councillors and on social media
13. NALC - Chief Executive's Bulletin
14. The Office of Sussex Police and Crime Commissioner - National praise for scheme that supports victims - circulated to Councillors
15. Email from a member of the public enquiring about the opening of the Beach on a Beach which had been closed to maintenance and deep cleaning
16. NALC Events - Future Communities 2021
17. OS Data Hub - Your Premium data package is available to download from the OS Data Hub
18. ADC Travellers Update - Travellers in Littlehampton - circulated to Councillors
19. Bognor Regis BID - Attn: BID Food & Drink Businesses.....a new address for deliveries! - circulated to Councillors
20. Sussex by the Sea Update: 28 June 2021 - Don't miss your chance to apply for a Business Grant (deadline 30 June 2021) and Skill Shortage Survey
21. Neighbourhood Alert - Free Webinars About Scams In July 28/06/2021 - circulated to Councillors and on social media
22. NALC online events - The future of high streets and town centres
23. Local Councils Update - Issue 252 July 2021
24. WSALC - Mulberry & Co Training plan - circulated to Councillors
25. NALC Newsletter

AGENDA ITEM 22

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 5th JULY 2021

AGENDA ITEM 22 - PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION INCLUDING: - TO CONSIDER MATTERS OF A CONTRACTUAL NATURE IN RELATION TO THE SITE

Members Briefing with Picturedrome Group Operations Manager - an online briefing was due to be held for Members on Tuesday 29th June 2021 with the Group Operations Manager from the Picturedrome, Spencer Clark to discuss the Picturedrome building and how this might play an even bigger part in the community and alternative ideas for the location of the access ramp. Unfortunately, this briefing had to be postponed, and will be rescheduled as soon as a convenient date for both parties can be found.

1a and 1b Linden Road - Members are advised that an item of a contractual nature relating to the site will be reported under confidential business.