



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

ONLINE MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that an Online Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will be held at 6.30pm on MONDAY 29th MARCH 2021

All Members of the Policy and Resources Committee are HEREBY SUMMONED to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to Members of the Public to have Questions put, or make Statements, to the Council during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Monday 29th March 2021. Alternatively, a video recording of any Questions and Statements can be emailed to bognortc@bognorregis.gov.uk but MUST be received before 9am on Friday 26th March 2021. Recordings should be no longer than 2 minutes in duration, of good sound quality and appropriate. Persons submitting a recording that fails to meet these requirements will be notified via email by no later than 5pm on Friday 26th March 2021.

Online access to the Meeting will be via ZOOM using the following Meeting ID: **868 - 0721 - 1926**. The meeting will also be streamed **live to the 'Bognor Regis Town Council' Facebook page**.

DATED this 22nd day of MARCH 2021

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent 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 Approve the Minutes of the Online Meeting held on 19th January 2021
 4. Adjournment for public questions and statements submitted in accordance with the requirements noted above
 5. Clerk's report from previous Minutes
 6. To receive a report following the adoption of the Hidden Disabilities Scheme (Min. 209 refers) including consideration of an offer of a presentation by Cllr. David Edwards
 7. To receive the Town Force Report
 8. To receive the notes of the Heritage Partnership Board meeting held on 9th March 2021
 9. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board
 10. To note that a Joint Action Group (JAG) meeting is to be held on 26th March 2021
 11. To ratify release of 2021-2022 Partnership Funding for CCTV, Bognor Regis Seafront Lights (Year 1 of 3) and Business Wardens
 12. To receive an update on promotions training - Min. 211.4 refers
 13. To consider further changes to the Standing Orders to enable the reintroduction of live public questions at Council and Committee Meeting - Min. 215.2 refers
 14. To consider production of a Policy to ensure confidential items are not accessible to unauthorised individuals - Min. 218.2 refers
 15. To review the use of variable Direct Debits, Standing Order Mandates, BACS payments and other recurring payments as required under 6.6, 6.7 and 6.8 of the Financial Regulations
 16. To receive an update on Elections following the resignation of Cllr. Mrs. Erskine
 17. To ratify release of the 2020-2021 grant payment of £2.5K to Sussex Clubs for Young People
 18. Financial Reports including: -
 - To note Committee I&E Reports for the month of February 2021 – previously copied to Councillors. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk /BR-Town-Council> (follow the link, click on Councillors, Strategic Documents and then the monthly I&E Reports can be accessed by clicking the appropriate box on the right of the page)
 - To note verification of bank reconciliations with the Town Council's Current account **and Mayor's** Charity account for the months of January and February 2021, undertaken by the Chairman of the Policy and Resources Committee in line with **the Council's** Financial Regulations
 19. Correspondence
 20. To resolve to move to Confidential Business (S.O. 3d) - (contractual)

21. Town Force: Note of outstanding debtors
22. Report from the Joint Consultative Sub-Committee (Staffing)

Agenda items 21 & 22 will contain confidential items and require a resolution to exclude public & press.



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MINUTES OF THE ONLINE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON TUESDAY 19th JANUARY 2021

PRESENT ONLINE:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard, J. Erskine,
S. Goodheart, H. Jones, Mrs. J. Warr and P. Woodall

IN ATTENDANCE ONLINE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk/Meeting Host)
Mrs. J. Davis (Civic & Office Manager) (part of meeting)
1 member of the public attended via Zoom (at start of meeting)
9 members of the public viewing via Facebook (at start of meeting)

The Meeting opened at 6.31pm

193. WELCOME BY CHAIRMAN 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 for absence were received from Cllr. Ms. Sharples due to another commitment.

194. 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.

Members were reminded that it is their 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 Interests

195. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD ON 30th NOVEMBER 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 30th November 2020. 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 Online Meeting held on 30th November 2020 as an accurate record of the proceedings and the Chairman duly signed them.

196. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTION AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

The Chairman informed Members that there had been no correspondence received from members of the public regarding items on the Agenda.

197. CLERK'S REPORT FROM PREVIOUS MINUTES

- 197.1 30th November 2020 - Min. 190 - Donation to Foodbank
An email was received on 8th January from the Bognor Regis Foodbank Coordinator, thanking the Town Council for the donation. A report has subsequently been received from the Foodbank advising that they

processed 208 vouchers and gave out over 4.5 tons of food over the Christmas period - feeding 580 people.

197.2 26th October 2020 - Min. 173 - Grant to West End Shops and Traders
After some initial teething problems with the incorrect payee details being provided to the office, the grant of £5,000 was made in time and the trees installed along the Aldwick Road shops. We will shortly be writing to the West End Shops and Traders to ask for their feedback on the installation and requesting the copy invoices etc. as agreed by this Committee together with reimbursement of any unused funds.

197.3 26th October 2020 - Min. 168 - COVID Seminar
A Meeting is being arranged for week commencing 25th January for those Councillors previously identified to review the content of the Terms of Reference for the Task and Finish Group. It is planned that the Group will then meet on Monday 15th February at 6.30pm, via Zoom, to which all Councillors will be invited and report back to the next meeting of this Committee.

197.4 26th October 2020 - Min. 164.2 - Planters Art Project
There has not been any further discussion with the BID regarding any potential art project due to the priority of their Christmas activities within the Town, but the matter will be raised at the next suitable meeting with the BID Administrator. However, Members should note that this project would only relate to the 4 plastic planters remaining in Bedford Street, ownership of which has already been transferred to the BID as agreed.

198. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report, including the Appendix, was NOTED.

Cllr. Woodall temporarily left the Meeting due to technical difficulties and was not present for the vote

With regard to the discussion at the Meeting held on 26th October regarding the request to WSCC for signage to acknowledge the contribution of the Town Council to the high level of roundabout maintenance (Min. 165 refers), Members noted the responses from the Cllr. Elkins, WSCC Cabinet Member for Highways and Infrastructure, as circulated with the report.

Following discussion, Members unanimously AGREED the proposal to proceed with the installation of signage on each of the 5 roundabouts maintained by the Town Council, at a cost of £82 plus VAT per sign, funded through the Town Force Equipment/Furniture Budget.

Members thanked Officers for their negotiations in reaching this acceptable conclusion.

199. UPDATE ON THE BOGNOR REGIS HERITAGE PARTNERSHIP BOARD (BRHPB)

Cllr. Woodall rejoined the Meeting during this item and apologised for his temporary absence

The Deputy Clerk's report, which included the booklet detailing novels and short stories that are connected to Bognor Regis, was NOTED.

Members acknowledged and thanked the Member of the Board who had compiled the novels booklet, which all agreed was an excellent publication.

200. 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.

Members thanked the BID for all their work to attract shoppers into the Town over this very difficult Christmas period. It was noted that, having also been discussed at the recent Events, Promotion and Leisure Committee Meeting, the Chairman of that Committee would be writing to the BID to convey these thanks.

201. TO NOTE THAT A JOINT ACTION GROUP (JAG) MEETING WAS HELD ON 27th NOVEMBER 2020

The Deputy Clerk's report, which referred to the JAG Meeting held on 27th November, was NOTED.

A Member asked how he could get more information about the JAG's activities and plans. It was noted that reports are not circulated due to the sensitivity and confidentiality of the contents. However, the Town Clerk stated that she would liaise with the Projects Officer, who attends these meetings on behalf of the Town Council, to ascertain what information could be released to Members.

202. INTERNAL AUDIT INCLUDING: TO CONSIDER INTERNAL AUDIT REPORT 2020-2021 (INTERIM); TO REVIEW THE 2021/22 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

- 202.1 To consider Internal Audit Report 2020-2021 (Interim)
The Town Clerk's report including the Internal Audit Report 2020-2021 (Interim), was NOTED.

Members welcomed the report that, once again, no significant issues had been identified by the Internal Auditor and thanked the Town Clerk and Officers for their work ensuring that the Town Council receives such a good report.

- 202.2 To review the 2021/22 Annual Audit Plan and to consider any additional items for inclusion

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and unanimously RESOLVED to RECOMMEND APPROVAL of the Audit Plan for 2021/22 to the Town Council.

203. TO CONSIDER THE MODEL CODE OF CONDUCT AS DEVELOPED BY THE LOCAL GOVERNMENT ASSOCIATION AND AGREE ANY COMMENT TO ARUN DISTRICT COUNCIL

The Deputy Clerk's report, including the appended draft model Code of Conduct as prepared by the Local Government Association (LGA), was NOTED.

The report detailed that ADC will consider adoption of the Code in February and it was hoped that, in due course, Town and Parish Councils would agree to adopt any new ADC Code for their own purposes so that there was consistency and clarity across the District.

However, Members were not being asked to adopt the model document at the current time, but rather to make any comment prior to its consideration by the District Council.

It was noted that previously the Town Council had rejected adoption of the ADC Code of Conduct as it was not considered fit for purpose; instead, the Town Council had engaged consultants LCS, to advise on a bespoke Code which had been subsequently adopted by the Town Council.

Following discussion, it was unanimously AGREED that no comments on the LGA model should be relayed to ADC at the current time.

However, it was AGREED that any new Code adopted by ADC, together with the actual LGA model document, should be referred again to the consultants who advised the Council previously to make comment to this Committee on whether a new Code of Conduct for the Town Council should be considered.

204. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 15th MARCH 2021

The Deputy Clerk's report, including the copy of the 2019 meeting Agenda, was NOTED.

- 204.1 Having considered the implication of the COVID pandemic and restrictions on the 2021 Electors' Meeting, Members unanimously AGREED to hold an online meeting on 15th March 2021, NOTING that as this would be a remote meeting there could be no voting or resolutions considered. The other standard Agenda items would still be included.

Cllr. Woodall briefly left the Meeting due to technical issues during the following debate but returned in time for the vote

204.2 Having decided to proceed with the online Electors' Meeting, Members discussed the content and unanimously AGREED to invite one of the following, listed in priority order: -

- * Rt Hon. Nick Gibb MP - Member of Parliament for Bognor Regis and Littlehampton
- * Representative from the CCG to talk about the pandemic response by the NHS and the vaccine rollout
- * Rt Hon. the Baroness Smith of Basildon

Other suggestions were made but it was agreed to ascertain if any of the three above were able to attend in the first instance.

With regard to the start time of the meeting, it was suggested that this should be determined on the basis of the availability and preference of the invited speaker. However, it was felt that a proposed start time of 7pm be considered initially and a final decision taken by the Town Clerk in liaison with the Town Mayor.

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

Cllr. Woodall again left the Meeting due to the technical issues and was not present for the vote on this item

The Deputy Clerk's report, including Appendices, was NOTED. Members considered the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2020/2021.

Members subsequently unanimously RESOLVED to RECOMMEND that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2020/2021 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

206. TO CONSIDER A PROPOSAL FROM CLLR. ERSKINE THAT ALL TRAINING COURSES BOOKED THROUGH THE COUNCIL SHOULD BE FUNDED BY THE COUNCIL WITH THE SOLE EXCEPTION OF ANY COURSE WHERE THE COUNCILLOR HAS FAILED TO ATTEND WITHOUT PROVIDING A REASON THAT IS DEEMED TO BE ACCEPTABLE TO THIS COMMITTEE

The Deputy Clerk's report was NOTED.

Members discussed the matter and subsequently unanimously AGREED that all training courses booked through the Council should be funded by the Council with the sole exception of any course where the Councillor has

failed to attend without providing a reason that is deemed to be acceptable to this committee. In these circumstances, the cost of the course should be reimbursed to the Town Council by the Member.

207. TO RECEIVE THE RECOMMENDED POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 20th OCTOBER 2020 (MIN. 107 REFERS)

The Deputy Clerk's report, including the Appended draft Policy, was NOTED.

Cllr. Woodall returned to the Meeting during the debate, apologising again for the technical difficulties, and was present for the vote

207.1 Members unanimously RESOLVED to APPROVE the Poster, Banner and Outdoor Display Opportunities Policy as recommended by the Events, Promotion and Leisure Committee at their Meeting held 20th October 2020.

207.2 Members unanimously RESOLVED to APPROVE the addition of the clause relating to lamppost banner sites as detailed below:

Other organisations may use the sites, but the Town Council Reserve the Right to recharge any associated costs.

208. TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 7th DECEMBER 2020 (MIN. 124 REFERS) FOR ANY UNSPENT 2020/21 WARD ALLOCATION FUNDS TO BE EARMARKED AND CARRIED FORWARD FOR USE IN 2021/22

The Deputy Clerk's report was NOTED and following discussion, Members unanimously AGREED that any unspent 2020/21 Ward Allocation funds as of 31st March 2021 should be earmarked and carried forward for use in 2021/22.

209. TO CONSIDER THE MOTION FROM CLLR. J. ERSKINE, AS REFERRED FROM THE COUNCIL MEETING HELD 4th JANUARY 2021 (MIN. 339 REFERS) FOR THE TOWN COUNCIL TO ADOPT THE HIDDEN DISABILITIES SUNFLOWER SCHEME

The Deputy Clerk's report was NOTED, including the following Motion from Cllr. Erskine:

"Arun District Council recently voted unanimously to officially recognise the Hidden Disabilities Sunflower Lanyard Scheme. Cllr Edwards, who brought the motion to ADC has been aware of the Sunflower Lanyard since its inception. He worked at Gatwick Airport when it was developed and had

some input into the scheme as a manager within Passenger Security. Dealing with people who presented as difficult, nervous, and aggressive was a common occurrence. It was only when they dealt with the situation and discovered that the person had a hidden disability that the reason for their behaviour became apparent. So, in 2016, the Hidden Disabilities Sunflower was designed and launched when London Gatwick Airport asked, "How can we identify that one of our passengers may have a non-obvious disability?". Led by Sara Marchant, a team created a simple sunflower design on a green background for a lanyard - a subtle but visible sign to enable airport staff to identify that the wearer (or someone with them) may require some extra help, time, or assistance when moving through the airport. Wearing the Hidden Disabilities Sunflower discreetly indicates to people around the wearer including staff, colleagues, and health professionals that they need additional support, help or a little more time.

Since its launch in 2016, it has now been adopted globally by major airports and venues and in the UK, by many supermarkets, railway and coach stations, leisure facilities, the NHS, a number of police, fire and ambulance services, and an increasing number of small and large businesses and organisations. Hidden disabilities can make people's lives particularly challenging, painful, or isolating. By wearing a sunflower lanyard, badge, or wristband someone is indicating they have a hidden disability and may find certain situations difficult or stressful, causing them to act differently. Covid19 has created a range of extra difficulties for people with hidden disabilities such as the wearing of face coverings in many public places. This can create complex issues for people with hidden disabilities and they may encounter stigma for not wearing a face covering despite being exempt under Government guidance. The success of the Hidden Disabilities Sunflower and the positive response it has received has increased awareness of challenges adults and children with hidden disabilities can face. Hidden Disabilities Sunflower wearers now benefit more widely from help being offered to make their daily living a little easier.

This motion asks that Bognor Regis Town Council embrace this scheme at this time. Further, I am asking the members to support the following commitments:

- To officially recognise the Hidden Disabilities Sunflower*
- To officially promote what it stands for and its importance in breaking stigma*
- To help promote Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it*
- To promote that the Council offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly*
- To actively promote and encourage other local Town and Parish Councils and West Sussex County Council to recognise the scheme*
- Provide training to all Council staff and members on the scheme and how we can support people using the scheme."*

Members discussed the need for further information as to how the adoption of the Scheme could be implemented particularly in relation to Town Council events and a Member questioned whether there would be any cost implications. It was also suggested that ADC be asked for details about their Action Plan, having recently adopted the Scheme.

Following the discussion, Members AGREED to adopt the Hidden Disabilities Sunflower Scheme and furthermore instructed Officers to investigate practical ways in which the scheme may be implemented with a report back to this Committee in due course.

210. TO RECEIVE AN UPDATE ON THE 2021 NEWSLETTER

The report from the Civic & Officer Manager was NOTED.

Members were made aware that a final proof will, in due course, be circulated by email to all Councillors for comment, although there will be no further opportunity for content to be amended as this has already been agreed.

211. TO RECEIVE A REPORT ON TRAINING - MIN. 166.3 REFERS

The Civic & Office Manager's report was NOTED. Members were also advised that details of all courses that the Office receive are circulated to all and Members invited to book onto the sessions.

211.1 The Town Clerk advised Members that the previous day a Councillor had provided details of a webinar being run by Public Policy Exchange titled "Tourism in the UK: Building for the Future and Supporting Further Growth" and details of this had been emailed to all Members of this Committee. The Councillor who forwarded the details had suggested that consideration was given to this forming part of any Promotions Training. Concern was expressed that, whilst the subject matter may be interesting, Tourism is within the remit of the District Council not the Town Council.

211.2 Public Speaking Training

Members unanimously REJECTED the proposal for expenditure of £345 plus VAT for a course titled "Public Speaking Skills for Councillors".

211.3 Facebook Live Training

Members REJECTED the proposal for expenditure of £345 plus VAT for a course titled "Get in front of the camera: How to build your confidence and engage with your community through video and Facebook Live".

211.4 Promotions Training

With regard to the webinar titled "Tourism in the UK: Building for the Future and Supporting Further Growth", Members unanimously REJECTED the proposal of Town Council expenditure for places to be booked on the webinar.

Finally, with regard to the request from Officers for guidance on the topics to be covered by promotions training, Members felt that there needed to be an objective or desired end result from any training. It was therefore AGREED that the Councillor who had originally suggested training under the heading of promotions, should be asked to give further details about the content and objective of the training, with a report back to this Committee in due course.

212. TO RECEIVE COMMENTS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE AND GIVE CONSIDERATION TO THE ADOPTION AND IMPLEMENTATION OF THE PLACE BRANDING CORE VALUES

The Projects Officer's report was NOTED.

The Chairman informed Members that the matter had been considered by the Events, Promotion and Leisure Committee at their meeting the previous evening, but it had been necessary to defer the item in question due to lack of time and therefore no comments had been agreed by the Committee.

A Member commented that as this was a Council-wide policy, he could not support the recommendation to Council and would therefore abstain from the vote.

Following discussion, Members REJECTED the proposal to recommend the adoption of the Place Branding Core Values as identified in the report.

However, after the vote, it appeared that there had been some confusion amongst Members and they had not appreciated that by rejecting the proposal to recommend to Council, the matter could progress no further. The Member who had originally raised the objection to the recommendation, apologised if he had not explained himself properly, and stated that rather than objecting to the Place Branding Core Values, he was objecting to the decision to recommend to Council being taken by this Committee and would have preferred to have the matter referred to Council for debate and decision.

212.1 As the vote had already been completed, and in line with S.O. 7a, the Chairman suspended Standing Orders so that the Committee could determine whether the decision should be revisited.

212.2 Members RESOLVED that the previous decision should be reconsidered and therefore the Chairman reinstated Standing Orders.

212.3 Following further discussion, Members AGREED to retract the previous decision to reject the recommendation to Council.

212.4 An amended proposal was made, seconded and subsequently AGREED that consideration of the adoption and implementation of the Place Branding

Core Values should be referred to the next Council Meeting for consideration.

213. TO CONSIDER HOW TO RESPOND TO ANY REQUESTS FROM EVENT ORGANISATIONS TO EARMARK GRANT AID AWARDS UNTIL 2022

The Deputy Clerk's report was NOTED.

213.1 Grant Aid award for Bognor Regis Carnival
Members unanimously AGREED that the 2020 Grant Aid award should be earmarked for use towards the 2022 Carnival, subject to the previously stated conditions.

213.2 Request from other event organisers
Members unanimously AGREED that any similar requests to earmark funds for 2022 events should be approved on the understanding that this would be the final deferral of the grant and should an event not go ahead in 2022, the award should be withdrawn, and a new application submitted for Grant Aid 2023.

214. Members RESOLVED to an extension to the Meeting of 15 minutes in accordance with S.O. 3aa.

215. TO RECEIVE AN UPDATE REGARDING PUBLIC PARTICIPATION AT COUNCIL AND COMMITTEE MEETINGS - MIN. 170 REFERS

The Deputy Clerk's report was NOTED.

215.1 Following discussion, it was AGREED that members of the public be offered the options of submitting a written question or alternatively a recording of their question, for insertion at the meeting at the appropriate time.

215.2 It was AGREED that the reintroduction of live public questions should be considered again and therefore the matter should be placed on the Agenda for the next meeting of this Committee.

216. FINANCIAL REPORTS INCLUDING: -

216.1 To note Committee I&E Reports for the month of December 2020 - previously copied to Councillors

The Town Clerk's report was NOTED.

Members NOTED receipt of the financial reports for the month of December 2020.

- 216.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of October, November and December 2020, 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.

217. CORRESPONDENCE

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

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

- 218.1 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 with broadcasting live to Zoom and social media streaming also terminated (S.O. 3d) - Agenda item 26 (contractual).

- 218.2 A Member raised concerns about conducting Confidential Business remotely and the potential for non-Council Members to be within earshot of the meeting in the homes of Councillors/staff. It was therefore AGREED that a Policy to protect against this situation should be considered at the next meeting.

219. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee NOTED the list (confidential).

The Meeting closed at 8.39pm

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 6 - TO RECEIVE A REPORT FOLLOWING THE ADOPTION OF THE HIDDEN DISABILITIES SUNFLOWER SCHEME - (MIN. 209 REFERS) INCLUDING CONSIDERATION OF AN OFFER OF A PRESENTATION BY CLLR. DAVID EDWARDS

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

At the Policy and Resources Committee Meeting held on 19th January 2021, Members considered a Motion asking that the Town Council adopt this scheme and support the following commitments:

- *To officially recognise the Hidden Disabilities Sunflower*
- *To officially promote what it stands for and its importance in breaking stigma*
- *To help promote Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it*
- *To promote that the Council offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly*
- *To actively promote and encourage other local Town and Parish Councils and West Sussex County Council to recognise the scheme*
- *Provide training to all Council staff and members on the scheme and how we can support people using the scheme*

Members discussed the need for further information as to how the adoption of the Scheme could be implemented, particularly in relation to Town Council events, and it was also suggested that ADC be asked for details about their Action Plan, having recently adopted the Scheme.

The Town Council have officially joined the Sunflower scheme and, with registration having now been approved, are able to access support and advice, from the scheme organisers, on how to implement and promote the Sunflower to support the Council and those with hidden disabilities. A Sunflower media pack has been requested to support the Town Council's launch campaign.

Should the Town Council wish to access training resources and promotional materials to display on its buildings, then a Business Starter Pack is available to purchase at a cost of £105 excl. VAT which would also include lanyards, badges, pins and wristbands should Members decide to provide these, free of charge, to individuals with hidden disabilities once public access to the Town Council Office's is possible. Once staff have been trained to identify the Sunflower, and be confident to approach and support Sunflower wearers, then Bognor Regis Town Council's membership can be promoted on the official Sunflower location map.

However, before taking this step, an offer has been made for a presentation to the Committee by Cllr. David Edwards, who has championed the scheme at both ADC and WSCC.

Members are therefore asked if they would like to invite Cllr. Edwards to attend the next Committee meeting and defer any decision regarding the purchase of the Business Starter Pack until after Members have heard from Cllr. Edwards.

DECISION

Having NOTED the report, do Members AGREE that Cllr. Edwards be invited to address the next Committee Meeting and defer any decision regarding the purchase of the Business Starter Pack until after the presentation?

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 7 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY TOWN FORCE MANAGER

FOR INFORMATION
& DECISION

Licences for BRTC Assets on the promenade.

A slight progress has been made in this matter when we learnt that Arun DC's solicitor was wondering whether to issue a licence or lease for the BRTC decking. The email further expands on the two options and reads:

Licence

Will require the locations to be fluid, with a clause for the decking to be moved (within defined areas) at ADC request. Moving the decking seems impractical.

Lease

Will allow fixed locations but our solicitor advises that BRTC should have independent legal representation, incurring cost etc. BRTC may have constitutional requirements for entering leases/licenses.

Arun DC Officer would prefer a lease, to avoid the requirement for periodically moving the decking and has therefore tasked ADC's solicitor with considering this option in more detail.

Once a licence/lease for the decking is in place, the beacon and showers will be dealt with in a similar fashion and will therefore also incur costs for legal representation.

A Lease would be much more onerous and expensive than a Licence and the Town Council has had licences for both structures on the Highway and even the Town Council offices - neither of which require the locations to be fluid. Legal opinion may be sought on the matter, but this will likely incur additional costs.

DECISION

How do Members AGREE to proceed regarding that granting of a Lease versus Licence for the decking and ultimately other installations on the promenade?

Graffiti removal.

Following a 2/3 cut in WSCC Highways budget for graffiti removal, Highways recognised the valuable service provided locally by Partners across the County and decided against providing this service internally. Highways offer for graffiti removal from their Assets in 2021/22 stands at £1500 (reduction of £719). However unlike in previous years where their funding covered all graffiti on Highways Assets, from 1 April 2021 the funding is for removal of racist and offensive graffiti only. This will inevitably result in deterioration of the street scene, particularly the 3 local subways which are heavily used by local schoolchildren.

Arun DC will continue to contract Town Force to remove graffiti from their assets post 31 March 2021.

BR BID has been approached with a request to contribute towards graffiti removal from their area in 2021/22 and a response is currently being awaited.

Seafront showers (x 5).

There has been no further progress on re-connecting the two showers by the Pier. Arun DC appear reluctant for us to connect to the concessions water pipe and would much prefer the two showers to be re-connected to the Fishermen supply. The remaining three showers will be turned on around Easter time which is in line with previous years.

Town Force unit.

Managing Agents have recently requested a number of documents relating to the safe operation of the premises. The document was completed and returned with the relevant certificates. Unfortunately, there has been no further development on the rental of the caged parking space by the unit.

The shutter door and all fire extinguishers have received their annual service.

A date is currently awaited for the annual service of the double scissor lift table and two hand pallet trucks to satisfy the LOLER and PUWER Regulations.

Vehicles.

Ford Transit double cab passed the MOT and had new brake pads fitted.

The cherry picker has had its 6 monthly LOLER inspection.

Sponsored planters.

NL Autos and Highfield Launderette have renewed their agreements for another 3 years. Henry Adams/AC Lettings have renewed for 1 year.

Mamma Mia Restaurant is currently considering whether to continue with the sponsored planting scheme.

Vacant planters: 2 x A29 / Orchard Way planters, 2 x Durban Road planters.

Hastoe Housing Association.

The maintenance agreement for Northcliffe and Macklin Road has been renewed for another year.

Odd Jobs for 3rd parties (extra revenue).

- Middleton On Sea Parish Council – To re-concrete an exercise machine into the ground, remove flytipped green waste and re-attach a tree protection surround at the Shrubbs field;
- Bognor Pier Company Ltd - Weekly inspections of vacant premises and contractor checks.

Examples of other jobs.

In addition to the routine jobs, Town Force have put up/removed posters advertising the Place St Maur consultation, built a replacement planter for outside of the Theatre, checked all BRTC assets and carried out the necessary maintenance/repairs, completed winter machinery service, carried out inventory of staff PPE and all First Aid boxes, repaired & re-painted rusted road signs stored at the yard, repaired leaking gutter and downpipe at the yard, retrieved BRTC crowd barriers from around the Elf house following its departure, moved some events equipment from the yard to Hotham Park old Café for storage, collected BRTC equipment from the Methodist Church as it was no longer needed by the Foodbank, repaired & re-painted the Model Bathing Machine currently stored at the yard, delivered BeeBombs to Eco Swap, changed allotment padlock codes and delivered notification letters to the relevant properties, delivered scripts to Members (and continue to do so), got cheques signed (and continue to do so), dealt with a range of graffiti and flyposting.

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 8 - TO RECEIVE THE NOTES OF THE HERITAGE
PARTNERSHIP BOARD MEETING HELD ON 9th MARCH 2021

REPORT BY DEPUTY CLERK

FOR INFORMATION

The Notes of the online meeting of the Heritage Partnership Board held on 9th March 2021 are attached as Appendix 1.

Members are asked to note the following intentions of the Board as referred to in the notes:

- i) Subject to lockdown rules and permissions from ADC Events, that the installation of the Mary Wheatland blue plaque take place in July.
- ii) If the easing of restrictions continues as planned, the Literary Event will proceed later in the year.
- iii) The Literary Event would be a good time to launch the printed leaflets.

DECISION

Members are asked to NOTE the notes of the Meeting held on 9th March together with their intended actions.

ONLINE MEETING OF THE
BOGNOR REGIS HERITAGE PARTNERSHIP BOARD
ON 9th MARCH 2021

Present:

Ken Blamires (KB) - Chairman, Irene Campbell (IC) - Community Volunteer, Cllr. Sandra Daniells (SD) - BRTC, Howard Dicks (HD) - Bognor Regis Museum, Sylvia Endacott (SE) - Local Historian, Cllr. Steve Goodheart (SG), James Jones-McFarland (JJ) - ADC Parks & Greenspace, Margaret Murphy (MM) - ADC Tourist and Development and Paul Wells (Bognor Pier Trust)

In Attendance: Sheila Hodgson (SH) - BRTC

Apologies:

Glenna Frost - BRTC Town Clerk and Cllr. W. Smith - BRTC

Meeting opened at 6.00pm

1. CHAIRMAN'S INTRODUCTION AND WELCOME

The Chairman welcomed everyone to the meeting.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 10th SEPTEMBER 2020

The Notes of the meeting held on the 10th September 2020 were accepted as a true record.

3. UPDATE ON ANY OUTSTANDING ITEMS INCLUDING: HERITAGE TRAIL, BLUE PLAQUES, LEAFLET FOR FICTION NOVELS THAT REFER TO BOGNOR REGIS, SOCIAL MEDIA PROMOTIONS AND POSTERS

Heritage Trail:

SH reported that the additional interpretive signage board had now been installed on the Promenade.

Blue Plaques:

There is still the Mary Wheatland Plaque to be installed. SE is still in liaison with the Humane Society who are still willing to participate. After discussion it was AGREED that subject to lockdown rules and permissions from ADC Events, that the installation be held in July. SE and SH will liaise to start making the necessary preliminary preparations.

Following a request that had been received regarding a blue plaque for the Aldwick area, a suggestion was made that perhaps it may be worth approaching neighbouring Parish Councils about using the same template as Bognor Regis to try and get a more uniformed approach across the District. It was AGREED to put this on hold for the time being.

Leaflet for fiction novels that refer to Bognor Regis:

The literary guide is on the website in a downloadable PDF format, but no hard copies have yet been printed.

IC reported that prior to the first lockdown, arrangements had been made to stage a Literary Event at the Regis Theatre. As part of the event a well-known author/literary facilitator had agreed to host a discussion, with a panel of 3 of the authors detailed in the leaflet.

IC confirmed that the authors and the Regis Theatre have all pledged to proceed with the event as soon as the easing of restrictions allow. During the discussion that followed several ideas were put forward regarding the possibility of holding a larger scale Literary Festival that could be held in association with other events. In the end it was AGREED that if the easing of restrictions continue as planned the Literary Event will proceed later in this year. If the event proves popular and feedback suggests an appetite for more, a Literary Festival will be planned for 2022. It was also AGREED that the Literary Event would be a good time to launch the printed leaflets. KB will arrange for some updated quotes for printing costs.

4. PROPOSALS FOR 2021/22

The Chairman opened the floor for suggestions.

- JJ reported that due to the pandemic ADC had not had the opportunity to further expand on any of their heritage plans. However, they had not been forgotten and he would be keen to start refocusing on Hotham Park and some public realm areas such as the Ice House in London Road. The current interpretation board by the Ice House is looking quite dated and he hoped the BRHPB would be interested in assisting with this.
- SG wondered if there may be an opportunity to expand on the blue plaques by having something similar for old buildings or sites where old buildings once stood. Reference was made to the plaques on the Picturedrome and the clock in the High Street. It was also suggested that any new development on sites where historical or significant buildings had stood that plaques be included as part of that development.
- SD noted that 2022 would be the 500th anniversary of the birth of Sir Richard Hotham and perhaps the BRHPB could do something to commemorate that possibly linking in with the Queens Jubilee celebrations.
- SE mentioned the Heritage Weekend, an annual event that takes place in September.
- KB suggested extending the Heritage Trail to the wider Bognor area.

5. ITEMS FOR FUTURE AGENDA

It was AGREED that all the suggestions listed in Item 4, would be placed on the next agenda for further discussion.

6. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 10th June 2021 @ 6.00pm

Meeting closed at 7.20pm

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 9 - REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

A BID Board Meeting was held on the 11th February 2021 and the following issues were discussed:

BCRP (BUSINESS CRIME REDUCTION PARTNERSHIP) UPDATE:

A report was circulated detailing BCRP incidents, crime reporting figures from DISC for January and a Police/Local issues update.

SPECIFIC BID OBJECTIVES

1. Well Known Town:

Place branding

Discussion centred around Place branding for Bognor Regis and progress on the shared values. The BID and the Bognor Regis Regeneration Boards positive response to the Sun Newspaper shows evidence of the "shared values" in action. Turning the article to a positive.

General Market

There were no new updates to report. However, as re-opening begins the BID's priority will be the retail shops.

2. Welcoming Town:

Place St Maur

The development proposals are seen as a positive for businesses and the town centre as a whole. The BID will be actively supporting ADC and driving it forward through the public consultation phase by distributing posters to essential retailers to encourage businesses and community to the designs and to give their responses.

Banner Arms Queensway

It was agreed that a realistic timescale for delivery of the first two banner arms is probably September/October. This allows for paperwork and arrangements with SSE to be completed in good time and also means the banners arms will be tested when weather conditions are at their worst.

3. Night-time Economy

It was agreed that now is not currently the right time to try and address the night-time economy. However, the Place St Maur project will definitely have a positive impact on developing this. It was also hoped that one of the businesses from that sector would be willing to be a representative and sit on

the BID board as this will be bring a greater knowledge and depth to the project.

4. Communications/Administration

The BID has been working on high level proposals for collaborative approaches including; new events, proposal for a Town Centre Task Force, recommending evidence-based approach to transformation of the Town thorough ongoing liaison with stakeholder partners, ongoing signposting of businesses.

Brindie

This project has been postponed as most of the independent retailers are currently closed as non-essential. Therefore, the launch date to go live will be April/May when it is expected the town will be re-opened.

Future Meeting Dates

- Annual General Meeting 11th March 2021
- BID Board Meeting 8th April 2021
- Directors Meeting 6th May 2021
- BID Board Meeting 3rd June 2021

TOWN CENTRES MEETING

Arun District Council are looking at ways to help support the high streets across the Arun District. There has been a long-term change impacting high streets for many years such as out of town and online shopping with the current pandemic speeding up the change. An initial meeting was held to broadly discuss the issues and options with a view to developing an action plan.

As the result of a follow-up scoping session, the BID with support from the Bognor Regeneration Board will lead on the project for Bognor Regis to develop a Bognor Regis Town Centre Transformation Action Plan. Further updates on the progress will be reported as information becomes available.

DECISION

Members are asked to NOTE the report as circulated.

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 10 - TO NOTE THAT A JOINT ACTION GROUP (JAG)
MEETING IS TO BE HELD ON 26th MARCH 2021

REPORT BY DEPUTY CLERK

FOR INFORMATION

A Meeting is due to be held on 26th March 2021. Due to the sensitive nature of the content of these meetings, the notes and action plans will be available via the Projects Officer if Members wish to see them.

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 11 - TO RATIFY RELEASE OF 2021-2022 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 1 OF 3) AND BUSINESS WARDENS

REPORT BY THE DEPUTY CLERK

FOR DECISION

Provision has been made by the Town Council for the following revenue partnership contributions in the 2021/2022 budget and as we are about to enter the next financial year, the Committee is asked to ratify the release of these partnership contributions as has been done at this time in previous years.

- £ 2,000 - CCTV
- £ 9,000 - Bognor Regis Seafront Lights (year 1 of 3-year agreement)
- £10,000 - Business Wardens

DECISION

The Committee is invited to RATIFY the release of the 2021-2022 Partnership Funding of £2,000 for CCTV, £9,000 for BRSFL and £10,000 for Business Wardens, as agreed as part of the Town Council's budget provision for the next financial year.

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 12 - TO RECEIVE AN UPDATE ON PROMOTIONS
TRAINING - MIN. 211.4 REFERS

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

As Members will recall, at the last Committee Meeting, with regard to the request from Officers for guidance on the topics to be covered by promotions training, Members felt that there needed to be an objective or desired end result from any training. It was therefore agreed that the Councillor who had originally suggested training under the heading of promotions, should be asked to give further details about the content and objective of the training, with a report back to this Committee in due course.

The Councillor concerned has now responded and stated the following: -

- i) To arrange a Zoom meeting with tourism officers of similar sized seaside resorts, hopefully at no cost and no budget required.
- ii) Participants could share experiences and pros and cons and to that end the 'content' would be as follows
- iii) An open free exchange of experiences in promotion, what works, what doesn't, including the importance of social media and websites
- iv) Objectives - To better promote Bognor Regis as a nice place to live and visit.

DECISION

How do Members AGREE to proceed with regard to the suggestion of Promotions Training?

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 13 - TO CONSIDER FURTHER CHANGES TO THE STANDING ORDERS TO ENABLE LIVE PUBLIC QUESTIONS AT COUNCIL AND COMMITTEE MEETING - MIN. 215.2 REFERS

REPORT BY DEPUTY CLERK

FOR DECISION

As Members will recall, at the Meeting held on 19th January 2021, it was agreed that members of the public should be offered the options of submitting a written question to Council or Committee Meetings or alternatively a recording of their question, for insertion at the meeting at the appropriate time.

Furthermore, it was agreed that the reintroduction of live public questions should be considered again and therefore the matter should be placed on this Agenda.

Members should be advised that to date, no recordings have been submitted to the Town Council.

With regard to the reimplementation of live questions, with the experience gained by Officers over recent months there is no practical reason why this cannot be reinstated using the following process:

- i) Any member of the public wishing to ask a question during the specified adjournment must join the Zoom Meeting using the code which is published on the Agenda. Questions via Facebook would not be accepted.
- ii) At the appropriate time of the meeting, and at the request of the Chairman, anyone wishing to pose a question would need to raise their virtual hand.
- iii) In order of raising their hands, the Meeting Host could unmute the member of public allowing them to ask their question or make their statement.
- iv) Members of the public would not appear on screen - just in audio - and would need to give their name before they speak.
- v) As soon as they have asked their question, the member of the public would be muted again by the Meeting Host to allow either a response to be given or to be notified that a written response would follow the meeting.
- vi) If an individual has more than one question, they will not be able to address the Council again until anyone else wishing to speak has had one opportunity.
- vii) As per the existing Standing Orders, the time for public participation will be restricted to 15 minutes (S.O. 3f)

Risks

By only allowing an audio feed from anyone outside of the Council, many of the risks arising from a visual connection are removed. There will always be the risk that an individual may start to use offensive language, and this would be for the Chairman and Meeting Host to manage, placing the individual on mute again should that be necessary.

Benefits

A return to a more traditional method of public engagement at Council Meetings may be welcomed by the community and increase the number of interactions with the public.

DECISION

How do Members AGREE to proceed in regard to public participation at Council and Committee Meetings?

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 14 - TO CONSIDER PRODUCTION OF A POLICY TO ENSURE CONFIDENTIAL ITEMS ARE NOT ACCESSIBLE TO UNAUTHORISED INDIVIDUALS - MIN. 218.2 REFERS

REPORT BY DEPUTY CLERK

FOR DECISION

As Members will recall, at the Meeting held on 19th January 2021, whilst resolving to move into confidential business, concern was raised about conducting confidential business remotely and the potential for non-Council Members to be within earshot of the meeting in the homes of Councillors/staff.

It was therefore agreed that a Policy to protect against this situation should be considered at the next meeting and Members are asked to agree how they wish to proceed in this regard.

DECISION

How do Members AGREE to proceed in regard to a Policy for confidential business at remote meetings?

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 15 - TO REVIEW THE USE OF VARIABLE DIRECT DEBITS STANDING ORDER MANDATES AND BACS PAYMENTS AS REQUIRED UNDER 6.6, 6.7 AND 6.8 OF THE FINANCIAL REGULATIONS

REPORT BY DEPUTY CLERK

FOR DECISION

Clauses 6.6, 6.7 & 6.8 of the Town Council's Financial Regulations require this Committee to reapprove the use of variable Direct Debits, Standing Order Mandates and BACS payments at least every two years.

The Town Council currently has no regular payments made using BACS.

The list below summarises all of the Direct Debits and Standing Order Mandates in force as at 1st March 2021 and Members are invited to APPROVE these for continued future use.

ADC	Direct Debit	Business Rates for Lock Up
Adobe	Direct Debit (Card)	Software fee
BNP Paribas	Standing Order	Copier Lease
British Gas	Direct Debit	Energy charges
BT	Direct Debit	Broadband Charges
Everflow Water	Direct Debit	Water for Lock-up/Allotments
F P Mailing	Direct Debit	Franking Machine/Postage
ICO	Direct Debit	Data Protection Fees
JPI Media	Direct Debit	Subscription Bognor Observer
Limpio Office Solutions	Direct Debit	Printer/copier toner
Locality	Direct Debit	Annual Subscription
Portsmouth Communications	Direct Debit	Phone charges
PWLB	Direct Debit	Loan repayments
SSE	Direct Debit	Street Lighting
Vodafone	Direct Debit	Mobile Phone charges
Worldwide IT Services UK Ltd	Direct Debit	Fuel Charges
WPS Insurance/R&SA plc	Direct Debit	Insurance
Zoom Video Comms	Direct Debit (Card)	Remote Meeting Platform

DECISION

To APPROVE the continued future use of the listed Direct Debits and Standing Order Mandates.

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 16 - TO RECEIVE AN UPDATE ON ELECTIONS
FOLLOWING THE RESIGNATION OF CLLR. MRS. ERSKINE

REPORT BY DEPUTY CLERK

FOR INFORMATION

As Members are aware, Cllr. Mrs. Erskine resigned from her position as a Town Councillor on 5th March 2021.

The necessary Vacancy Notice was published immediately, and we have been advised by ADC that the necessary signatures have been received by the Returning Officer and therefore a by-election has been validly requested.

Under the provisions of the Coronavirus Act 2020 and The 'Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020, should the by-election be contested, it will not currently take place, and the vacancy will be held open until the by-election takes place. The 2020 regulations provide for the by-election to take place on the date for the Ordinary Election of Councillors due to be held on Thursday 6 May 2021.

As a by-election has been validly requested there will be cost to the Town Council, even if the election were to be uncontested.

AGENDA ITEM 17

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 17 - TO RATIFY RELEASE OF THE 2020-2021 GRANT
PAYMENT OF £2.5K TO SUSSEX CLUBS FOR YOUNG PEOPLE

REPORT BY THE DEPUTY CLERK

FOR DECISION

Provision has been made by the Town Council in the 2020/2021 budget for the following revenue contribution: -

Sussex Clubs for Young People
£2,500 (third payment)

The Committee is therefore asked to ratify the release of a third payment of this contribution.

DECISION

The Committee is invited to RATIFY the release of a third payment of the 2020-2021 funding for SCYP as detailed above, as part of the Town Council's budget provision for the current financial year.

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
29th MARCH 2021

AGENDA ITEM 18 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- TO NOTE COMMITTEE, I & E REPORTS FOR THE MONTH OF FEBRUARY 2021 - PREVIOUSLY COPIED TO COUNCILLORS

The financial reports for the month of February 2021 have been copied to Councillors under separate cover. Members are asked to NOTE receipt of these.

- TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF JANUARY AND FEBRUARY 2021, UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS

BACKGROUND

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

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

In line with this requirement, the Chairman of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of January and February 2021.

DECISIONS

To NOTE receipt of the financial reports for the month of February 2021.

To NOTE verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2021, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations.

BOGNOR REGIS ONLINE TOWN COUNCIL POLICY & RESOURCES
MEETING
29th MARCH 2021

AGENDA ITEM 19 - CORRESPONDENCE

FOR INFORMATION

1. NALC - Coronavirus Update
2. NALC - How are local councils vital to community recovery?
3. Enquiry from a member of the public about the Community Gardeners
4. Neighbourhood Alert - Arun Weekly Bulletin Tuesday, 2 March - circulated to Councillors and on social media
5. Futurform - Transparent Lip Reading Reusable Face Mask - marketing information
6. SSALC - ADALC AGM
7. WSCC - Businesses sign up for clean energy advice - circulated to Councillors
8. Our News Newsletter - March Edition 02/03/2021 - circulated to Councillors and on social media
9. West Sussex Fire and Rescue - Be part of our firefighting team – we want you!
10. ADC Your Arun Business Partnership March Newsletter
11. Clerks and Councils Direct - March 2021
12. NALC - Job vacancy
13. WSCC - Cycling safety improvement works due to start next week in Felpham - circulated to Councillors
14. Neighbourhood Alert - Sussex Safer Roads Partnership Cycle Safety Campaign - circulated to Councillors and on social media
15. VAAC - weekly updates - circulated to Councillors and on social media
16. BR BID Update: 4th March 2021 circulated to Councillors
17. Job Opportunity ESALC Ltd
18. WSCC - Cabinet – change of dates
19. Sussex by the Sea - All on Board Weekly Summary and zoom link reminder Friday 5th March
20. ADC - Weekly Briefing
21. SSALC - Locum Clerk Opportunities
22. Sussex Police - Report from Bognor Neighbourhood Policing Team
23. Regis School Newsletter
24. Census 2021 - Newsletter for Local Authority Partners Issue 18
25. NALC - Chief Executives Bulletin
26. St. Wilfrid's Hospice eNews March 2021
27. Email from visitor to Bognor Regis. Circulated to Councillors 9th March
28. Neighbourhood Alert - More Information About The Census 2021. Emailed to all Councillors and shared on social media
29. Neighbourhood Alert - Survey on Dog Thefts. Emailed to Councillors and shared on social media
30. WSCC - Your Town and Parish Council News, Issue 26, March 2021. Emailed to Councillors and shared on social media
31. Neighbourhood Alert – Arun Weekly Bulletin 09/03/2021. Circulated to Councillors and on social media
32. VAAC - Weekly updates, 11th March. Circulated to Councillors and shared on social media

33. Arun District Council - Weekly Town and Parish Council Briefing - circulated to Councillors
34. Bognor Regis BID Annual Report 2019-20
35. SSALC Website - documents
36. Cloudy IT - Meeting and Document Management Virtual Summit - 30 March 2021
37. Census - Newsletter for Local Authority Partners Issue 19
38. NALC - Chief Executives Bulletin
39. WSCC - Cabinet – 23 March 2021 - agenda
40. Sussex Police and Crime Commissioner - Reducing the harm caused by stalking
41. Sussex Safer Roads Partnership Commercial Vehicle Campaign 15/03/2021 - circulated to Councillors
42. Everflow Water - Wholesale charges 2021/2022
43. Twinning Association Quiz Night on Friday 19th At 7.30
44. WSALC Newsletter - March 2021 - circulated to Councillors
45. NOW ONLINE - Accredited Youth Mental Health First Aid Training
46. Arun Wellbeing Home Energy Advisor free service - circulated to Councillors and in E-bulletin
47. Update on NALC's online events calendar for 2021 - circulated to Councillors
48. Public Sector Network March 2021 - 5th July 2021 - NHS, Social Care and Frontline Workers' Day
49. Neighbourhood Alert - circulated to Councillors and on social media
50. Playground Facilities Ltd - marketing information
51. Email via Facebook ref: rubbish on playing field Hampshire Avenue - reported to ADC who responded they will get this cleared by their Cleansing Department
52. WSCC - Download delight! More than 80,000 downloads from the West Sussex eLibrary in February
53. Sussex by the Sea update for businesses - Latest roadmap guidance and government consultations
54. VAAC - VCSE Mental Health and Wellbeing Forum
55. Arun District Council - Weekly T & P Briefing - 17 March 2021 - circulated to Councillors
56. VAAC weekly update 18/03/2021 - circulated to Councillors and on Social Media
57. Arun Wellbeing - Alcohol Advisor Role
58. NALC - The Power of a Local Council and Community Business Partnership - previously circulated
59. WSCC - Spring into action with exciting activities for kids at West Sussex Libraries this Easter
60. Reminder and Meeting link: All On Board Network Chat meeting Friday 19th March with other news
61. The Regis School Newsletter
62. West Sussex Fire and Rescue - Sleep out challenge for Worthing Crew Manager who experienced homelessness
63. NALC Chief Executives Bulletin
64. SSALC - National free webinar - crisis communications
65. Office of Sussex Police and Crime Commissioner - Policing of vigils and protests on accountability agenda - circulated to Councillors
66. WSCC - Your latest news on COVID-19 - A Day to Reflect and Remember- vaccines update - and more
67. WSCC - £3 million boost for council tax reduction schemes
68. BR BID Coronavirus Update - 22nd March 2021 Restart Grants
69. CENSUS 2021 - information on Census day
70. NALC - Job vacancy: Church Stretton Town Council

71. Neighbourhood Alert - Worried About Getting Hacked? 22/03/2021 circulated to Councillors and on social media
72. WSCC - A time for reflection - A message from Cllr Paul Marshall, leader of the council - circulated to Councillors and on social media
73. NALC - Have you considered community businesses? - previously circulated to Councillors
74. Neighbourhood alert - Arun Weekly Bulletin 23/03/2021 - circulated to Councillors and on social media