



# 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](mailto: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 TUESDAY 19<sup>th</sup> JANUARY 2021** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

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 Committee 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 Tuesday 19<sup>th</sup> January 2021.**

Online access to the Meeting will be via ZOOM using the following Meeting ID: [871-3245-3418](https://join.zoom.us/j/871-3245-3418). The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

**DATED this 12<sup>th</sup> day of JANUARY 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 30<sup>th</sup> November 2020
  4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
  5. Clerk's report from previous Minutes
  6. To receive the Town Force Report
  7. Update on the Bognor Regis Heritage Partnership Board (BRHPB)
  8. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board
  9. To note that a Joint Action Group (JAG) meeting was held on 27<sup>th</sup> November 2020
  10. 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
  11. To consider the Model Code of Conduct as developed by the Local Government Association and agree any comment to Arun District Council
  12. To consider the agenda and arrangements, including location, for the Annual Town Meeting of Electors scheduled for 15<sup>th</sup> March 2021
  13. To consider the Town Council's Annual Assessment/Review of Risks
  14. 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
  15. To receive the recommended Poster, Banner and Outdoor Display Opportunities Policy from the Events, Promotion and Leisure Committee Meeting held 20<sup>th</sup> October 2020 (Min. 107 refers)
  16. To consider the recommendation from the Community Engagement and Environment Committee Meeting held 7<sup>th</sup> December 2020 (Min. 124 refers) for any unspent 2020/21 Ward Allocation funds to be earmarked and carried forward for use in 2021/22
  17. To consider the Motion from Cllr. J. Erskine, as referred from the Council Meeting held 4<sup>th</sup> January 2021 (Min. 339 refers) for the Town Council to adopt the Hidden Disabilities Sunflower scheme
  18. To receive an update on the 2021 Newsletter
  19. To receive a report on training - Min. 166.3 refers
  20. To receive comments from the Events, Promotion and Leisure Committee and give consideration to the adoption and implementation of the Place Branding Core Values
  21. To consider how to respond to any requests from event organisations to Earmark Grant Aid awards until 2022

22. To receive an update regarding public participation at Council and Committee Meetings - Min. 170 refers
23. Financial Reports including: -
  - To note Committee I&E Reports for the month of December 2020 previously copied to Councillors. These documents are available on the Town Council website @ [http://www.bognorregis.gov.uk /BR-Town-Council](http://www.bognorregis.gov.uk/BR-Town-Council) (follow the link, click on Councillors, Strategic Documents and then the monthly I&E Reports can be accessed by clicking the appropriate box on the right of the page)
  - To note verification of bank reconciliations with the Town Council's Current account 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
24. Correspondence
25. To resolve to move to Confidential Business (SO. 3.d) - (contractual)
26. Town Force: Note of outstanding debtors

Agenda item **26** will contain confidential items and require a resolution to exclude public & press.

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY**



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## **MINUTES OF THE ONLINE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 30<sup>th</sup> NOVEMBER 2020**

### **PRESENT ONLINE:**

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

### **IN ATTENDANCE ONLINE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk and Meeting Host)  
Mrs. J. Davis (Civic and Office Manager - part of meeting)  
Cllrs. J. Brooks & Mrs. S. Daniells as webinar attendees  
Mr. D. Kemp - DCK Accounting Solutions Ltd  
No members of the public attending via Zoom at the opening of the Meeting

***The Meeting opened at 6.45pm***

### **186. 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 and may also be recorded or filmed by any member of the public.

It was noted that there were technical difficulties with the livestream to Facebook and the Meeting could not be broadcast via the Town Council's Facebook page. Members were informed that those accessing the Facebook page would be redirected to the Town Council website where the access code for the Zoom webinar was available.

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.

As all Members were present there were no apologies for absence.

The Chairman also welcomed Mr. Derek Kemp, the Town Council's Accountant, who would assist Members as they considered the Budget for 2021/22.

**187. 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.

***Cllr. Cunard declared a Disclosable Pecuniary Interest, as the tenant of the Cinema, in any discussion relating to the Picturedrome site and stated that he would leave the Meeting if required***

**188. TO APPROVE THE MINUTES OF THE ONLINE MEETINGS HELD ON 26<sup>th</sup> OCTOBER AND 16<sup>th</sup> NOVEMBER 2020**

Members were asked if there were any objections to the Minutes of the last Online Committee Meetings, held on the 26<sup>th</sup> October and 16<sup>th</sup> 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 Meetings held on 26<sup>th</sup> October and 16<sup>th</sup> November 2020 as an accurate record of the proceedings and the Chairman duly signed them.

**189. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS**

There were no public questions.

**190. TO RATIFY DECISION TAKEN REGARDING CHRISTMAS DONATION OF £2,000 TO THE BOGNOR REGIS FOODBANK**

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

As the initial decision regarding the use of the unrequired 2020/21 Newsletter budget to fund a Christmas Card to residents had been taken within the previous six months (Min. 171 of the Committee meeting held 26<sup>th</sup> October 2020) and in accordance with S.O. 7, Members **AGREED** to suspend Standing Orders.

Members then **AGREED** that they did wish to revisit the previous decision and therefore Standing Orders were reinstated, and the Chairman opened the debate.

Members noted that whilst the sum of £2,000 had been muted as a possible level for the donation, a proposal was made to utilise the full Newsletter budget of £3,000. The Chairman sought clarification from the Town Clerk who confirmed that £120 had already been spent on preliminary artwork for the Newsletter prior to the first Lockdown, therefore the budget remaining in the 2020/21 Newsletter budget totalled £2,880.

Following a vote, it was unanimously **AGREED** that all unrequired funds in the 2020/21 Newsletter budget should be used for a donation.

Members subsequently **RATIFIED** the charitable donation of £2,880 to the Bognor Regis Foodbank funded by the remaining unrequired 2020/21 Newsletter budget.

**191. ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2021/2022**

The Chairman adjourned the Meeting thereby enabling Cllrs. Brooks and Mrs. Daniells, who did not serve on the Policy and Resources Committee, to ask questions of the Accountant and/or make statements on the draft 2021/22 budget. A Member spoke of his concern that a budget was to be finalised before the COVID Task and Finish Group had met and the priorities for the Council reassessed in light of the pandemic and also spoke in favour of an operational review of the Council's activities.

***Cllr. Mrs. Daniels left the Meeting***

The Chairman thanked the non-Committee Members for their input, asked the Meeting Host to return Cllrs. Brooks to the attendees watching the meeting via Zoom and reconvened the Meeting.

**192. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2021/2022 INCLUDING RECOMMENDATIONS FROM COMMITTEES**

The Town Clerk's report, including the statement regarding restrictions on voting under Section 106 of the Local Government Finance Act 1992, was **NOTED**.

It was also **NOTED** that all Members of the Council had received a hard copy of the draft Budget proposals for the financial year ending 31<sup>st</sup> March 2022 as prepared in liaison with the Town Council's Accountant and the Chairman of this Committee, and based on the recommendations from the various Committee Meetings.

The Chairman proceeded to invite Mr. Kemp to address Members regarding the Budget before them.

Mr. Kemp explained that the Budget before Members had been prepared before the Chancellor's Autumn Statement which had included a proposal for a freeze on public sector pay although this may not apply to all workers especially those on low wages.

Mr. Kemp informed Members that the Budget included an allowance for a 3% payrise for staff and highlighted to Members that given the negative responses that had already been made by the unions who form part of the National Joint Council which determines Local Government pay awards, and with much negotiations to come, he would recommend that this figure remains to avoid a disastrous situation where insufficient funds are budgeted for salaries.

Members were advised that to provide a balanced Budget an increase of 1.2% in the actual precept would be required, resulting in an increase to the Band D per household charge of £1.62 per annum or 3p per week.

However, Members had been provided with two alternative scenarios to a balanced budget; a Budget to retain the current precept level of £948,372 with the projected deficit of £11,395 funded by the Council's reserves and a further alternative retaining the current Band D per household charge of £128.61 per annum.

Mr. Kemp stated that he understood why at the current time a desire would be to not increase the Precept but warned Members that if they did not fully fund the 2021/22 Budget then discussions for the 2022/23 Budget would begin with a deficit.

Mr. Kemp also referred to the suggested increase in the Ward Allocation equaling additional expenditure of £6,000 per annum. Whilst this had not been included in the papers as circulated, Mr. Kemp had calculated that in a balanced Budget this would require an extra increase of 0.63% to the precept or 1.5p per week to the Band D per household charge.

Finally, it was noted that all calculations are based on an estimated Tax Base as the confirmed figures have not yet been provided by the District Council.

The Chairman thanked Mr. Kemp for his report and invited questions from the Committee.

***During this part of the Meeting, Cllr. Cunard redeclared his Disclosable Pecuniary Interest as discussion turned to the Picturedrome site. Cllr. Cunard temporarily left the Meeting whilst the discussion took place***

Having received all comments and questions from Members, the Chairman moved first to a decision regarding the Ward Allocations and following a vote it was **AGREED** that there should be no increase in Ward Allocations for the 2021/22 financial year.

Subsequently, Members unanimously **AGREED** to **RECOMMEND** to Council the draft Budget, but with no increase in the Precept, resulting in a required Precept for 2021/22 of £948,372 with the projected shortfall of £11,395 funded by the Town Council's reserves.

***The Meeting closed at 7.50pm***



**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 6 - TO RECEIVE THE TOWN FORCE REPORT**

**REPORT BY TOWN FORCE MANAGER**

**FOR INFORMATION  
& DECISION**

**Roundabout signs recognising BRTC contribution to high level of roundabout maintenance (Min. 165 of 26<sup>th</sup> October Meeting refers).**

A response has been received from Cllr. Roger Elkin, WSCC Cabinet Member for Highways & Infrastructure (see **Appendix 1**), which includes a suggestion to overlay current and future WSCC signs on Bognor Regis roundabouts with a partnership graphic that recognises the maintenance taking place by the Town Council.

Confirmation was sought as to whether the decal would be at a cost to the Town Council and as a result, the Highways Operations Manager has now offered an alternative whereby the Town Council could instal its own, unofficial signage utilising Town Force. Sign design and location would then be agreed informally with the Highways Operations Manager.

The total cost per roundabout for this option would be £82 plus VAT, much lower than that of the previously notified WSCC Highways installation of £200 plus VAT per sign, and can be broken down as follows:

£50 sign

£20 2 x wooden posts

£12 postcrete

2 men hours

The one-off expenditure could be funded through the Town Force Equipment/Furniture Budget.

**DECISION**

Do Members **AGREE** 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?

**Graffiti removal.**

Following WSCC Highways announcement about withdrawal of graffiti removal funding from 1 April 2021, Arun DC have called a meeting with both Town Councils and WSCC to discuss the matter. This is due to be held next month.

**Town Force unit.**

Town Force have built racking underneath the mezzanine floor at the yard to maximize the space available.

**Sponsored planters.**

Following receipt of Highways' permission to install the ex-Southern Cross planter on the northbound side of Felpham Way (just before the Leisure Centre roundabout), a sponsor was secured almost immediately, before the planter was in situ.

New Sponsorship: Zoom Internet Ltd.

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

**Christmas trees.**

The team installed Christmas trees for BR BID as well as Aldwick Parish Council. There were no major issues with the trees whilst they were in situ, but their removal was delayed due to the Lighting contractor's staff shortage during the pandemic.

**Annual check of BRTC assets.**

Town Force have started checking all BRTC assets.

**Equipment maintenance.**

Annual servicing of all equipment is currently in progress as well.

**Odd Jobs for 3<sup>rd</sup> parties (extra revenue).**

- Middleton On Sea Parish Council – Installation of Village Welcome signs and miscellaneous jobs around the Shrubbs field;
- Aldwick PC – Christmas tree installation, removal and disposal;
- Full Tilt Graphics – Banner installation;
- BR BID – Replacement of town centre banners, Christmas tree installation, removal and disposal;
- Felpham Community College – Removal of white lines and stencils from the College corridor floor and part of a car park;
- Friends of BR War Memorial Hospital – Weeding of flower beds at the front of the hospital and supply of bark;
- Hastoe Housing Association – Reduction of bin compound;
- Bognor Pier Company Ltd - Weekly inspections of vacant premises and other minor jobs.

**Examples of other jobs.**

In addition to the routine jobs, Town Force have delivered/collected In Bloom trophies from Engravers, installed/removed poppies around the Town Hall and on the Town Hall balcony, secured wreaths to the War Memorial, relocated concrete planters to West Street and planted them up with shrubs, moved four grey planters to the Health Centre and disposed of the old wooden ones, applied stain to the wooden seafront decking, carried out a test beacon burn using the new burner, set up road closure in front of the Town Hall to enable a contractor access to the Town Hall clock for repair, washed all sponsor signs, installed interpretative sign on the Prom, done various jobs in connection with the Christmas Projection, delivered scripts to Members (and continue to do so), got cheques signed (and continue to do so), installed / removed various sponsor signs, dealt with a range of graffiti and flyposting and done odd jobs at the allotments.

**From:** Clare Sexton <[Clare.Sexton@westsussex.gov.uk](mailto:Clare.Sexton@westsussex.gov.uk)> **On Behalf Of** Roger Elkins

**Sent:** 08 December 2020 13:56

**To:** Bognortc <[bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)>

**Subject:** RE: Enquiry 3032587 - Bognor Regis Town Council - Sponsored Roundabout Signage

Dear Glenna,

Thank you for your letter dated 20<sup>th</sup> November 2020, outlining concerns from Bognor Regis Town Council Elected Members, associated with the provision of roundabout signs for those sites currently managed by the Town Council.

I'd like to start by thanking the Town Council for the work they do in their locality to support the street scene and the beneficial knock-on effect that this has on the wider area. I note that that you recognise the significant financial challenges that continue to face WSCC in the coming financial years and in particular 2021/22. Please be assured that all decisions to reduce funding or change the way we do things are done to ensure that we can meet these challenges. I understand from Officers involved in the negotiations that we have reached a compromise position whereby a proportion of the income generated by the County Council owned roundabouts is provided back to the Town Council, who undertake a higher specification of maintenance.

With regards the specifics around the roundabout signs, the reason for the cost is the signs provided would be a standard template and design, and produced and installed by the County Council's contractors, as this ensures compliance with the relevant highway legislation and provides consistency across the county. The fee that has been quoted is a one off fee, paid directly to the contractor with any replacement due to road traffic collision or wear and tear falling to the County Council, rather than the Town Council, and which is factored into the price. I can confirm that there is no financial gain for the County Council by having the signs produced and implemented in this way.

However, a pragmatic and more cost efficient proposal to minimise signs on a roundabout would be to utilise the space whereby the WSCC sign is displayed and overlay a partnership graphic that recognises the maintenance taking place by Bognor Regis. This option therefore minimises materials, resource effort and costs whilst enhancing recognition of your maintenance efforts using an existing sign. A replacement decal (overlay) will be added to existing sponsorship signs and when sponsorship changes take place will reflect in main design without additional costs to any party.

If your team would like to contact Ben Whiffin, Highway Operations Manager - [benjamin.whiffin@westsussex.gov.uk](mailto:benjamin.whiffin@westsussex.gov.uk) he can progress whichever option you wish to pursue.

Regards

Roger

Cllr Roger Elkins | Cabinet Member for Highways & Infrastructure and  
Member for East Preston & Ferring Division,  
West Sussex County Council, Room 102 First Floor, County Hall, West  
Street, Chichester, PO19 1RQ  
T: 033 022 23699 | E: [roger.elkins@westsussex.gov.uk](mailto:roger.elkins@westsussex.gov.uk)

[Report a problem with a road or pavement](#) or [raise a highways related enquiry](#)

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 7 - UPDATE ON THE BOGNOR REGIS HERITAGE  
PARTNERSHIP BOARD (BRHPB)**

**REPORT BY DEPUTY CLERK**

**FOR INFORMATION**

Due to a variety of reasons the BRHPB have not been able to meet this quarter. However, members of the board have been continuing to promote the Heritage Trail via social media sites and are working on producing a YouTube video.

One of the Board members has been working independently on the production of a booklet detailing novels and short stories that are connected to Bognor Regis. The latest version is appended to this report as **Appendix 1**. An online version will also be linked to the BRHPB Website and their other social media sites.

**DECISION**

Members are asked to **NOTE** the report.

# BOGNOR REGIS HERITAGE TRAILS



© PAUL WELLS



A GUIDE TO

## Novels Set in Bognor Regis



BOGNOR REGIS  
TOWN COUNCIL

[bognorregistrails.co.uk](http://bognorregistrails.co.uk)



## THE AUTHORS & NOVELS OF Bognor Regis

Why are so many novels set in Bognor Regis and its surrounding villages?

Why do so many authors choose this warm and sunny south coast town in which to set their stories?

Could it be that the sparkling sea inspires them? Or is it the South Downs that focuses creativity and inspiration onto its writers by the sea?

The town and its villages have provided a backdrop, which has released the talents of so many writers over the years, enabling them to create stimulating novels that reflect the changing tides and times of society.

The following examples, out of many, go to show just how much Bognor Regis has been able to inspire authors to set their stories across the ages. The settings range from Philippa Gregory's novel *Tidelands* that is set in the civil war, right through to the present day with June Vernau's *Flight Fantastic*, which is based on the town's famous "Birdman" competition.

The town is also blessed with having within its environs the cottage in which one of Britain's most creative artists and writers lived, William Blake. The members of the internationally respected Blake Society make frequent visits to the cottage whilst researching the work of this great man.

Does Blake's spirit still illuminate and energise Bognor Regis' writers?

This review of novels set in the town and its environs expands the Bognor Regis Heritage and Blue Plaque Trails, produced by the Bognor Regis Heritage Partnership, to the literary heritage of the town.

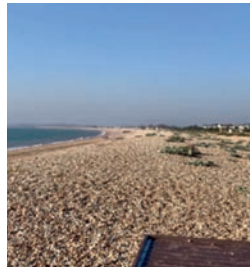
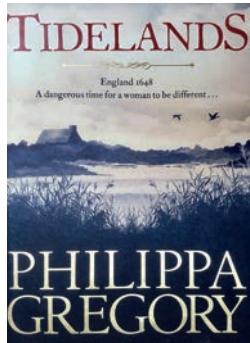
We hope it will inspire you to seek out these novels and read them.

## CONTENTS & CHRONOLOGY

- 4** *Tidelands* - Philippa Gregory - **1648**  
*Sovereign's Key* - Rosalind Laker - **1748**
- 5** *Gates of Paradise* - Beryl Kingston - **1800-1803**  
*The Shripney Lady* - Rosalind Laker - **1808-1811**
- 6** *The Fortnight in September* - R C Sheriff - **1931**  
*The Faithful* - Juliet West - **1935-1941**
- 7** *After the Party* - Cressida Connolly - **1938**  
*Of Love and Hunger* - Julian Maclaren-Ross - **1939**
- 10** *The Other Half of Me* - Sharon Martin - **1958**  
*The Rainbow* - Sharon Martin - **1966**  
*Glass Houses* - Sharon Martin - **1967**
- 11** *Retribution* - Mike Jupp - **1970**  
*Maggie's Boy* - Beryl Kingston - **1994**
- 12** *Lie in Wait* - Graham J Minett - **2016**  
.....
- 12** *Sanditon* - Jane Austen
- 13** *Wheels of Chance* - H G Wells  
*A Walk by the Seaside* - Sally Hewitt
- 14** *Flight Fantastic* - June Vernau  
*Code Name Bananas* - David Walliams
- 15** *A Feast of Christmas Stories* - Various authors

## AND ALSO...





Distant view of Selsey from Pagham Harbour

# Tidelands

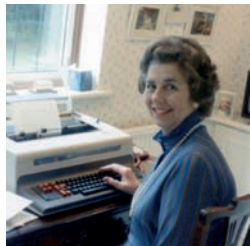
PHILLIPA GREGORY

It is 1648 and the sea between the Selsey Peninsula and Pagham is mudland, where abandoned midwife and herbalist, Alinor, lives hand to mouth, with her son and daughter, whilst her brother runs the family ferry. England is in the middle of the Civil War. Her life is set to change when she happens upon James, a Cavalier sent to help Charles I escape from his prison in Carisbrooke Castle on the Isle of Wight. But will it change for better or for worse?

## ABOUT THE AUTHOR

**Philippa Gregory is an authority on women's history, Philippa has written over 300 books including many best selling historical novels. She has a degree in History from Sussex University and a PhD in 18th century literature from Edinburgh University. Born in Kenya, she lived in West Sussex before settling on a farm in North Yorkshire.**

**"What a different world it was hundreds of years ago, where an ever changing topography has influenced and controlled our lives".**



# Sovereign's Key

ROSALIND LAKER

Set in Bognor and London in the late 18th century, as we follow the rise of Theresa, from fostered child to aristocracy at a time when Sir Richard Hotham was building a seaside resort fit for a King. We see her life through her relationship with 3 men – Andrew, a tavern boy; David an excise officer and Jonathan a Sussex Lord, at a time when men decided women's fate against a background of dissolution and cruelty

## ABOUT THE AUTHOR

**Rosalind Laker - real name Barbara Ovstedal was a very popular novelist, known for her romantic historical novels, which have been translated into over 20 languages. Her first novel was inspired by the threat of demolition of Sir Richard Hotham's 18th century house in Bognor Regis, her birthplace.**

**"Rosalind was a true Bognorian whose writing and support inspired others." Sylvia Endacott**



# Gates of Paradise

BERYL KINGSTON

Set in 1800-03, the years that William Blake lived in a cottage in Felpham with his wife. A lovely feel of village life, characters and morality and a look at Blake's relationship with the writer, William Hayley, until his court case in Chichester – charged with sedition by a vengeful drunken soldier.

## ABOUT THE AUTHOR

**Beryl Kingston was evacuated to Felpham during the Second World War and now lives in Aldwick after a hugely successful career firstly as a teacher and then an author.**

**The two Bognor based novels featured in this booklet are completely different and show her range of imagination and empathy.**

**"Away to sweet Felpham, for heaven is there"  
- William Blake**



Shripney Manor

# The Shripney Lady

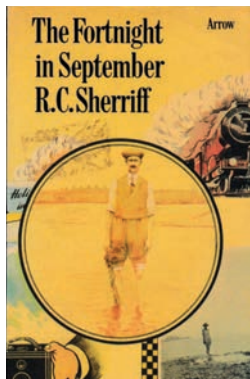
ROSALIND LAKER

Set in 1808-09 during Princess Charlotte's visits to Bognor, this tells the story of Caroline, who comes to the Manor to catalogue the Library and falls in love with William Bott, the Lord of the Manor, despite his difficult invalid wife and the supposed actions of the ghost, Katherine Knight, a former inhabitant. William's cousin John, as well as his daughter Isabella, complicate matters and make this definitely 'a Haunting Romance'. Lovely view of Bognor at the time of the Royal visit.

## ABOUT THE AUTHOR

**Rosalind Laker's talent was first spotted by her English teacher. It was only when she was bringing up her son and daughter that she acquired an old typewriter and began to write. Her first attempt at a romantic novel was immediately snapped up by a publisher and set her off on her illustrious and successful literary career.**

**"With her local knowledge, Rosalind Laker was able to create a sense of place which she included in numerous publications"**



R C Sherriff's home near Marine Gardens

# The Fortnight in September

**R C SHERIFF**

It's time again for the annual family trip to Bognor Regis for the Stevens' family of Dulwich. These normal, delightful, caring people use this holiday to address their issues, fears and concerns with dignified consideration and not a little fear: Mr Stevens' role as family head, his silently unhappy wife, his blossoming daughter Mary, son Dick, who needs to decide on his work future and young Ernie. The novel provides a lovely sense of place and a lesson in human goodness.

## ABOUT THE AUTHOR

**(1896 – 1975) Best known for the play Journey's End (1929) and his script writing in Hollywood (The Invisible Man, Goodbye Mr Chips, Mrs Miniver, The Dam Busters). A Surrey man, who never married, he lived with his mother in Esher until her death, but spent time in Bognor Regis near the sea in Marine Gardens.**

**"When asked to name a novel set in Bognor Regis, this is the title most local residents know about"**

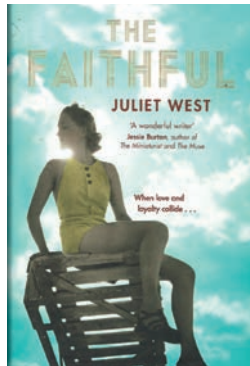


Photo © Kelly Hill

# The Faithful

**JULIET WEST**

Hazel lives in Aldwick with her flighty mother. In the Summer of 1935, she falls in love with Tom, a young working-class man, one of the thousands of Oswald Moseley's Blackshirts who visited the Summer camp in the fields behind Aldwick Bay. In 1936, after things go badly wrong for her, Hazel finds herself in London sucked into the Fascist world living with upper-class Lucia, affected by the Spanish Civil War and the Outbreak of the Second World War. Can she find a solution to her difficult life? This page turner describes a sinister slice of Sussex history.

## ABOUT THE AUTHOR

**Juliet West, a former journalist, grew up in Worthing. Her first degree was in History at Cambridge University, followed by an MA in Creative writing at Chichester University. She writes novels, poems and short stories, has been shortlisted in competitions and has won prizes for her work. She researched this story in local newspapers in Bognor Regis Library and by retracing the Blackshirts steps around Aldwick.**

**"It's hard to imagine how such a tranquil setting could have been hijacked by the hate-filled politics of the BUF, (British Union of Fascists) but The Faithful offers some insight into life in Bognor Regis during this turbulent period of the twentieth century."**



Aldwick Bay Estate: Barrack Lane

# After the Party

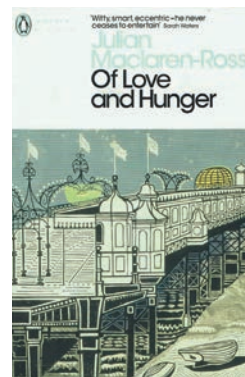
**CRESSIDA CONNOLLY**

Set in the Aldwick/Rose Green area in 1938 when a Fascist Summer camp was active nearby, the story follows the return of Phyllis and her family to England to visit her sisters Patricia and Nina, both of whom have strong views on Fascism. Phyllis is swept along with the mood of the day and we are given a vivid account of what it was like for the followers of Mosley at that time and for those who were imprisoned when war broke out.

## ABOUT THE AUTHOR

**Cressida Connolly was born in 1960, is married with 3 children and lives in Worcestershire. As well as a writing well received novels, she is a reviewer and journalist, who has written for many newspapers and numerous publications. Her focus is often on the life of women and how they handle the society and events that they are caught up with.**

**"Deeply impressive.... quietly devastating tale of world affairs played out on an intimate scale" - Metro**



High Street East

# Of Love and Hunger

**JULIAN MACLAREN-ROSS**

The downside of Bognor Regis in the depression just before the Second World War, sees Richard Fanshawe living hand-to-mouth as an unsuccessful vacuum cleaner salesman in a dingy boarding house. But then he falls in love – with the wife of his work colleague. The story provides a good sense of place and period, full of humour, wit and the reality of life.

## ABOUT THE AUTHOR

**(1912-64) He was born in South Norwood London, the son of a ship merchant and the youngest of three boys. Educated in France, he served in the army during the war, until discharged in 1943. He found himself in Bohemian London post war, with debt, alcoholism and a love of debauched living, all featuring heavily in his life, and which he dipped into to enrich this novel.**

**"(he) was a dedicated and highly professional writer who never quite found the right vein for his talents." The Times**





Bognor Pier 1940s. Image: Sylvia Endacott



Bersted Lodge Sir Richard  
Hotham's first House 1790s



A vintage 1960s postcard of  
Bognor Regis Esplanade Gardens  
and Illuminated Pier



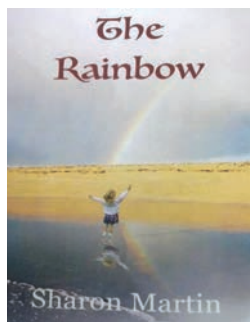
Cars outside the Arcade in the 1910s.  
Image A Picture of Bognor Regis, West Sussex  
County Council Library and Archive Service



# The Other Half of Me

**SHARON MARTIN**

1958 and teenagers Ed, Tilly and Ken, who live in North Bersted, are trying to grow up as best they can. But life isn't easy. Ed loses his twin brother in an accident on the Bognor Rocks, whilst Ken has to deal with a toxic environment at home. Ed turns to brandy, but finds solace in gardening, to begin with on an allotment and then in the garden of Tilly's home. It turns into a thriving business and he and Tilly are attracted to each other as the years pass. Tilly then has her own demons to work through. As the 50s turn into the 60s, we follow the trio through their harrowing traumas as they try to work towards a better and happier future.



# The Rainbow

**SHARON MARTIN**

It's 1966 and we live through a year in the lives of our main characters from The other Half of me and their relationships with their parents, friends and issues in their marriages. And children arrive, some adopted. This novel highlights one of these, Rosie, taken on by Ed and Tilly from a traveller. Central though is Cathleen, whose more minor part in Volume One, now becomes the catalyst for change. Her actions have major impacts on the relationships between the four families.future.



# Glass Houses

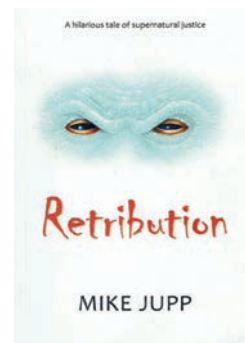
**SHARON MARTIN**

It's 1967 and the four families have grown and matured. But old betrayals still hurt and secrets, when revealed, have a huge impact on everyone. The spotlight also falls on the two families, who own the local stables, where a murder visits the main characters, who can only move forward if they can unravel their pain and perceptions and find a way of forgiving and loving unconditionally. future.

## ABOUT THE AUTHOR

**Sharon Martin** was born in Runcton and has lived in West Sussex all her life. She has always enjoyed writing and throughout her life, has written poems and short stories, full of humour and scenes from everyday life. Her novel trilogy was inspired by people in her own life and as she began to understand what had caused their problems, the storylines just fell into place.

"Some people might look better than others, but they are just blessed. Things can change overnight and we are all vulnerable to being hurt"



# Retribution

**MIKE JUPP**

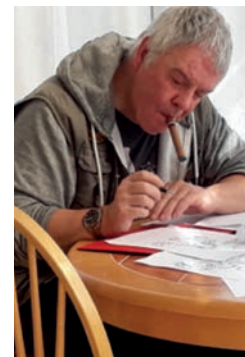
A hilarious quirky slapstick story about elderly Miss Forgetmenot, whose cottage is badly damaged by the Great Storm and is then ripped off by builder, Charlie Wollock and estate agent, Enoch Filch. She loses her house, which is bought by lottery winners, the dreadful Hobbs family. Can the resident gnomes, fairies, goblins and other garden folk, find a solution to the new regime with the help of Snaps, the resident cat?

## ABOUT THE AUTHOR

**Mike Jupp** is probably best known for his artistic talent creating the "I Love " series of jigsaws. Mike Jupp says, this is a novel of 'Supernatural Justice' based on actual events that happened in West Chiltington in 1970 . Those very strange incidents were eventually bought to the attention of Dom. Robert Petit-Pierre, the priest on whom William Peter Blatty based his famous story The Exorcist.

"I changed it to a comedy based on a fictional seaside town called, 'Bogham'. Strangely, my story contains characters that bore a striking resemblance to some of the natives in my home town of Bognor Regis! Coincidence is a strange thing!"

"It's the Hobbit meets Arthur Daley"  
Mike Read – DJ and broadcaster



# Maggie's Boy

**BERYL KINGSTON**

When Alison married Rigby, life seemed to be perfect, as they settled down in Bognor Regis. But recession hit and the debts began to mount up, though both were in denial. Slowly life became worse and Alison learnt a lot about trust, love, pain, honesty, as we see her taken very knowledgably by the author through the various stages of the path to poverty, benefits and despair before she can find her true grit and begin to rebuild her life.

## ABOUT THE AUTHOR

**Beryl Kingston** is leading a very interesting and varied life. She survived a bomb two doors away in London in the Blitz. She was a Beauty Queen at 17. She has always been a political animal. And has worked every day since she was 9.

And still does today.







## AND ALSO...



Hotham Park House  
built 1792

# Lie in Wait

**GRAHAM J MINETT**

Owen Hall finds life hard, but he is doing fine until he gets inadvertently mixed up with Abi and Callum, whom he has known since school days. And then a passenger in his car asks to use the facilities in a petrol station and then disappears. And then he finds himself prime suspect in a murder in South Mundham.

This is a gripping page turner, where nothing is what it seems and there are twists at every turn. Over 4 months we see the net slowly closing and everyone is trying to outthink everyone else. The area around Chichester, Bognor Regis and Littlehampton and the areas in between, can be seen as they are today. future.

## ABOUT THE AUTHOR

**Graham Minnett studied Languages at Churchill College, Cambridge before teaching for several years in Gloucestershire and West Sussex. In 2008 he completed a part-time MA in Creative Writing at the University of Chichester and subsequently won both the inaugural Segora short story competition in 2008 and the Chapter One competition in 2010. He is now writing full-time, and lives in West Sussex with his wife and children.**

# Sanditon

**JANE AUSTEN**

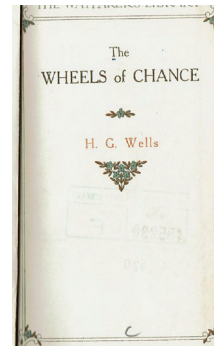
Possibly set in Bognor, though this is disputed.

It is a snippet of a story, about the Parker family, with their hypochondria and vision for an enlarged Sanditon town and the family of Lady Denham and their sense of entitlement, as seen through the eyes of a new family friend, the young, intelligent and observant Charlotte Heywood.

**OBSERVATIONS** *No one knows for certain where this newly growing seaside resort on the South coast is. But there are clues in the book, which literary experts have used to support their view that it is either Worthing or Bognor Regis. And was Mr Parker in fact Sir Richard Hotham of Bognor (who prompted the development of Bognor into a seaside health resort in the late 18th century) or Edward Ogle of Worthing? Austen experts say it is set West of Eastbourne. Local historian, Gerard Young, in his book about Bognor writes that Austen's description of Mr Parker "might have been describing Hotham himself". And when introducing Sanditon she refers to "the milliner's shop and the library; a little detached from it, the hotel and billiard room", a good description of Bognor at the time. Why not read the 11 chapters of this unfinished novel and decide for yourselves?*

## ABOUT THE AUTHOR

**(1775 – 1817). Jane Austen is one of our most famous authors, but only wrote 6 completed novels, 4 of which were published in her lifetime. Born and died in Hampshire, she is known to have visited Worthing in 1805 and loved visiting seaside resorts all her life.**



Cycling in Bognor Regis  
today

# Wheels of Chance

**H.G. WELLS**

The Wheels of Chance is an early comic novel by H. G. Wells about a cycling holiday set in 1895, somewhat in the style of Three Men in a Boat. In 1922 it was adapted into a silent film The Wheels of Chance directed by Harold M. Shaw.

Draper's assistant, Mr Hoopdriver begins his 2 weeks annual holiday on his bicycle, a very popular mode of transport at that time. He falls in love with fellow cyclist, the Young Lady in Grey and spends much of the journey trying to get her out of the clutches of predatory Bechamel. One such rescue is set in Bognor, and consists of a brief 3 chapters.

## ABOUT THE AUTHOR

**H. G. Wells (1866 – 1946) H.G. Wells was a major writer in his day and is best known for his Science Fiction works . He knew West Sussex well as his mother was housekeeper at Uppark House and he was a teacher at Midhurst Grammar School and this novel is typical of his novels of character and humour, such as The History of Mr Polly.**



The promenade today

# A Walk by the Seaside

**SALLY HEWITT (WORDS)  
CHRIS FAIRCLOUGH (PHOTOS)**

A Children's picture book

A children's Picture Book describing what you can find at the seaside: the sea and the promenade - and how young children can enjoy it. The photos used to illustrate the book are clearly of Bognor Regis Promenade.

## FLIGHT FANTASTIC



# Flight Fantastic

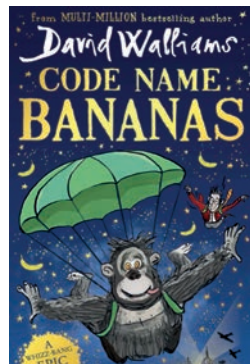
**JUNE VERNAU**

Written for young teenagers. Daniel's father has got a place in the International Bognor Birdman Competition and so teenage Daniel and his grandfather go along as supporters. But when a battle between two contestants on a fantasy website, Legendworld, spills over into real life at the competition, Daniel has to try and find a way of stopping them ruining the annual competition.

The novel provides an insight into the Bognor Regis seafront and good explanations on how the Birdman competition works.



The Bognor Birdman Competition.  
Birdman Images, Paul Wells



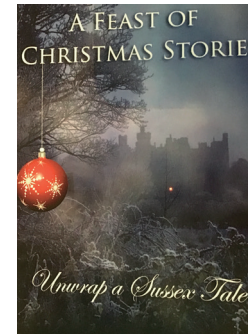
# Code Name Bananas

**DAVID WALLIAMS**

Just released in November 2020. This children's adventure story, set in 1940 follows the friendship of an orphan boy Eric and a gorilla named Gertrude in London zoo. Eric looks to escape wartime London and take Gertrude with him to Bognor Regis.

## ABOUT THE AUTHOR

**David Walliams is a well known actor, comedian, television personality and writer of children's stories with multi million sales of his books.**



# A Feast of Christmas Stories

**A BOOK OF SHORT STORIES BY 16 SUSSEX AUTHORS**

16 Sussex based authors offer a short story about Christmas. Set in Sussex villages, the Downs, Lyminster, Iping, Selsey, Chichester, West Dean, Horsham Woods, Brighton and as far as Hastings and World War 1 battlefields. There are 3 where Bognor Regis can be clearly identified. Read them all and find the local ones. Each story is different and offers a range of emotions, humour and circumstances

## ABOUT THE AUTHORS

**CHINDI (Chichester Independent Authors):**  
Beryl Kingston. Christopher Joyce. Alan Readman. Maralyn Green. Bruce Macfarlane. Carol Thomas. Patricia Feinberg Stoner. Lexi Rees. Phil Clinker. Angela Petch. Julia Macfarlane. Patricia M Osborne. Isabella Muir. Susanne Haywood. Rosemary Noble. Peter Bartram



Bognor Regis Arcade  
at Christmas - 1900s



# **BOGNOR REGIS**

## **HERITAGE TRAILS**

This review of novels based in Bognor Regis has been prepared by Irene Campbell, a member of the Bognor Regis Heritage Partnership.

The Bognor Regis Heritage Partnership consists of members of a number of heritage organisations in the town and has developed the website [www.bognorregistrails.co.uk](http://www.bognorregistrails.co.uk).

The website covers people, buildings and places of importance in Bognor Regis. The Bognor Regis Heritage Partnership has also unveiled a number of blue plaques in the town during 2019 and 2020 and organises heritage events in the town.

## **WHERE YOU CAN OBTAIN THE BOOKS FROM:**

### **In Print**

Waterstones; [Amazon.co.uk](http://Amazon.co.uk) (inc. ebooks)

### **Out of Print**

Heygates Bookshop, 67 Little High Street, PO21 1RY

Bognor Regis Public Library

[AbeBooks.co.uk](http://AbeBooks.co.uk)

Designed by: Vinco Marketing

Sponsored by: Bognor Pier Trust C.I.C



**BOGNOR REGIS**  
**TOWN COUNCIL**

[bognorregistrails.co.uk](http://bognorregistrails.co.uk)

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 8 - 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**

**BID Board Meeting**

The BID Board Meeting scheduled for the 3<sup>rd</sup> of December 2020 was cancelled. However, the BID Coordinator and the BRTC Projects and Events Officers have been in regular liaison regarding the Christmas Lights and their promotion.

The BID would like to thank BRTC for their continued support and to the Town Force Team for all their hard work.

**DECISION**

Members are asked to **NOTE** the report as circulated.

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 9 - TO NOTE THAT A JOINT ACTION GROUP (JAG)  
MEETING WAS HELD ON 27<sup>th</sup> NOVEMBER 2020**

**REPORT BY DEPUTY CLERK**

**FOR INFORMATION**

A Meeting was held on 27<sup>th</sup> November 2020. Due to the sensitive nature of the content, the notes and action plans of these meetings will be available via the Projects Officer if Members wish to see them.

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 10 - 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**

**REPORT BY TOWN CLERK**

**FOR INFORMATION  
& DECISION**

**To consider Internal Audit Report 2020-2021 (Interim)**

A copy of the Internal Audit Report 2020-21 (Interim) is attached for Members' consideration - **Appendix 1**.

I am pleased to be able to report that no significant issues have been identified by the Internal Auditor during his recent visit. Two recommendations have been made as summarised on the final page and these matters will be investigated and a report made to the Internal Auditor in preparation for their further review as part of the year end Internal Audit process.

**FOR INFORMATION ONLY**

The Committee is invited to **NOTE** the Internal Audit Report 2020-21 (Interim).

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

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

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

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

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

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

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



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

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

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

Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

It is a matter for the authority to determine how best to meet the statutory requirement for internal audit, having regard to its business needs and circumstances and the necessary scope and extent of its internal audit. When securing an internal audit service, the Council must make sure that it is fit for the purpose for which it is required at that particular Council.

There are two key principles an authority should follow insourcing and internal audit provider: independence and competence.

The internal audit enables the Council to confirm, in item 6 of Section 1 of the Annual Governance and Accountability Return, (The Annual Governance Statement) that:

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

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

### **ANNUAL AUDIT PLAN FOR 2021/2022**

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

**1. Proper book-keeping** - Appropriate books of account have been properly kept throughout the year.

**2. Financial Regulations, Standing Orders and Payment Controls** - The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.

**3. Risk Management** - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

**4. Budgetary controls** - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

**5. Income controls** - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

**6. Petty cash procedure** - Petty cash payments were properly supported by receipts, expenditure was approved, and VAT appropriately accounted for.

**7. Payroll controls** - Salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.

**8. Asset control** - Asset and investment registers were complete and accurate and properly maintained.

**9. Bank reconciliation** - Periodic and year-end bank account reconciliations were properly carried out.

**10. Year-end procedures** - Accounting statements prepared during the year were prepared on the correct income and expenditure basis, agreed with the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.

**11. Payment controls** - Procedure, approvals and associated issues including VAT identification and recovery.

## **DECISION**

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2021/22 to the Town Council.



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# **Bognor Regis Town Council**

*Internal Audit Report 2020-21 (Interim)*

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*Stuart J Pollard*

*Director*  
*Auditing Solutions Limited*

## **Background**

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2020-21 financial year, during our interim review of the Council's records for the year, which was undertaken remotely due to the ongoing Covid-19 situation and reintroduced "lockdown" in late December 2020 and early January 2021. We wish to thank the Clerk and her staff in assisting the process, providing all necessary documentation in electronic format to facilitate commencement of our review for the year.

## **Internal Audit Approach**

In undertaking this interim review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

We hope to be able to conduct the final update review on site in the early spring / summer and will liaise with the Clerk to determine the approach to be taken nearer that time: it will obviously depend on the status of the Covid pandemic at that time.

## **Overall Conclusions**

We are pleased to advise that, based on the work undertaken to date, the Council continues to maintain adequate and effective internal control arrangements with no significant concerns identified, with only two relatively minor recommendation arising in relation to allotment deposits and long-standing debts / unmatched receipts.

## Detailed Report

### Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. DCK Accounting Solutions Ltd continue to provide the basic accounting function to the Council, which affords a higher level of security and results in greater segregation of duties than may otherwise have been achievable. The Council and contract accountants use the Omega accounting software to maintain the accounting records with a single cashbook in use for day-to-day transactions, with a separate Mayor's Charity Account also in place. Surplus funds are also held in the CCLA Public Sector Deposit Fund (PSDF).

We have, as part of this initial review for 2020-21, undertaken the following work: -

- Verified the accurate carry forward of opening balances in the financial ledger for 2020-21 to the detail in the 2019-20 Balance Sheet, Statement of Accounts and AGAR;
- Ensured that a comprehensive, meaningful and appropriate nominal coding structure, together with cost centres, remains in place;
- Checked and agreed transactions in the main account cashbook to the underlying bank statements for April & November 2020;
- Checked and agreed the year to date transactions on the CCLA PSDF account;
- Noted that there have been no transactions to date in the year on the Mayor's Charity account; and
- Verified the content and accuracy of bank reconciliations as at 30<sup>th</sup> April & November 2020 on the main account cashbook and 30<sup>th</sup> November 2020 on the Mayor's Charity account and are pleased to note that reconciliations are reviewed by a nominated councillor who signs them off, together with the supporting bank statements as required by the Council's adopted Financial Regulations (FRs).

### Conclusions

***We are pleased to record that no matters arise in this area currently to warrant formal comment or recommendation. We shall undertake further work in this area at future reviews for the year including the examination of two further months' main account transactions, together with the remainder of the year transactions on the PSDF account and any transactions for the year on the Mayor's Charity account. We shall also ensure the accurate disclosure of the combined cash and bank account balances in the year's detailed Statement of Accounts, as prepared by DCK Accounting, and the AGAR at Section 2, Box 8.***

### Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no

actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Commenced our review of the minutes of Full Council and Standing Committee meetings (except Planning and Licensing) reading those for the year to date to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred;
- Noted that SOs and FRs were the subject of review and re-adoption in March 2020, the former also being revised subsequently in relation to the need for meetings to be held remotely due to the Covid situation; and
- Noted that the 2019-20 AGAR has been "signed-off" by Moore, the external auditors, with no issues raised.

### **Conclusions**

***We are pleased to record that no issues arise in this area currently: we shall continue to review the Council's approach to governance issues at future reviews, also extending our review of minutes for the remainder of the financial year.***

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion that one would be anticipated;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have previously examined the procedural controls in place over the receipt and verification of invoiced expenditure, together with the release of funds considering that they operated effectively: we have neither seen any indication nor been advised of any change in the procedures being employed. Consequently, we have, as in previous years, selected a sample of 28 payments processed in the year to 30<sup>th</sup> November 2020 including the insurance premium payments made monthly and NNDR paid to Arun DC in respect of the Warehouse and premises at 13 Beeding Close. The test sample totals £214,150 equating to 62% by value of non-pay related payments in the year to date comprising all payments in excess of £4,000 plus a more random sample of every 40<sup>th</sup> payment recorded chronologically in the Omega cashbooks.

We note that VAT returns continue to be submitted quarterly filing them via the Omega software under the "Making Tax Digital Regulations", and have checked and noted repayment of the final

reclaim for 2019-20 together with the first two quarterly reclaims for 2020-21, agreeing detail to the underlying control account records.

### **Conclusions**

*We are pleased to record that no matters have been identified in this area so far this year warranting formal recommendation: we shall extend our test sample at future reviews selecting a similar sample of transactions also ensuring the accurate preparation, submission and repayment of subsequent quarterly VAT reclaims.*

## **Assessment and Management of Risk**

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

We noted in our 2019-20 report that the Council has a formal Risk Management Strategy and a supplementary detailed Risk Assessment Register in place, the latter based on the bespoke LCRS software with detail last reviewed and re-adopted in March 2020.

We note that the Council has switched its insurance cover to RSA arranged by the WPS Council Guard as part of a three-year agreement to 2023 and have examined the policy schedule for the year ending August 2021. Employer's and Public Liability cover stand at £10 million and £15 million respectively, together with increased Fidelity Guarantee cover now set at £250,000 all of which we consider appropriate for the Council's present requirements.

### **Conclusions**

*There are no matters arising in this area currently warranting formal comment or recommendation: however, we take this opportunity to remind the Council that the financial and other risk registers must be reviewed and re-adopted at least once annually, as required by the Governance and Accountability Manual – The Practitioner's Guide.*

## **Budgetary Control & Reserves**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

This review took place in advance of the Council's formal deliberation and determination of the budgetary and precept requirements for 2021-22: consequently, we shall revisit this area as part of our next review.

We are pleased to note that periodic budget monitoring reports continue to be presented to and are considered by members and have examined the latest available report (November 2020) with no unidentified or un-anticipated variances arising warranting further enquiry or explanation.

## **Conclusions**

***No issues arise in this area currently: we shall, as indicated above, ensure at our next review that the 2021-22 budget and precept have been discussed and adopted formally, also continuing to review budget reports and following up any significant variances that might arise. We shall also, as in previous years, assess the appropriateness of the level of retained reserves at the financial year-end to meet the Council's ongoing revenue spending requirements and potential development aspirations.***

## **Review of Income**

In considering the Council's sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span.

We note that members approved various scales of fees, charges and allotment rentals for 2020-21 in the previous municipal year.

Due to undertaking this initial review remotely, we have restricted our work in this area to examining the spreadsheet register of allotment holders. The allotment rental year commences on 1<sup>st</sup> October and we are pleased to note that virtually all tenants have now paid their rents with only £80 uncollected as at 30<sup>th</sup> November 2020. We also note that the allotment register indicates receipt of holding fees of £4,320 presumably in relation to refundable deposits: examination of the Omega "Allotment deposit" control Account (Code 551) indicates a holding of £4,856.50, an apparent excess holding of £536.50. We ask that the apparent imbalance be investigated, as both the "tenancy / deposit holding" register and control account balances should be in synch.

We also note the existence of a further control account in the Omega ledger (no. 550) for allotment key deposits with a balance of £503.50: we shall examine the underlying control record (at our next visit) which should be in existence detailing those tenants from whom refundable key deposits have been received and should, also, agree with the Omega control account balance.

We have also reviewed the Sales Ledger "Unpaid accounts by date" report noting a number of unmatched receipts dating back in one or two cases to 2016. Whilst the differences between invoice values and received amounts is minimal, detail on this report should be reviewed by the contract accountants and appropriate action taken to write-in / off any unmatched balances.

## **Conclusions and recommendations**

***Whilst no significant concerns arise in this area currently, we seek explanations for the above apparent anomaly between the value of allotment holding deposits received, as recorded in the spreadsheet tenants register and that recorded in the Omega control account.***

***We will follow up on the above apparent anomaly at our next review also examining a sample of Town Force and other invoiced activities.***

***R1. The apparent imbalance in value between allotment tenants holding deposits, as recorded in the spreadsheet register and that in the Omega control account (code 551) should be investigated with the two records amended as necessary to ensure they are synchronised.***



- R2. *The contract accountants should, in conjunction with the Clerk, review the Sales Ledger - "Unpaid invoices by date" report taking appropriate action to clear the "unmatched" receipts.*

## **Petty Cash Account**

Whilst the amount spent through the Council's petty cash account is relatively low, we are required, as part of the annual AGAR Internal Audit Report process, to assess and sign-off on the soundness of controls in this area of the Council's financial activities.

The Council operates a petty cash scheme, with an agreed "imprest" holding of £300 which is "topped up" periodically during the year. A spreadsheet control record is maintained and acts as both the Omega nominal ledger posting document and the source document for re-imbursement. We have checked and agreed the expenditure incurred and repaid for a sample period ending mid-December 2020 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT has been separately identified for periodic recovery.

The Clerk also holds a debit card for the current account should the need arise for electronic expenditure, including emergency payments or statutory requirements such as Land Registry applications. We have checked and agreed a small sample of these transactions as part of the previously referenced payments testing.

### ***Conclusions***

***No issues arise in this area to warrant formal recommendation currently. We shall undertake further work in this area at our next visit including checking and verifying the physical cash holding to the underlying spreadsheet record.***

## **Review of Staff Salaries**

In examining the Council's payroll function, we aim to confirm that extant legislation was being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme with regard to employee contribution percentages. We have previously examined the payroll procedures in place and considered them sound. Due to this review being undertaken remotely of necessity due to the ongoing Covid 19 situation, we have focused attention this year on ensuring that all staff are being paid in accordance with the Council's approved salaries, by reference to detail as advised by the Town Clerk. We note that the Council approved implementation of the latest nationally agreed pay award, which came into effect on 1<sup>st</sup> April 2020 with the new salary scale applied to each staff member in their October 2020 salary payment, together with arrears from 1<sup>st</sup> April 2020.

We also note that preparation of the Council's payroll continues to be outsourced to West Sussex County Council, who also make payments direct to staff and HMRC and the Pension Fund Administrators on behalf of the Council, recovering the gross salary costs each month (including employer's contributions) by invoice.

Consequently, we have undertaken the following detailed work on staff pay by reference to the September and October 2020 payslips: -

- Agreed to gross salaries payable in both months to the Town Clerk's staff establishment record;
- Verified the accurate calculation of the revised salaries for each employee paid in October together with arrears backdated to 1<sup>st</sup> April 2020;
- Verified the tax and NI deductions applied;
- Verified the pension deductions ensuring that they are in line with the nationally agreed percentages based on the gross salary being paid; and
- Where staff pay is based on variable hours, agreed the payments made in October 2020 to the underlying timesheets, which we are pleased to note are signed by both staff and an independent certifying officer.

### **Conclusions**

*We are pleased to report that no issues have been identified in this area warranting formal comment or recommendation.*

## **Investments and Loans**

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

The Council currently holds surplus funds in the PSDF: as detailed earlier in this report, we have checked and agreed the year to date transactions to the CCLA PSDF third party statements to early December 2020.

We are again pleased to record that the Council has a formal Treasury Management Policy in place, which has again been reviewed and re-adopted during the current financial year.

We have previously noted the existence of three PWLB loans subject to half-yearly repayments and have checked and agreed the first half-yearly repayment instalment as part of the previously referenced supplier payment test sample.

### **Conclusions**

*No issues arise in this area currently. We shall undertake further work at future reviews including further examination of the PSDF transactions and agreement of the accurate disclosure of the year-end balance and similarly checking the second half-year loan repayments to PWLB and verifying the accurate disclosure of the residual loan liability to the UK Debt Agency website, which provides detail of all outstanding local government loan liabilities as at 31<sup>st</sup> March annually.*

Rec. No.	Recommendation	Response
<b>Review of Income</b>		
R1	The apparent imbalance in value between allotment tenants holding deposits, as recorded in the spreadsheet register and that in the Omega control account (code 551) should be investigated with the two records amended as necessary to ensure they are synchronised.	
R2	The contract accountants should, in conjunction with the Clerk, review the Sales Ledger - “Unpaid invoices by date” report taking appropriate action to clear the “unmatched” receipts.	

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 11 - TO CONSIDER THE MODEL CODE OF CONDUCT AS DEVELOPED BY THE LOCAL GOVERNMENT ASSOCIATION AND AGREE ANY COMMENT TO ARUN DISTRICT COUNCIL**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Arun District Council have contacted the Town Council regarding a Model Code of Conduct that the Local Government Association (LGA) has been developing, in consultation with local authorities and other agencies such as the Committee for Standards in Public Life.

A final version was recently approved by the LGA Board and circulated to local authorities (copy attached as **Appendix 1**) and as a result ADC's Standards Committee will consider adoption of the Code (with some localisation changes) at their next meeting on 18 February 2021.

ADC have also stated that they are hopeful that Town and Parish Councils will agree to adopt any new ADC Code for their own purposes so that there is consistency and clarity across the District.

As Members will be aware, for some years Bognor Regis Town Council has chosen to adopt its own Code of Conduct with the last such review of this decision taking place at the Meeting of this Committee held 5<sup>th</sup> February 2018 (Min. 148 refers).

When and if the Model document is adopted by ADC, and when the final document with any localised changes is available, the Committee will need to consider whether to adopt the ADC Code based on the Model or whether to continue with BRTC's existing, bespoke Code of Conduct.

Members are therefore invited to agree comments on the draft Model as circulated for submission to ADC.

**DECISION**

Do Members **AGREE** to make any comment to ADC regarding the Model Code of Conduct as circulated?

## **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a councillor and/or as a representative of your council
- you are claiming to act as a councillor and/or as a representative of your council
- you are giving the impression that you are acting as a councillor and/or as a representative of your council
- you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. *Respect***

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.



In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## ***2. Bullying, harassment and discrimination***

**As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

## ***3. Impartiality of officers of the council***

**As a councillor:**

**3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

**4. Confidentiality and access to information**

**As a councillor:**

**4.1 I do not disclose information:**

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
  - i. I have received the consent of a person authorised to give it;
  - ii. I am required by law to do so;
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - iv. the disclosure is:
    - 1. reasonable and in the public interest; and
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
    - 3. I have consulted the Monitoring Officer prior to its release.

**4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

**4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

**5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. *Use of position***

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. *Use of local authority resources and facilities***

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. *Complying with the Code of Conduct***

**As a councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

## **Protecting your reputation and the reputation of the local authority**

### **9. *Interests***

**As a councillor:**

**9.1 I register and declare my interests.**

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

## ***10. Gifts and hospitality***

**As a councillor:**

**10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

**10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B

### Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room

unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
- your own financial interest or well-being;
  - a financial interest or well-being of a friend, relative, close associate; or
  - a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

9. Where the matter affects the financial interest or well-being:
- to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the



	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licences</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	---

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

<b>Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;</b>	
Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

## **Appendix C – the Committee on Standards in Public Life**

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 12 - TO CONSIDER THE AGENDA AND ARRANGEMENTS,  
INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF  
ELECTORS SCHEDULED FOR 15<sup>th</sup> MARCH 2021**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Normally at this time of year the Town Council considers the arrangements for the Annual Electors Meeting that must be held each year. Unfortunately, due to the COVID 19 pandemic it was not possible to hold the meeting in 2020.

The appropriate legislation states that the Annual Parish Meeting - called the Annual Electors Meeting in Bognor Regis - must be held between March 1<sup>st</sup> and June 1<sup>st</sup> and it is usual for the meeting to be held in March in Bognor Regis.

However, it is clear that the restrictions resulting from the pandemic are likely to continue for some months yet, and whilst this is the case a normal meeting will not be possible.

Members therefore have two options available:

Hold an Online Electors meeting in March 2021

This will be relatively straightforward to organise except for the ability for Electors to vote on any Resolutions. At an "in person" Electors Meeting, when individuals arrive, they are identified as being an Elector of Bognor Regis and if they are, they are given a coloured card that denotes that they are an Elector and are able to vote on all Resolutions.

If a meeting was to be held Online, this validation of whether Electors are entitled to vote would not be possible.

The only way to overcome this would be for any individual who wished to attend the Electors Meeting, and vote on any Resolution, to apply in advance to attend the Zoom meeting and, once validated as an Elector of the Town, issued with the access code to the Meeting. However, as soon as the code has been issued, it can be freely circulated, and Officers may therefore ultimately have no ability to determine who is and is not entitled to vote on Resolutions.

Delay of Electors Meeting

An alternative is to delay the Electors Meeting until the end of May 2021 by which time it may be either a) possible to hold in person meetings or b) more guidance has been received from NALC.

## DECISION

How do Members **AGREE** to proceed with regard to the timing of the Annual Electors Meeting?

Regardless of the timing and setting of the Annual meeting of Electors for 2021, consideration needs to be given to its content.

The level of attendees is not usually high at the Annual Town Meeting of Electors unless there is a 'hot topic' on the agenda.

There were approximately 17 members of the public present in 2019, not all of which were Electors. In addition, 8 Town Councillors attended of which only 4 were Electors for the Town.

A copy of the Agenda for the 2019 meeting is attached as **Appendix 1** for information. Consideration will need to be given to what items Members wish to be included to stimulate the debate this year.

In 2019 the previous Leader of West Sussex County Council, Cllr. Louise Goldsmith attended and in the previous two years the Sussex Police and Crime Commissioner was present. Members are invited to consider whether they wish to extend an invitation to a speaker for this year's meeting.

## DECISIONS

The Committee is invited (subject to the decision taken earlier regarding the timing and platform for the Meeting) to: -

Consider the arrangements for this year's meeting, confirmation of the time that the meeting should commence and any speaker.

To consider items for inclusion on the Agenda.



# **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](mailto:bognortc@bognorregis.gov.uk)

## **ANNUAL TOWN MEETING OF ELECTORS FOR 2019**

The Annual Town Meeting will take place **in the new screen at the Picturedrome Cinema, Bognor Regis** at **7.30pm** on **MONDAY 18<sup>th</sup> MARCH 2019**. The Chairman of the Meeting will be the Town Mayor.

The Meeting is primarily intended for persons registered as local government electors for the Town & Parish of Bognor Regis. However, all members of the Public and Press are most welcome to attend. Any matters affecting the Parish may be discussed. County and District Councillors are being invited to attend. **Only persons registered as local government electors for the Town & Parish of Bognor Regis are entitled to vote at the Meeting.**

## **A G E N D A**

1. Welcome by the Town Mayor and introduction of Councillors present
2. To approve and sign the **Minutes** of the Town Meeting of Electors held on Wednesday 21<sup>st</sup> November 2018 and any **Matters Arising**
3. To receive the **Annual Report** of the Council
4. To receive the **Accounts** of the Town Council year ending 31<sup>st</sup> March 2018 and Budget for 2019-2020
5. To receive the **Accounts** of the Bognor Pier Company Ltd. year ending 31<sup>st</sup> December 2018 (if available)
6. To consider **Resolutions** of which written notice has been given by **Friday 15<sup>th</sup> March 2019**
7. Town Council's Regeneration Survey
8. To welcome Ms Louise Goldsmith, Leader of West Sussex County Council
9. Open Forum with questions to Councillors/Attendees

**DATED this 4<sup>th</sup> day of March 2019**

**Town Mayor**

**Town Clerk**



**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 13 - TO CONSIDER THE TOWN COUNCIL'S ANNUAL  
ASSESSMENT/REVIEW OF RISKS**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Copies of the Overall Summary and Action Plan of the Annual Assessment/ Review of Risks for 2020/2021 are attached for Members' consideration as **Appendices 1 and 2**.

**DECISIONS**

To consider the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2020/2021 and **RECOMMEND** that these be referred to the Town Council for approval.

Once approved by Council, the Action Plan to be signed by the Town Mayor, as Chairman of the Council, and the Town Clerk.



# LCRS 6. Overall Summary

## Bognor Regis Town Council Assessment for year 2020 To 2021

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	20	20	1.0	0	
Clocks	Power to provide public clocks	5	5	1.0	0	
Code of Conduct	Duty to adopt a code of conduct	1	1	1.0	0	
Computing	Power to facilitate discharge of any function	3	3	1.3	0	
Council Meetings		4	4	1.3	0	
Council Property and Document	Duty to disclose documents and to adopt publication scheme	5	5	1.2	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	2	2	1.5	0	
Employment of Staff	Duty to Appoint	9	9	1.1	0	
Entertainment and the arts	Provision of entertainment and support of the arts	14	14	1.0	0	
Financial Management	Duty to ensure responsibility for financial affairs	12	12	1.0	0	
Gifts	Power to accept	1	1	1.0	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	5	5	1.6	1	2
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	6	6	1.0	0	
Local functions	N/a - Local group to cover any risks not listed in other groups	3	1	1.0	0	
Meetings of the Council	Duty to meet	5	5	1.2	0	
Newsletters	Power to provide from 'free resource'	5	5	1.2	0	
Planning & Development Contr	Rights of consultation	2	2	1.0	0	
Provision of Office Accommod	Power to provide	5	5	1.6	1	1
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.0	0	
Shelters & Seats	Power to provide	3	3	1.0	0	
Street/Footway Lighting	Power to provide	8	8	1.0	0	



## LCRS 6. Overall Summary

### Bognor Regis Town Council Assessment for year 2020 To 2021

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Tourism	Power to contribute to organisations encouraging tourism	4	4	1.0	0	<input type="text"/>
Village Signs	Power to erect (with Highway Authority approval)	5	5	1.0	0	<input type="text"/>
Web Sites		18	18	1.0	0	<input type="text"/>
Overall totals/scores		147	145	1.1	2	

Completed by:

Date:

Position:

How to complete:

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



# **Bognor Regis Town Council**

## **Assessment for year 2020 To 2021**

### **LCRS 7b - All Action Plans**

Action  
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
<b>Land</b>									
27	<b>Administration/ Legal</b>	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	<b>Medium</b> <b>Medium</b>	4	<i>Copies of the Conveyance completed in 1987 together with all supporting documentation has now been scanned and filed for safekeeping. The status quo remains unless the Town Council decides to stop using the land as at Allotments.</i>	<i>Town Clerk</i>	<i>31/12/2021</i>	<input type="checkbox"/>
<b>Provision of Office Accommodation</b>									
349	<b>Physical</b>	Poor Office Conditions - Town Hall and Town Force lockup	Arrange periodical inspection of office and Town Force lockup. Any adverse conditions are reported to ADC or BRTC as appropriate Repair/maintenance etc.carried out by ADC or BRTC Health & Safety Annual inspection carried out by contractor	<b>Medium</b> <b>Medium</b>	4	<i>Clearance of paperwork to electronic media is largely completed with only one specific area remaining as an ongoing project. Progress in this specific area has been delayed due to minimal access to Town Hall as a result of COVID pandemic.</i>	<i>Town Clerk</i>	<i>31/12/2021</i>	<input type="checkbox"/>



**Bognor Regis Town Council**  
**Assessment for year 2020 To 2021**

**LCRS 7b - All Action Plans**

Action  
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
						No of issues listed: 2			
<b>Submitted to council:</b>						_____			
<b>Minute reference:</b>						_____			
<b>Date:</b>						_____			
<b>Signed by chairperson - Cllr Philip Woodall</b>						_____			
<b>Signed by responsible Finance officer - Glenna Frost</b>						_____			

How to complete (individual risk section):

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

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 14 - 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**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Members are invited to consider the suggestion 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.

**DECISION**

Do Members **AGREE** 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?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 15 - TO RECEIVE THE RECOMMENDED POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 20<sup>th</sup> OCTOBER 2020 (MIN. 107 REFERS)**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Members are invited to receive the Poster, Banner and Outdoor Display Opportunities Policy (attached as **Appendix 1**) as recommended by the Events, Promotion and Leisure (EP&L) Committee at their Meeting held 20<sup>th</sup> October 2020 (Min. 107 refers).

Members should also note that prior to the approval of the Policy now recommended to this Committee, at the EP&L Committee Meeting held 14<sup>th</sup> September 2020, when discussing the possible lamppost banner sites (Min. 93 refers) the following was agreed:

*Members also unanimously **AGREED** to allow other event organisations to utilise the sites in line with the Seafront Promenade Poster Policy. As Members agreed to allow other event organisations to utilise the sites they were further asked to consider if they wished to re-charge any associated costs.*

*Following discussion, Members requested an amendment which was proposed and seconded and **AGREED** as follows:*

*Members agree that other organisations may use the sites, but the Town Council Reserve the Right to recharge any associated costs.*

*Further discussion on this will take place at a future meeting and be incorporated into the policy.*

However, when agreeing the policy at the Committee Meeting in October, the above was not referenced again.

Members therefore need to **APPROVE** that the attached policy should be amended to include the additional point:

*Lamppost Banner Sites*

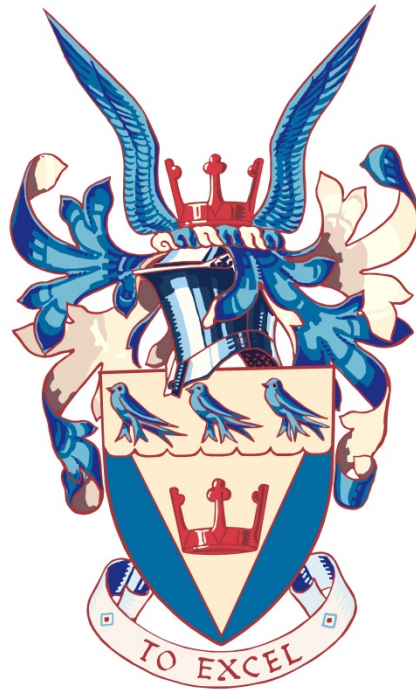
*Other organisations may use the sites, but the Town Council Reserve the Right to recharge any associated costs.*



## **DECISION**

Do Members **APPROVE** the Poster, Banner and Outdoor Display Opportunities Policy as recommended by the Events, Promotion and Leisure Committee Meeting at their Meeting held 20<sup>th</sup> October 2020?

Do Members further **APPROVE** the addition of the clause relating to lamppost banner sites as detailed above?



# **BOGNOR REGIS TOWN COUNCIL**

## **POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY**

Adopted by the Council at its Meeting held on **xxxx**

This Policy shall apply to all poster sites, banners and other outdoor display opportunities within the control of Bognor Regis Town Council and recognises the agreement with Arun District Council also permits sponsors of events to be named and websites giving further details also be included. That the different sites for posters/banners and other outdoor display opportunities that may be determined, are under different ownership and have different rules and permissions that apply.

This Policy also recognises that subject to agreement between Arun District Council and Bognor Regis Town Council, promotions of partnership events with commercial organisations will be permitted.

The following guidelines set within this policy will create a streamlined, efficient and uniformed approach to ensure the best possible use of these sites throughout the year.

- i) That the organisers of the main events be included on a Primary List and contacted to make them aware of the facility to display posters (funded and provided by those event organisers), and to provide recommended specifications.

The events suggested are: -

- Bognor Regis Town Council Events
- Carnival
- Birdman/Pride
- Seafront Illuminations
- Southdowns Folk Festival
- Rox
- Bognorphenia
- Illuminations Gala
- Blakefest

- ii) Town Council Officers will be responsible for the administration of the scheme including taking receipt of the posters from organisers, rotation of posters and notification to event organisers if posters become damaged so that a replacement can be provided.
- iii) To accept posters from non-profit events, other than those on the Primary List, for display if space allows.
- iv) That generic posters, such as West End Shops This Way/Visit Bognor Regis Old Town etc. are displayed between events, so sites are continually filled. These posters would be funded and provided by third party organisations such as the BID or West End Shops and Traders or any other non-profit or non-commercial enterprise.
- v) Town Force or the appointed agents to undertake all necessary works to display signs with these being erected no earlier than 2 weeks leading up to the advertised event and taken down post event to avoid out of date posters being on display.

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 16 - TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 7<sup>th</sup> DECEMBER 2020 (MIN. 124 REFERS) FOR ANY UNSPENT 2020/21 WARD ALLOCATION FUNDS TO BE EARMARKED AND CARRIED FORWARD FOR USE IN 2021/22**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Members are invited to receive the recommendation from the Community Engagement and Environment Committee Meeting held 7<sup>th</sup> December 2020 (Min. 124 refers) for any unspent 2020/21 Ward Allocation funds to be earmarked and carried forward for use in 2021/22.

**DECISION**

Do Members **AGREE** that any unspent 2020/21 Ward Allocation funds should be earmarked and carried forward for use in 2021/22?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 17 - TO CONSIDER THE MOTION FROM CLLR. J. ERSKINE, AS REFERRED FROM THE COUNCIL MEETING HELD 4<sup>th</sup> JANUARY 2021 (MIN. 339 REFERS) FOR THE TOWN COUNCIL TO ADOPT THE HIDDEN DISABILITIES SUNFLOWER SCHEME**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

At the Town Council Meeting held 4<sup>th</sup> January 2021, Members received 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. Covid-19 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."*

Having been seconded, the Motion was not deemed as requiring urgent attention by the Mayor, and it was therefore agreed that the matter would be referred to this Committee for consideration and to make a decision about any required action.

## **DECISION**

How do Members **AGREE** to proceed in relation to the Motion, as submitted by Cllr. Erskine, about the Hidden Disabilities Sunflower Scheme?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 18 - TO RECEIVE AN UPDATE ON THE 2021 NEWSLETTER**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

At the Online Policy and Resources Committee Meeting, held on 26<sup>th</sup> October 2020, Members noted the content of the planned 2020 Newsletter as had been agreed by Members in November 2019. However, as a result of COVID-19, Members decided to cancel the 2020 issue and instead produce the usual issue in March/April 2021 using the content for the 2020 issue (including winning cover photo) updated for 2021 (Min. 171 refers).

As determined by the responses received to the Civic & Office Manager's email of 18<sup>th</sup> March 2020, the front of the Newsletter will be in an old-style newspaper design, incorporating the winning photo.

Although the final proof for the 2020 Newsletter had been sent to all Councillors via email on 20<sup>th</sup> March 2020, this will now need to be recirculated once the updates have been made for the 2021 publication. This will provide Members an opportunity to proofread the final draft, prior to going to print, but will not allow for content to be amended as this has already been agreed.

The Civic & Office Manager has liaised with both the printers and distribution companies, in recent days, to ensure that both are fully operational during the current climate, and able to supply the necessary services required to achieve delivery to residents of Bognor Regis by the end of March 2021.

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**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 19 - TO RECEIVE A REPORT ON TRAINING - MIN. 166.3  
REFERS**

**REPORT BY THE CIVIC  
& OFFICE MANAGER**

**FOR DECISION**

Members will recall that at the meeting held 26<sup>th</sup> October it was agreed that training for Councillors in three identified areas should be investigated and a report made back to this Committee for further consideration (Min. 166.3 refers).

Public Speaking

Breakthrough Communications are local providers of virtual training for Town and Parish Councillors and offer a session titled 'Public Speaking Skills for Councillors'. The aim is for Councillors to feel confident to effectively communicate with residents at public or virtual events. Their experts will guide Councillors through techniques and strategies to help them speak in public with flair, confidence and authenticity.

The rate for a tailored training session for an individual council is £345+VAT per session. This includes an exploratory discussion with relevant Officer(s) to understand the specific needs of the council and any tailored requirements.

Facebook Live

Breakthrough Communications also offer a virtual training session titled 'Get in front of the camera: how to build your confidence and engage with your community through video and Facebook Live'. The session helps to build the confidence needed to succeed with video, and in discovering the power of 'Facebook Live' for truly effective engagement with the local community.

The rate for a tailored training session for an individual council is £345+VAT per session. This includes an exploratory discussion with relevant Officer(s) to understand the specific needs of the council and any tailored requirements.

Upon viewing the [How to use Facebook Live to get your message in front of your residents](#) video, on Breakthrough Communications website, it would appear that the Facebook Live virtual training is aimed towards how individual Councillors, logged in on their own personal Facebook page, could stream a live video of themselves. It should be noted that Officers already have the ability and experience to use the function via the Town Council's Events Facebook page if required. Any such streaming by individual Councillors also obviously has to be in accordance with the Town Council's Code of Conduct. The Committee therefore needs to consider whether this training would be beneficial to enough Members.



### Promotion Issues

As there is no “off the shelf” type training in this area, a bespoke course will need to be arranged but before doing this further guidance is required as to the specific content of any training.

### **DECISION**

How do Members **AGREE** to proceed with regard to the identified training for Public Speaking and Facebook Live?

What content do Members **AGREE** should be delivered by the bespoke Promotions training?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 20 - TO RECEIVE COMMENTS FROM THE EVENTS,  
PROMOTION AND LEISURE COMMITTEE AND GIVE CONSIDERATION TO  
THE ADOPTION AND IMPLEMENTATION OF THE PLACE BRANDING  
CORE VALUES**

**REPORT BY PROJECTS OFFICER**

**FOR DECISION**

As some Members will be aware Arun District Council have for some time been working in association with Hemmingway Design to create a Place Brand for Bognor Regis.

Place Branding is not about Logos or marketing - it's about Stakeholders coming together and adopting shared values and narrative to change outward perceptions.

Hemmingway Design presented the Place Branding for Bognor Regis at a virtual meeting on 11<sup>th</sup> September 2020. The presentation was attended by a good cross-section of local stakeholders including the University of Chichester, Bognor Regis BID, Bognor Regis Regeneration Board, West Sussex County Council, The Track, Butlins, Vinco Marketing and both Town and District Councillors.

The presentation opened with a contextual introduction to place branding, emphasising that places are brands and should therefore behave like brands, with a set of shared values & common goals. Commitment to those values assists in building civic pride through a shared story and telling the world who you are as a town. Effective implementation of Place Branding has the power to positively change the conversation about, and thus perceptions of Bognor Regis.

Hemmingway Design identified the core values for Bognor Regis as:

- 1) A beacon for a bold future.
- 2) Blue sky thinking.
- 3) Ready for fun.

To assure the success of the Place Branding, it is vital that all major stakeholders "Buy In" to the core principles by agreeing to adopt, implement and reflect them when and wherever possible. Members should note that this is not intended to replace any existing individual Logo or Place Branding initiatives, but to compliment them and create a definitive positive approach to the promotion and perception of Bognor Regis.

Further collaboration with afore mentioned stakeholders has already resulted in the Bognor Regis Regeneration Board, Butlins, The Track and the Bognor Regis BID agreeing to adopt these core principles within their marketing and promotional material. ADC, BRTC and WSCC and the University are being asked to do the same.

As any adoption and implementation in this regard would be a Council wide policy, any recommendation to Council must come through this Committee but as per the relevant Terms of Reference, the Events, Promotion and Leisure Committee have been canvassed for their opinion.

The Core Values will therefore be considered by the Events, Promotion and Leisure Committee at their Meeting the night before this meeting, on 18<sup>th</sup> January 2021, and therefore a verbal report on their comments will be given to Members.

Having read the report above and noting the comments from the Committee, Members are asked to consider if they agree to recommend the adoption of the core values as identified and further agree to reflect and implement them.

## **DECISION**

Do Members **AGREE** to **RECOMMEND** to Council the adoption of the core values as identified and further **AGREE** to reflect and implement them?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 21 - TO CONSIDER HOW TO RESPOND TO ANY REQUESTS  
FROM EVENT ORGANISATIONS TO EARMARK GRANT AID AWARDS  
UNTIL 2022**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

As Members will recall, due to the pandemic many of the event organisers awarded Grant Aid for their 2020 event, requested that the monies be Earmarked for their 2021 event.

One of these events was the Bognor Regis Carnival, the organisers of which have now contacted the Town Clerk as follows:

*It is time to put applications into Arun for this event. As it is in June, and with the current pandemic being as it is, we as a committee have decided that it would be nigh on impossible to put on a safe event at that time.*

*Even with the vaccine rolling out at speed I think it unlikely that social distancing will stop any time soon.*

*The carnival relies on groups and clubs of people mixing together to create their tableaux and I think that there would be very few entries because of current circumstances. We also rely on sponsorship of local businesses and we feel it would be wholly inappropriate to approach any business at this time.*

*It was a sad decision to make but not difficult as it is in the best interests of our community.*

*We therefore ask if it would be possible for councillors to consider rolling our grant aid over to 2022 when we aim to come back bigger and more spectacularly than ever with a full day and evening event as well as the reintroduction of the Carnival Monarchy.*

*At Christmas carnival ran a Christmas Trail in collaboration with the BID which was socially distanced and well met by the community. We plan to do another at Easter and in the summer months so people know we haven't disappeared forever. It is our commitment to the community to offer smaller, more realistic events throughout the year.*

Members are therefore asked to confirm whether they agree to the request from Bognor Regis Carnival and furthermore, agree that approval be given to any similar requests from other event organisers over the coming months.

It should be noted that any such Earmarking, as with the previous decision, would be subject to receipt of written confirmation that the event/project would be going ahead in 2022, together with confirmation of the procedures to be adopted in line with any COVID-19 related Government guidelines in place at that time.

## **DECISION**

Do Members **AGREE** that Bognor Regis Carnival be permitted to have their 2020 Grant Aid award Earmarked for use towards their 2022 event, subject to the previously stated conditions?

Furthermore, do Members **AGREE** to approve any similar requests from other event organisers?

**BOGNOR REGIS TOWN COUNCIL  
ONLINE POLICY AND RESOURCES COMMITTEE MEETING  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 22 - TO RECEIVE AN UPDATE REGARDING PUBLIC PARTICIPATION AT COUNCIL AND COMMITTEE MEETINGS - MIN. 170 REFERS**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

As Members will recall, at the Meeting held on 26<sup>th</sup> October 2020, Members instructed officers to investigate both the possibilities surrounding pre-recorded questions together with the practicalities of a delay on the broadcast of the meeting to facilitate public asking questions in person when attending a Zoom meeting.

The matter has now been taken up with the Town Council's IT Service provider who has reported as follows on the delay and record suggestions:

*Facebook live – time delays*

*There already is a 20 second time delay on Facebook live videos due to the processing time needed. But this doesn't include any separate mute, delay and cut feed controls for Facebook. What happens in the meeting will show on Facebook, just 20 second later, even if you "eject" a participant and stop a webinar for inappropriate language, it will still appear on Facebook live stream.*

*The closed loop radio systems they did have and have now don't necessarily work when it comes to modern day Video conferencing.*

*Every way I can think of has its pros and cons but I believe your safest option is a pre-recorded message which is played when needed. This will allow you to vet the message, ask for any adjustments or to be recorded because of poor quality video, etc and will mitigate all possible disruption and connectivity issue on the day of the meeting. We would need to test this first to make sure you are happy with the process but should be fairly straight forward on the day of the meeting. This option will add extra admin preparation time for the meeting.*

Having noted the comments from the IT provider, how do Members wish Officers to proceed?

**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  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 23 - FINANCIAL REPORTS INCLUDING: -**

**REPORT BY TOWN CLERK**

**FOR DECISION**

- **TO NOTE COMMITTEE, I&E REPORTS FOR THE MONTH OF DECEMBER 2020 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of December 2020 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 OCTOBER, NOVEMBER AND DECEMBER 2020 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 October, November and December 2020.

**DECISIONS**

To **NOTE** receipt of the financial reports for the month of December 2020.

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 of December 2020, 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  
19<sup>th</sup> JANUARY 2021**

**AGENDA ITEM 24 - CORRESPONDENCE**

**FOR INFORMATION**

1. WSCC - News Release 23/12/20 West Sussex to move to tier 4 of local outbreak restrictions - circulated to Councillors
2. West Sussex COVID-19 News – New tier, Christmas, opening hours, and more - circulated to Councillors
3. Neighbourhood alert - Scam Warning - Fake Dpd Emails and Texts circulated to Councillors and on Social media
4. Neighbourhood Alert - Christmas and New Year Greetings
5. WSCC - Your Town and Parish Council News - Tier 4 URGENT update - circulated to Councillors
6. Neighbourhood Alert - Incident Information from WSCC Resilience and Emergencies Team weather warning
7. Wishing You A Safe and Happy Festive Season from Chief Constable Jo Shiner
8. Neighbourhood Alert - Be Aware of Unsolicited Mail Scams 27/12/2020 - circulated to Councillors and on Social Media
9. West Sussex COVID-19 News – Happy New Year from West Sussex County Council
10. WSCC - Climate change and carbon reduction plans to be examined by scrutiny committee - circulated to Councillors
11. Reminder about Sussex PCC Policing Priorities and Funding Survey 28/12/2020
12. The Office of Sussex Police and Crime Commissioner - Safer neighbourhoods and tougher policing - circulated to Councillors
13. ADALC Subscriptions 2021
14. VAAC Funding Focus - January 2021 Edition of VAAC's monthly fundraising newsletter - circulated to Councillors and on Social Media
15. Email request for information on wind speed for an insurance claim and the Events Officers response
16. NALC & SALC - Coronavirus updates
17. Arun District Council Tourism - New Year New Tier - All On Board Network zoom chats restarting
18. Arun District Council - Grants Availability
19. CAB - Press Release - Tackling Fuel Poverty & Climate Change - circulated to Councillors and on Social Media
20. West Sussex County Council continues to offer support to residents during lockdown - circulated to Councillors
21. West Sussex COVID-19 News – National lockdown - local figures - support available - circulated to Councillors
22. Final Few Days To Have Your Say on Police Priorities and Funding 06/01/2021 - circulated to Councillors
23. BR BID Coronavirus Update: 20th November 2020 - circulated to Councillors
24. Neighbourhood Alert - Protecting Your Identity 06/01/2021 - circulated to Councillors and on social media
25. FW: UK Hospitality webinar - today at 4pm Minister for Hospitality debate - circulated to Councillors
26. Zoom Volunteer Co-ordinators Meeting: Health and Safety for your Volunteers



27. VAAC weekly updates - circulated to Councillors and social media
28. Update from GOV.UK for: COVID-19: Guidance for the safe use of multi-purpose community facilities and Volunteers National Lockdown Stay At Home (5th Jan 2021) circulated to Councillors
29. Update from GOV.UK for: COVID-19: Guidance for managing beaches, the countryside and coastal areas (06.01.21)
30. Update from GOV.UK for: COVID-19: Guidance for managing playgrounds and outdoor gyms (06.01.21)
31. SSALC Chairs Networking Forum
32. Message of thanks from Bognor Foodbank for the Council's donation
33. Sussex Resilience Forum declares major incident to maximise Covid response - 06.01.21 - circulated to Councillors
34. Arun District Council - Tourism - Reminder - All on Board weekly chat Friday 8 January 0930-1030 and some Wellbeing links for you and your business
35. BR BID Coronavirus Update: 8th January 2021 - circulated to Councillors
36. West Sussex County Council: Met Office Level 3 Cold Weather Alert - circulated to Councillors and on Social Media
37. Arun Weekly Bulletin 08/01/2021 - circulated to Councillors and on Social Media
38. WSCC - COVID Winter Support Fund - Grants up to £5,000
39. Neighbourhood Alert - Incident Information from WSCC Resilience and Emergencies Team 08/01/2021 circulated to Councillors and on Social Media
40. Arun District Council - Anti-Covid material in the area - circulated to Councillors and a Councillors response that they have seen such posters
41. Happy New Year from all of us St Wilfrid's Hospice
42. Arun District Council - Weekly Briefing - circulated to Councillors
43. NALC - Chief Executive's Bulletin
44. The Lock Centre & Citytalk Group - advising of their purchase of the Lock Centre in Bognor Regis
45. Office of Sussex Police and Crime Commissioner - In lockdown 3 Police are still here to help and to catch criminals - circulated to Councillors
46. Neighbourhood Alert - Alert - Coronavirus Vaccination Scams - circulated to Councillors and on social media
47. Email from a member of the public regarding keeping a part of her business open during lockdown - referred to ADC
48. Final day to have your say on police priorities and funding
49. COVID Winter Support Fund - Grants up to £5,000 (Correct Contact Details) - circulated to Councillors
50. Correspondence between West Sussex ALC Ltd and Bognor Regis Town Clerk regarding interviews for feedback with Parish Councils regarding their Value for Money Review - Town Clerk's response submitted advising that no feedback could be given as the matter had not been considered by Council and therefore any opinion would be that of the individual rather than the Council as a Body Corporate
51. Neighbourhood Watch National Newsletter - Our News January 2021 - circulated to Councillors
52. WSCC - Your Town and Parish Council News - Special edition COVID-19 update - Vaccinations - Support - circulated to Councillors
53. NALC - Open Letter to all Councillors - circulated to Councillors