BOGNOR REGIS TOWN COUNCIL

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of Bognor Regis Town Council will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 31st JANUARY 2022**.

Please note that the doors to the Town Hall will be closed at 6.20pm and no entry will be possible after this time.

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.

Any member of the public wishing to attend the meeting must pre-book a place by emailing bognortc@bognorregis.gov.uk before midday on Monday 31st January 2022. A maximum of six places will be available for this meeting. No entry will be permitted to those who have not pre-booked a place.

All pre-booked attendees will be provided in advance with COVID guidance for the use of the Town Hall and this guidance must be adhered to at all times.

An opportunity will be afforded to those **members of the public** who have pre-booked a place to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 31st January from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

DATED this 25th DAY of JANUARY 2022   **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, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
    a) the item they have the Interest in
    b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
    c) the nature of the Interest
    d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
    e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To Approve the Minutes of the Meeting held on 29th November 2021
4. ADJOURNMENT for public question time and statements
5. Clerk's report from previous Minutes
6. To receive the Town Force Report
7. Bognor Regis Heritage & Arts Partnership Board (BRHAPB) including: -
    To receive the Notes of the Meeting held on 4th November 2021 previously circulated to Councillors
8. To review the Mayor's Allowance Scheme and recommend its adoption to Council and furthermore consider and, if acceptable, recommend to Council the adoption of a Members' Allowances Policy
9. Internal Audit including:
    *   To consider Internal Audit Report 2021-2022 (First Interim)
    *   To review the 2022/23 Annual Audit Plan and to consider any additional items for inclusion
10. To consider the agenda and arrangements, including location, for the Annual Town Meeting of Electors scheduled for 14th March 2022
11. To consider the Town Council's Annual Assessment/Review of Risks
12. To receive quotations for a new photocopier contract and determine preferred provider
13. Committee Chairman Appointments to consider the way forward - Min. 60.7 refers
14. To receive the Draft Notes of the meeting of the Arun District Association of Local Councils held on 19th January 2022
15. Rolling Capital Expenditure - to ratify expenditure of £36,000.00 plus VAT for the purchase of a newer Cherry Picker
16. To consider requirement for Cllr. Goodheart to refund costs of missed training event - Min. 206 refers
17. Financial Reports including: -
    *   To note Committee I&E Reports for the months of December 2021 - previously copied to Councillors. These documents are available on the

Town Council website @ http://www.bognorregis.gov.uk (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)

- To note that verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 2021, undertaken by the Vice-Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

18. Correspondence
19. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
20. To note any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held 21st December 2021
21. Town Force: Note of outstanding debtors

Agenda items 20 & 21 will contain confidential items and require a resolution to exclude public & press.

BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 29th NOVEMBER 2021

PRESENT: Cllr. M. Stanley (Chairman); Cllrs: J. Barrett,
A. Cunard, S. Goodheart, B. Waterhouse and
P. Woodall

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Cllr. Mrs. J. Warr in the public gallery

The Meeting opened at 6.30pm

87.   WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Erskine, who was unwell, Cllr. Jones, because of travel problems getting back from Southampton, and Cllr. Reynolds who was working late.

88.   DECLARATIONS OF INTEREST

The Chairman asked Members if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:
a)   the item they have the Interest in
b)   whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
c)   the nature of the Interest
d)   if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
e)   if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

Cllr. Goodheart declared an Ordinary Interest in relation to any discussion about the Bognor Regis in Bloom Working Group as he is a Member of the Committee

89. TO APPROVE THE MINUTES OF THE MEETING HELD ON 22nd NOVEMBER 2021

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held 22nd November 2021 as an accurate record of the proceedings and these were signed by the Chairman.

90. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions from those seated in the public gallery, therefore, the meeting was not adjourned.

91. CLERK'S REPORT FROM PREVIOUS MINUTES

91.1 27th September 2021 - Min. 60.4 - Fishermen's Huts
Following on from the report given to Members at the last meeting, a further approach to ADC's Director of Place has been made by the Clerk to seek some clarity into the legal position regarding leases/ownership etc. of the kiosks. The District Council's Director of Place has now confirmed that it has taken a while to get dialogue going with the fishermen's representative but that this has recently commenced. Their intention is to provide them with a draft lease to consider so that matters can be put on a sound legal footing.

91.2 27th September 2021 - Min. 60.5 - NALC campaign for remote meetings
Members were informed that a response had now been received in connection with the letter sent to Nick Gibb MP to express the Town Council's support of remote meetings. As well as giving background on the Regulations that allowed for remote meetings to be held, the response informed that prior to the expiry of the remote meetings regulations, the Government recognised that councils were keen to retain the flexibility to choose to meet remotely or in hybrid form as and when circumstances dictate. A Call for Evidence on the use of remote meetings was launched on 25th March 2021 and ran until 17th June 2021 to inform consideration of

possible permanent provisions. Any permanent provision would require primary legislation and depend upon available Parliamentary time. The results of the Call for Evidence are under review and the Government will respond in due course.

91.3   27ᵗʰ September 2021 - Min. 60.6 - Promotions Training
Unfortunately, owing to staff resources, it had not been possible to progress with this matter any further.

91.4   27ᵗʰ September 2021 - Min. 60.7 - Committee Chairman Appointments
Whilst it had been hoped to be able to include this on the agenda for this meeting, in view of the length of the agenda, it has been referred to the next meeting.

91.5   27ᵗʰ September 2021 - Min. 62 - Town Force Report - Licences vs. leases for BRTC Assets on the Promenade
It had been previously reported that there had been no progress with a response and the Arun District Council solicitor had been chased again on 20ᵗʰ September, almost 6 months since the original email to them. A further email has been sent requesting an update. A response was received from the Legal team at ADC, on 29ᵗʰ November 2021, to advise that "a member of staff has left the team recently, but the lease is being reviewed and we hope to revert to you in the near future".

91.6   27ᵗʰ September 2021 - Min. 73.1 - West End Shops and Traders funding for Christmas trees
Members were reminded that it had been reported under correspondence at this meeting that West End Shops and Traders were seeking to approach the Town Council for further funding to the value of £5,000 for the provision of Christmas trees along Aldwick Road again this year. The trees had been funded the previous year by unused Events budgets following the cancellation of the programme due to the pandemic. However, no such funds were available in the current year. At the meeting held 27ᵗʰ September 2021, Members agreed that the matter should be referred to the Council meeting on 1ˢᵗ November for consideration of match funding subject to a meeting being held with the Chairman of the West End Shops and Traders, the Chairman of this Committee and the Town Clerk to discuss the proposal further. This meeting took place and a report was made back to Members at the Town Council Meeting on 1ˢᵗ November. Following some discussion Members of the Council unanimously resolved to agree to offer the WEST group match funding of up to £2,500, for Christmas trees along Aldwick Road, and further agreed an overspend of the Grant Aid 2021-22 Budget.

The Clerk confirmed to Members that a total of 16 trees had since been ordered for purchase by traders in Aldwick Road to a value of £1,520.00. An invoice to cover the purchase of an additional 16 trees has therefore been received. The overspend on the 2021-22 Grant Aid Budget will therefore reflect this reduction in funding now payable.

92. **TO RECEIVE THE TOWN FORCE REPORT**

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

93. **BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TEMPORARY DISBANDMENT OF THE PARTNERSHIP AND TRANSFER OF REMAINING BUDGET CURRENTLY IN EARMARKED RESERVES; TO RECEIVE AN UPDATE FROM THE BRHAPB CHAIRMAN ON THE EVENT HELD AT THE TRACK ON 13th NOVEMBER 2021 TO LAUNCH THE NEW GUIDE TO NOVELS SET IN BOGNOR REGIS; TO RECEIVE THE NOTES OF THE MEETING HELD ON 4th NOVEMBER 2021 (IF AVAILABLE)**

The Town Clerk's report was **NOTED**, including that the Notes had not been received from the meeting held 4th November but that these would be circulated to Members once available and noted at the next meeting.

A Member felt that the proposal that the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) be temporarily disbanded, with the group continuing to operate under the banner of the Bognor Pier TrustC.I.C., was a positive step in moving forward.

Members unanimously **AGREED** to temporarily disband the BRHAPB and further **AGREED** to donate the remaining earmarked funds of £4,140.48 to the Bognor Pier Trust C.I.C.

The update from the BRHAPB Chairman, on the event held at The Track on 13th November 2021 to launch the new Guide to Novels set in Bognor Regis, was **NOTED** by Members.

94. **REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD (IF AVAILABLE)**

The Town Clerk's report was **NOTED** including the draft Minutes of the meeting held on 4th November 2021.

The Chairman invited Members to email any questions to him, in response to the draft Minutes of the BID Management Board Meeting, held on 4th November 2021, which he would then forward on to the BID Board Coordinator.

A Member asked whether there was any indication as to when there might be capacity for Officers to attend meetings of the Bognor Regis BID Management Board. The Town Clerk responded by saying that she would try to attend the next meeting, in January, but that she continues to work in close liaison with the BID Board Coordinator, particularly in regard to matters relating to the Town Council.

95. <u>**GUIDELINES FOR ALL PERSONS ATTENDING MEETINGS OF BOGNOR REGIS TOWN COUNCIL AND ACCESS BY APPOINTMENT ONLY TO THE TOWN HALL DURING OPENING HOURS**</u>

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

It was highlighted in the report that in order to hold meetings in the Town Hall Chamber, the Town Council were required to produce detailed risk assessments and guidance as to how access to meetings for both Members and the public would be managed. The report also set out the Covid secure procedures that Arun District Council, as building owners, have implemented for anyone entering the Town Hall building whether for an appointment or meeting. This is strictly on an appointment-only basis and no access will be permitted otherwise.

Members commented that whilst they understood the need for the Town Council to meet the requirements of the District Council in order to hold meetings in the Chamber at Bognor Regis Town Hall, it is not evident that there is the same degree of requirements for attending meetings that are held at the Civic Centre, in Littlehampton. Furthermore, the current opening hours of the Town Hall, and the appointment only system operated by ADC, has led some members of the public to believe that the Town Hall is closed and not accessible.

The report was unanimously **NOTED** by Members.

96. <u>**TO RECEIVE THE REPORTS FROM THE HEALTH & SAFETY INSPECTION UNDERTAKEN BY ELLIS WHITTAM ON 6th SEPTEMBER 2021 FOR THE TOWN FORCE LOCK UP UNIT**</u>

The Town Clerk's report, including the Executive Summary and Safety Inspection Action Plan for the Town Force Lock Up, were **NOTED**.

A query was raised, by a Member, about whether the outstanding Health & Safety Inspection and Audit recommendations had been actioned. The Town Clerk will ask the Town Force Manager for an update and report back to Members at a future meeting.

97. <u>**TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE AS AGREED AT THE COMMITTEE MEETING HELD 5th FEBRUARY 2018 (MIN. 160 REFERS)**</u>

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

Members discussed the opportunity to host the Ancient & Honourable Guild of Town Criers (AHGTC) '2022 Guild Championship' in Bognor Regis. Whilst supportive of the idea and being of the opinion that hosting the event would be good publicity for the Town, concern was raised that, owing to staff resources, organising such a large event might put too much pressure on Officers. The Civic & Office Manager, who was present at the meeting,

believed that with input from the Town Crier, who has vast experience of participating in national competitions, combined with the support of the AHGTC, it would be possible for Officers to organise this event.

Members unanimously **RESOLVED** to **AGREE** to host the Ancient & Honourable Guild of Town Criers '2022 Guild Championship' with a budget of £2,000 funded from the Town Crier's Earmarked Reserves.

98. **CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2022 TOWN NEWSLETTER**

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

In light of the Town Council having declared a Climate Emergency, a Member commented that this should be borne in mind when considering the design of the 2022 Town Newsletter.

Following discussion, Members **RESOLVED** to **AGREE** that a more condensed version of the Newsletter, delivered to every household within the five Wards of Bognor Regis, be printed on recycled paper, with a QR code included for access to the full version of the Newsletter to be available online. It was further **AGREED** that the 2022 Town Newsletter be produced towards the latter part of April/early May.

Having resolved to reduce the size of the printed version, Members **DISAGREED** with running a photography competition for the front cover of the 2022 Town Newsletter.

Finally, the Officer suggestions for articles to be included in the 2022 Town Newsletter were considered, with a Member requesting that an additional article on climate change, bio-diversity of the sea, and sustainability, also be included. Members **RESOLVED** to **AGREE** that the content for the 2022 Town Newsletter should be as suggested within the report, to include the additional article on climate change issues.

99. **TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7A) TO REVISIT THE PREVIOUS DECISION TO RECOMMEND TO COUNCIL THAT ANY UNSPENT MONIES FROM THE GRANT AID 2022 BUDGET IS RETURNED TO GENERAL RESERVES AT THE END OF THE FINANCIAL YEAR - MIN. 80 REFERS**

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

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 7a refers) to revisit the previous decision to recommend to Council that any unspent monies from the Grant Aid 2022 Budget is returned to General Reserves at the end of the financial year - Min. 80 refers.

Members **RESOLVED** to revisit their previous decision and Standing Orders were therefore reinstated.

100. TO RESCIND THE PREVIOUS DECISION REGARDING THE UNSPENT GRANT AID 2022 BUDGET TO ALLOW FOR RATIFICATION OF DECISION TO AWARD £8,000 TO SARAH BOOTE-COOK FOR THEIR GRANT AID APPLICATION FOR A '2022 JUBILEE STREET PARTY ON THE PROM' EVENT OMITTED IN ERROR FROM THE APPLICATIONS CONSIDERED AT THE EXTRAORDINARY MEETING HELD ON 8th NOVEMBER 2021

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

Members unanimously **AGREED** to rescind their previous decision regarding the unspent Grand Aid 2022 budget and **RATIFIED** the award of £8,000 Grant Aid to Sarah Boote-Cook for a '2022 Jubilee Street Party on The Prom' event. It was also **NOTED** that the remaining amended balance of £478.51 will be returned to General Reserves at the end of the financial year.

101. TO CONSIDER CREATION OF A CORPORATE IDENTITY TO FACILITATE AWARENESS OF THE TOWN COUNCIL'S WORK AND SUPPORT IN THE COMMUNITY

A Member felt that it was important that the Town Council be recognised when providing support to community groups and event organisers, particularly when this is financial. In the event that the Town Council crest is used by groups and organisations, who had benefited from the Town Council's support, then there was some doubt as to how recognisable the image was.

Whilst the existence of the 'Sunniest Bognor Regis' logo was acknowledged, it was felt that this imagery did not recognise Bognor Regis Town Council either.

Therefore, it was suggested that a corporate identity be created, resulting in a more identifiable logo, to facilitate awareness of the Town Council's work and support in the community. A Member stressed that the intention was not to abolish the use of the Town crest, or the 'Sunniest Bognor Regis' logo, but that there was a need for an every day corporate identity, in the form of a simplified logo, which was easily printable in black and white, for example.

Discussion was had about whether design proposals could be drawn up by Officers or whether the input of independent designers should be sought, based on a brief from the Town Council.

It was unanimously **AGREED** to approach 3 graphic designers and invite them to submit proposals for a corporate identity, inspired by the crest, to include the words 'Bognor Regis Town Council'. The design should be easily photocopiable, in black and white, and restricted to only 2 colours. These proposals will then be brought to a future meeting of the Policy and Resources Committee for consideration.

102. **MAKING THEATRE GAINING SKILLS INCLUDING: - UPDATE ON THE DWP FUNDED PROGRAMME WHICH HAS NOW COMPLETED; CONSIDERATION OF REQUEST TO ONCE AGAIN ACT AS "LEAD ACCOUNTABLE BODY" (LAB) IN SUPPORT OF THEIR APPLICATION FOR FUNDING FROM THE DEPARTMENT OF WORK AND PENSIONS (DWP)**

The Town Clerk's report, including the update on the DWP funded programme which had now completed, were **NOTED**.

In considering the request for the Town Council to once again act as the "Lead Accountable Body" for their DWP funding bid, a Member sought clarity on what was involved. The Town Clerk reported that acting as "Lead Accountable Body" had not been at all restrictive.

It was unanimously **AGREED** by Members to support the Making Theatre Gaining Skills request for the Town Council to once again act as the "Lead Accountable Body" for their DWP funding bid.

103. **TO CONSIDER FUTURE PROVISION OF THE BOGNOR REGIS 2 HOUR FREE PARKING DISCS INCLUDING SUPPORT FOR REQUEST TO BE MADE TO ADC FOR AN EXTENSION TO THE DISC SCHEME FROM 2023**

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

A question was raised as to whether Arun District Council (ADC) were in favour of a five-year agreement running from 2023 to 2028. The Clerk informed Members that this was not known. She also stated that when the previous Chief Executive at ADC had been asked to undertake a review of the Town Council's financial contribution to the 2 Hour Free Parking Scheme, to establish if any reduction in the level of support might be achieved, assurances had been given that this could be done when the next agreement was discussed.

Members expressed some concern about the way in which ADC's calculations are derived, with suggestion made in obtaining an independent appraisal of the parking data and an external assessment of the Town Council's contributions. It was further suggested that an approach to Littlehampton Town Council be made, to establish whether they had communicated with ADC about parking charges, and to ask if they might be interested in joining Bognor Regis Town Council in asking ADC for a review.

In light of the discussions had, it was **AGREED** to **DEFER** consideration of the Town Council making a financial commitment to support the Bognor Regis 2 Hour Free Parking Disc Scheme until discussion with Littlehampton Town Council had taken place, an independent assessment had been carried out, and ADC asked to undertake a review.

However, Members unanimously **RESOLVED** to **AGREE** the following: -

- To request that Arun District Council undertake a review of the Town Council's financial contribution to the 2 Hour Free Parking Scheme to establish if any reduction in the level of support might be achieved, and that the Town Clerk contact Littlehampton Town Council to discuss this matter.

- To start negotiations with Arun District Council to seek their support for an extension to the 2 Hour Free Parking Disc Scheme when the current agreement expires in 2023 for a period of three or five years.

- For Officers to enter into discussions with the Bognor Regis BID Coordinator regarding plans for a contingency to be put in place to take on responsibility of the administration and the financial contribution the BID currently makes to the scheme in the event of the BID not securing a second term, with a report made back to Members at a future meeting.

104. CIVILITY AND RESPECT PROJECT - CONSIDERATION OF INCLUSION OF A BULLYING AND HARASSMENT STATEMENT ON THE TOWN COUNCIL'S WEBSITE

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

A Member commented that they felt this to be an excellent suggestion and it was unanimously **AGREED** that the inclusion of a bullying and harassment statement should be embedded within the Town Council's website using the wording suggested in the Civility and Respect Project's Newsletter, as detailed in the appendix that was attached to the report.

105. ROLLING CAPITAL EXPENDITURE - TO RATIFY EXPENDITURE OF £3,332.00 PLUS VAT FOR PURCHASE OF NEW WATER BOWSER

The Town Clerk's report was **NOTED** and Members subsequently unanimously **RATIFIED** expenditure of £3,332.00 plus VAT for a 1100L Western Global Poly Water Bowser mounted on Highway Tow Chassis, as detailed in the Town Force Manager's report (Agenda item 6 refers).

106. FINANCIAL REPORTS INCLUDING: -

106.1 To note Committee, I&E Reports for the month of October 2021 - previously copied to Councillors
Members **NOTED** receipt of the financial reports for the month of October 2021.

106.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of September and October 2021, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

The verification of bank reconciliations as detailed was **NOTED**.

107. CORRESPONDENCE

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

107.1 The Town Clerk highlighted that an email had been previously circulated to all Councillors, on 18th November 2021, in relation to ADC's Council Vision 2022-2026. Members were reminded to email the Civic & Office Manager, with any comments in response to the Vision, by no later than 8th December 2021.

108. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3D) - (CONTRACTUAL)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 23 and 24 (contractual and staffing).

Cllr. Mrs. Warr left the Meeting

109. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 18th OCTOBER 2021

The Town Clerk gave a verbal report from the Meeting which was **NOTED**.

Members subsequently unanimously **RATIFIED** the recommendations to advertise for the positions of Projects Officer and Town Force Member, including the option to use temporary staff if required.

TOIL or overtime for senior staff was also approved during the current recruitment phase. A Member requested that regular updates be given in relation to accumulated TOIL.

110. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS AND TO CONSIDER RECOMMENDATION TO WRITE OFF AN OUTSTANDING DEBT

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

The Town Clerk gave a verbal report and Members subsequently unanimously **AGREED** the recommendation to write off the outstanding debt of £360.

The Meeting closed at 8.07pm

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 31st JANUARY 2022

AGENDA ITEM 6 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER   **FOR INFORMATION**

Replacement of the 24-year-old cherry picker.
Further to the previous report, which detailed the specification of the cherry picker that had been offered for purchase, market research established that the machine presented good value for money. Viewing of the cherry picker took place at the Town Force yard and a test run was held in the Town Centre to ensure the machine could navigate through the narrow gaps in between the street furniture, which it did. The seller agreed to deal with the MOT advisories on the machine, put it through a new MOT and LOLER, and to take the Town Council's Nifty V100 as a part exchange for £1,000. The final price for the newer machine is therefore £36,000 excl. VAT, which will be funded from the Rolling Capital Programme Budget.

Members are asked to ratify the expenditure of £36,000.00 under Agenda item 15 later in the meeting for the replacement cherry picker.

Graffiti removal.
There continues to be high levels of graffiti in the Town with new incidents appearing in the same locations within 24 hours of removal.

WSCC have advised that they do not anticipate any further reductions on payments for graffiti or roundabout maintenance for the 2022/23 financial year. In terms of the remainder of the 2021/22 financial year, WSCC are happy that any residual partnership funding is used for non-offensive graffiti on highway assets or fly-posting causing a highway safety issue.

Licences vs. leases for BRTC Assets on the Promenade.
There has been no progress, and this is being regularly chased.

Town Force yard.
Action points from the Town Force Health & Safety report have nearly all been dealt with. Quotes for the noise and vibration assessment are currently awaited. Action points relating to COSHH are being worked on although some have been queried with Worknest as the measures are in place despite the report saying otherwise.

Planting.
Summer bedding was ordered at the beginning of January with a request for early deliveries of plants to ensure all sites are planted up in readiness for the Jubilee Celebrations on 2nd June. The supplier has confirmed that they will do their utmost to make it happen.

SSE have requested structural testing of the lampposts carrying hanging baskets to be done again. Quotes for the testing are currently awaited.

Substantial numbers of plants in the Station tier planters and the concourse planters had to be replaced. It is suspected that these died because of the regular spraying of a disinfectant as no issues had been experienced prior to the pandemic.

The team attended to a pushed over flowerpot in Queensway.

Events Support.
Chairs were provided for the Bognor Regis Concert Band playing at the WEST traders open evening on 9th December 2021.

Odd Jobs for 3rd parties (extra revenue).
· BR BID - Removal and disposal of a Christmas tree from outside the Methodist Church, changeover of Town Centre banners;
· Aldwick Parish Council - Removal and disposal of a Christmas tree;
· Middleton-on-Sea Parish Council - removal and disposal of overgrown vegetation, painting of a bench, installation of a fence at Shrubbs Field;
· Felpham Parish Council - removal and disposal of green waste;
· South Bersted Primary school – replacement of a rotten bar on outdoor play equipment;
· Pier Co - investigation of water ingress into Screen 2, removal of broken section of a brick wall at the back of the cinema.

Examples of other jobs.
In addition to the routine jobs, TF have also rearranged office furniture in readiness for new members of staff, straightened up the Hardwicke Christmas tree following high winds, removed wreaths from around the War Memorial, removed the Town Council's Christmas trees from outside the William Hardwicke and the Railway station, assisted with moving furniture in the Council Chamber in preparation for a Council Meeting, got cheques signed (and continue to do so), serviced BRTC noticeboards (and continue to do so), did odd jobs at the allotments and dealt with a range of graffiti.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 31st JANUARY 2022

AGENDA ITEM 7 - BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: TO RECEIVE THE NOTES OF THE MEETING HELD ON 4th NOVEMBER 2021 PREVIOUSLY CIRCULATED TO COUNCILLORS

REPORT BY THE TOWN CLERK   **FOR DECISION**

The Notes of the meeting of the Heritage & Arts Partnership Board held on 4th November 2021, previously circulated to Members are attached as **Appendix 1**.

Members are asked to note the following recommendation as outlined in item 6 of the Notes: ·

ACTION: Item for Town Council EPPL Committee - submit a request to check the machine's condition as it is a Council / town heritage asset?

Having liaised further with the Chairman of the Heritage & Arts Partnership Board, there is no further action required relating to this matter by the Town Council at this time. The Museum have confirmed that the project is now proceeding to rehouse the Bathing Machine at the Museum. An invitation to a representative from the Museum to attend their next meeting to update the Partnership on progress with this project is also planned.

DECISION

Members are asked to **NOTE** the Notes of the Heritage & Arts Partnership Board Meeting held on 4th November 2021 together with their intended actions.

Bognor Regis Heritage & Arts Partnership
Meeting Wednesday 4th November 2021
6.00pm – 8.00pm
The Track , Bognor Regis Railway Station

Present:
Ken Blamires (KB) - Chairman, Irene Campbell (IC) - Community Volunteer, Cllr. Jim Brooks (JB) - BRTC, Howard Dicks (HD) Bognor Regis Museum, Cllr. Steve Goodheart (SG) - BRTC, and Paul Wells (PW) - Bognor Pier Trust, Sylvia Endacott (SE), Margaret Murphy (MM) – Arun DC

Apologies Cllr. Sandra Daniells (SD) - BRTC,

1. Chairman's Introduction, and Welcome

   The Chairman expressed the group's thanks to Sheila Hodgson (SH) – BRTC Projects Officer and Clerk for the meeting, for all her hard work for the group. Sheila has now moved on to another role.

   Before leaving Sheila Hodgson proposed, that as there was currently no council officer on the Board, that current partnership funds be handed to the Bognor Pier Trust C.I.C. as an accountable body to be managed, under a separate cost code. Current funds were indicated at c £4K. The members agreed that this was an acceptable way forward for the Partnership.

2. To Approve the Minutes of the Partnership Board Meeting held 14th September 2021 - Approved

3. Update on plans for the Book at Bognor Event 13th November

   Report on promotion, attendees and authors and event plans

   IC reported on tweets from her Twitter account and retweets from several of the authors planning to attend the launch
   ACTION: MM to arrange for retweets by sussexbythesea. Completed

   MM reported that the event was also being promoted on the digital screen in the Regis Centre and the event poster was on display in the centre's information / entrance foyer.
   ACTION: Trail leaflets needed stocking up in the foyer (KB) completed. Leaflet stocks should be checked regularly. (KB & MM)

The Literature event was also promoted at sussexbythesea.com and Bognor.today and other websites.

The Partnership's Facebook page continues to be updated regularly. Several posts about the event and a Facebook 'event' were created. Both posts and event were 'shared' to several other pages and appropriate local community groups, resulting in many likes and re shares. Several of the participating authors are now 'liking' and 'following' the partnership's page and Beryl Kingston & Helen Christmas have written their own blogs about the event and project which they've shared with their followers.

There were also good articles, before and after the event in the Bognor Regis Observer, which were both shared on the Facebook page.

The group discussed and decided the class winners and overall winner of the Nyewood Infants School artwork competition and prizes. In total 136 pieces of artwork reflecting images of Bognor Regis were submitted.
PW offered Pier Trust sponsorship of the class prizes and SE also offered to sponsor the winner.

Six authors agreed to attend the event; Beryl Kingston, Helen Christmas, Juliette West, Sharon Martin, Mike Jupp and Graham Minett.

The Mayor confirmed he was happy to officially open the event, deliver a speech to introduce the authors and also to present the prizes to the winners of the children's art competition. £10 prizes were given to each class winner and £30 to the overall winner. The School Head Mistress, staff members and winners attended the event.
A David Walliams book "Code Name Bananas" (set in the town) had also been purchased and was presented as a gift at the event to the school's library

Timings were discussed, Mayor's charity collection boxes agreed and further discussions held around possible further literary events next year.

Many congratulations were given to Irene (IC) for delivering the 'Novels in Bognor Regis' booklet project, succeeding in getting so many authors to participate and for the organisation of the resulting very successful event.

ACTION: KB to speak to the school about GDPR & parental permissions for photographing the prize winning pupils.

ACTION: JB offered to supply A boards for publicity and social distancing notices on the day and PW offered to create some 'Launch Today' posters. Completed

4. Update on the arrangements for the Mary Wheatland Blue Plaque installation

Earlier dates for the unveiling of the plaque had been missed due to Covid. A new date was set for 01 June 2022 that coincides with the date when the Bathing Machines historically were launched each year for the summer season. Discussion held around alternative dates, 16th June 'Sussex Day' suggested. Comments made that this date may be better for the relaunch of the Trail Guides and 1st June 2022 was agreed.

ACTION: Decision made to ask Town Force to attach the plaque on the chosen location on the side of the pier, well before the official event date

5. Update on the discussion on the proposal for a statue, sculpture / artwork for Bognor Regis

Lively debate held around sculpture subject ideas in addition to those reviewed at the last meeting. Including: Lewis Carroll (a fairly regular visitor who stayed (it is said) in The Steyne; An Elephant or possibly an Elephant Sculpture Trail (similar to the Paddington Bear trails in London, and many others) - telling the tale of Victorian Circus elephants on the beach; the original Bathing Machine - or a replica of the Bathing Machine (preferred option) built as a seafront interactive 'attraction' for climbing in and out of; and a Beach Hut (or several) built in 'Bathing Machine' style and added to existing Beach Huts for hire which could be a good revenue stream.

There was also a discussion around the Vilnius – Lublin Portal Images project which could be replicated locally, possibly sharing images with other local towns or maybe our 'Twinning Towns in France and Germany.
ACTION: KB to share pdf of images and project information.

6. Update on the status of the Museum's Bathing machine project

The town's Bathing Machine is one of only 2 or 3 originals thought to survive in the UK. The current condition, maintenance, storage, ownership, restoration funding and Town Council responsibilities were discussed. It is believed that the machine is owned by the Barbara Ovstedal / Rosalind Laker family?

The machine has been stored in the Town Force storage facility (for the last 6 years?) while a project to move the Bathing machine to the Bognor Regis museum was developed. The Museum confirmed recently that it had funding of c £30 for the project in terms of grants but there still was an unidentified but significant shortfall in funding to complete the project, but a revised estimate was being prepared by Greg Burt.

ACTION: KB A letter to be sent to BR Museum re: funding for Bathing Machine's restoration. Approx £30k cost when last discussed. Shortfall mentioned.

ACTION: Item for Town Council EPPL Committee - submit a request to check the machine's condition as it is a Council / town heritage asset?

ACTION: KB was happy to write bids for any further funding required.

A list of possible funding streams was circulated.
ACTION: KB to attach to minutes

ACTION: KB Offered to contact Greg at the Museum to reopen discussions.

7. Recommendations to Bognor Regis Town Council.

   See item 6

8. Date and time of next meeting

   To be confirmed after the Guide to Novels in Bognor Regis Event

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 31st JANUARY 2022

AGENDA ITEM 8 - TO REVIEW THE MAYOR'S ALLOWANCE SCHEME AND RECOMMEND ITS ADOPTION TO COUNCIL AND FURTHERMORE CONSIDER AND, IF ACCEPTABLE, RECOMMEND TO COUNCIL THE ADOPTION OF A MEMBERS' ALLOWANCES POLICY

REPORT BY TOWN CLERK   **FOR DECISION**

The Mayor's Allowance Scheme was last reviewed in 2015. An updated version, including some minor wording changes (shown in red), has therefore been drafted and is attached as **Appendix 1**.

Members are asked to receive this revised policy and if acceptable, recommend to Council its adoption.


DECISION

Do Members **AGREE** to **RECOMMEND** to Council the adoption of the revised Mayor's Allowance Scheme?

Whilst reviewing the Mayor's Allowance Scheme it has come to the Town Clerk's attention that, whilst the necessary statutory notices regarding the Allowances have been posted on the Town Council website, there is currently no Policy to formally document the matter.

Therefore, a suitable Policy has been drafted and is attached as **Appendix 2**. Members are invited to consider this document and if acceptable, recommend to Council its adoption.

DECISION

Do Members **AGREE** to **RECOMMEND** to Council the adoption of the Members' Allowances Policy?
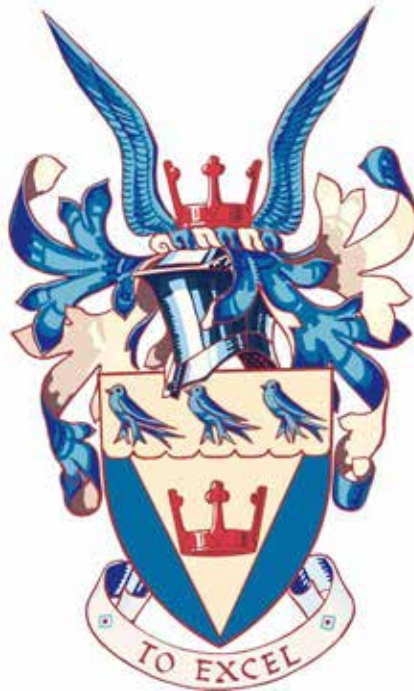
BOGNOR REGIS TOWN COUNCIL MAYOR'S ALLOWANCE SCHEME

Adopted by the Council at its Meeting held on 13th July 2015

BOGNOR REGIS TOWN COUNCIL

MAYOR'S ALLOWANCE SCHEME

The Mayor is elected by Council and holds office for a civic year, having often been the Deputy Mayor, in the previous year. The Mayor is the statutory chairman of council and the civic leader. The office brings political neutrality to Council meetings, as well as promoting the Council and its role by supporting all aspects of community life.

During his or her period of office, the Mayor puts in long hours representing the Council and raising money for nominated charities. The Mayor has to transport him/herself to functions not only within the Town, but across the County. Limited secretarial support is available from the office.

Like most local councils of this size, Bognor Regis Town Council has traditionally given a Mayor's allowance, which is set out in the Budget each year.

Mayors' allowances are covered by the Local Government Act 1972, (LGA) sections 15(5) and 35(5). They are to provide recompense for appropriate clothing, transport, contribution towards telephone, small tokens such as flowers, donations to charities, tickets to functions etc. There is no requirement for strict accounting for the spend, but a general report on activity suffices. The allowance is not exempt from income tax and therefore the way it is managed is important.

Limited hospitality and administration costs at Council events such as the Civic Service, Annual Council Reception and Annual Town Electors meeting would be paid directly from the Civic Fund budget, as would the postage for invitations and Christmas cards.

Mayors traditionally hold events, such as a Mayor's Ball, to raise money for charity. Both costs and income are dealt with through the Mayor's charity part of the accounts. Funds raised by the Mayor are paid into the account and a total cheque is paid to the charity usually at the end of the civic year.

The total annual allowance is £3,000.00 made up of £2,500 plus £500 extra allowance in each year to ensure adequate provision is available for funding items/events which are not covered within the LGA. £2,500 will be paid out in monthly ~~quarterly~~ instalments of £208 per month for 11 months with the balance of £212 paid in month 12. ~~£625.00 per quarter with~~ Any balance of the £500 remaining will be paid to the Town Mayor at the end of their term of office in May.

~~The allowance is not paid through PAYE, the Mayor must be advised in writing of the requirement to declare it for income tax purposes. The Mayor may keep records to help to reduce any tax liability as the following will not be subject to tax:~~

In view of tax law this allowance is paid through the payroll system and thus subjected to PAYE.

The Mayor must keep records for presentation to HMRC if requested including: -

· Expenses incurred on providing receipts where possible
· Reimbursement for travel expenses, with mileage claims at the appropriate rate.

BOGNOR REGIS TOWN COUNCIL

MEMBERS' ALLOWANCES POLICY

Adopted by the Council at its Meeting held on ?????????

MEMBERS' ALLOWANCES POLICY

1. Introduction

1.1   The Local Authorities (Members' Allowances) (England) Regulations 2003 came into force on 1 May 2003. The Regulations apply to Local Authorities in England only and substantially change the system that previously existed.

2.   Types of Allowance

2.1   These Regulations allow Town and Parish Councils to pay a **Basic Parish Allowance** (Regulation 25) to its Chairman only or to each of its elected Members. Co-opted Members <u>do not</u> qualify for the Basic Parish Allowance. The amount payable to the Chairman may differ from that of other Members (i.e. a higher sum could be paid because of extra duties that may be required of the Chairman) but otherwise the sum shall be the same for each Member.

2.2   The Regulations also allow payment of a **Parish Travelling and Subsistence Allowance** (Regulation 26). Travel and Subsistence Allowance can be paid to elected and co-opted Members. Parish and Town Council Members are not entitled to claim a Dependants' Carer's Allowance.

2.3   The Basic Parish Allowance is not a salary. They are figures calculated to cover expenses which are normally associated with the duties of being a local Councillor. Travelling and Subsistence Allowances are used to reimburse Members for specific expenses incurred while attending meetings, training courses or events on behalf of the Council that are outside of the 5 wards of Bognor Regis.

3.   Setting levels of Allowances

3.1   Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003 states that a Parish Remuneration Panel may be established by a responsible authority, which is defined as a District or Unitary Authority.

3.2   When convened, a Parish Remuneration Panel will produce a report making recommendations including:
·   The amount of Basic Parish Allowance payable to elected Members
·   The amount of Chairman's Allowance payable (if different to the Basic Parish Allowance)
·   The amount of Travelling and Subsistence Allowance payable

3.3   Parish and Town Councils must take into account these recommendations when setting their levels for Allowances.

4.   Procedure and payment

4.1   Payment of the Basic Parish Allowance will be made on the 24th of every month direct to the bank accounts of eligible Members. Travel and Subsistence Allowances are treated as expenses and reclaimed via an expense claim form.

4.2   When paying participation Allowances to elected Members, local Councils are obliged by law to deduct income tax, where appropriate, under the PAYE system. It is unlikely National Insurance Contributions will need to be considered as the Allowances are likely to be below the lower earnings limit.

4.3   At the end of the financial year, the Council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid for all Member Allowances.

4.4   A Member is able to elect in writing to the Clerk that he or she wishes to forgo all or part of their entitlement to the Allowances.

4.5   The Council is required to maintain records of payments made in respect of the Allowances specifying the name of the recipient and the nature of the Allowance. These records can be inspected by any Local Government Elector for the Parish or Town without payment of a fee upon giving reasonable notice. Copies must be provided if so requested, for which a reasonable fee can be charged.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st JANUARY 2022

AGENDA ITEM 9 - INTERNAL AUDIT INCLUDING: TO CONSIDER INTERNAL AUDIT REPORT 2021-2022 (FIRST INTERIM); TO REVIEW THE 2022/23 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

REPORT BY TOWN CLERK   **FOR DECISION**

To consider Internal Audit Report 2021-2022 (First Interim)

A copy of the Internal Audit Report 2021-22 (First 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 first visit.

DECISION
The Committee is invited to **NOTE** the Internal Audit Report 2021-22 (First Interim).

To review the 2022/23 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 2022/2023
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 including the cash book.

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 2022/23 to the Town Council.

AUDITING SOLUTIONS LTD

Bognor Regis Town Council

Internal Audit Report 2021-22 (First interim)

Stuart J Pollard

Director
Auditing Solutions Limited

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) 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 2021-22 financial year, during our first interim review of the Council's records for the year, which was undertaken at our offices in advance of our on-site visit on 30th November 2021. We thank the Clerk and her staff in assisting the process, providing all necessary documentation to facilitate the conduct of our review for the year.

Internal Audit Approach

In undertaking our 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 IA Certificate in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

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 issues identified warranting formal comment or recommendation at this stage of our review.

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 a CCLA Public Sector Deposit Fund (PSDF).

We have at this initial review for 2021-22, undertaken the following work: -

> ➢ Verified the accurate carry forward of opening balances in the financial ledger for 2021-22 to the detail in the 2020-21 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 & October 2021;

> ➢ Checked and agreed the year-to-date transactions on the CCLA PSDF and Mayor's Charity accounts; and

> ➢ Verified the content and accuracy of bank reconciliations at 30th April & 31st October 2021 and are also pleased to note that reconciliations continue to be reviewed by a nominated councillor who signs them off, together with the supporting bank statements in accordance with the Council's adopted Financial Regulations (FRs).

Conclusions

We are pleased to record that no matters arise in this area currently warranting formal comment or recommendation. We shall undertake further work at future reviews for the year examining two further months' main account transactions, together with the remainder of the year transactions on the PSDF and Mayor's Charity accounts (due to the low volume of transactions). 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.

We note that SOs and FRs were last reviewed and re-adopted 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.

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 longer 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 and are pleased to record that no such issues have been identified.

We are also pleased to note that the 2020-21 AGAR has been "signed-off" by 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 discussed the procedural controls in place over the receipt, verification and payment approval of invoiced expenditure, together with the release of funds and are pleased to acknowledge that they continue to operate effectively. Consequently, we have, as in previous years, selected a sample of 35 payments processed in the year to mid-November 2021 including the monthly Warehouse NNDR payment to Arun DC. The test sample totals £232,800 equating to 64% by value of non-pay related payments in the year to date and includes all payments in excess of £4,000 plus every 40th 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 2020-21 together with the first two quarterly reclaims for 2021-22, 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 similar arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We noted in our 2020-21 report that the Council had a formal Risk Management Strategy in place together with a detailed Risk Assessment Register in place, the latter based on the bespoke LCRS software with detail last reviewed and re-adopted in March 2021. We understand that this will be subjected to further review and re-adoption in the new calendar year and will check the outcome at our final review.

We note that the Council has switched its insurance cover to Hiscox, arranged through Came & Co, effective from 10th August 2021 and have examined the new policy schedule. Employer's and Public Liability cover both stand at £10 million, together with Fidelity Guarantee cover at £500,000 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 adoption of the Council's budgetary and precept requirements for 2022-23: consequently, we shall revisit this area as part of our next or final 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 (31st October 2021) with no unidentified or un-anticipated variances arising warranting further enquiry or explanation: Income stands at 99% of the target budget whilst expenditure stands at 64%.

Conclusions

No issues arise in this area currently: we shall, as indicated above, ensure at our next review that the 2022-23 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 again approved appropriate fees and charges and allotment rentals for 2021-22 in the previous municipal year.

We have at this first visit for 2021-22 examined the spreadsheet register of allotment holders, noting that rents fall due on 1st October annually and are pleased to also note that virtually all tenants have now paid their rents, with those not yet paid being appropriately pursued for recovery. We also note that the allotment register indicates receipt of holding fees totalling £4,360 which value is also reflected in the Omega "Allotment deposit" control Account (Code 551).

We have previously noted the existence of a further control account in the Omega ledger (no. 550) for allotment key deposits with a balance of £490.00: we shall check to ensure the existence of an appropriate register identifying those allotment tenants who have paid a deposit ensuring agreement with the value recorded in the Omega control account.

We have also reviewed the Sales Ledger "Unpaid accounts by date" report at 31st October 2021 noting a few unpaid debts dating as far back in one case as September 2020. We have discussed detail of each debt raised before 1st April 2021 with the Clerk noting that one has been agreed for write-off by the Council and the residual debts all being paid off by agreed instalments.

Conclusions

We are pleased to record that no issues arise in this area currently warranting formal comment or recommendation: we shall undertake further work in this area at our interim update review, including examining the controls in place over income arising from Town Force work for other bodies and other income streams.

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 in September 2021 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT has been separately identified for periodic recovery.

We have also checked the physical cash holding on the day of this first review for the year noting a small surplus and have provided the Clerk with detail of the physical cash held and, as yet, unreimbursed payments for further examination and, if appropriate, confirmation of the excess holding.

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 warranting formal comment or recommendation

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is 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 again noting that production of the monthly payroll continues to be outsourced to West Sussex County Council who make the physical payments direct to staff, 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, by reference to the Clerk's record of staff in post, approved point on the NJC pay scale and contracted weekly working hours and the October 2021 payslips: -

➢ Agreed the gross salaries payable to each employee ensuring agreement to the above Town Clerk's staff establishment record;

➢ 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. However, we noted a potential minor gross salary overpayment of £1.00 to one member of staff providing the Clerk with detail and asking her to review the position and, if necessary, ensure an appropriate amendment is made in future months.

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.

As referred to previously in this report, the Council currently holds surplus funds in the PSDF with detail of the year's transactions verified by reference to the underlying CCLA monthly statements. We are also pleased to record that the Council has a formal Treasury Management Policy in place.

We have checked and agreed the first half-yearly PWLB loan 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 of 31st March annually.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 31st JANUARY 2022

AGENDA ITEM 10 - TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 14th MARCH 2022

REPORT BY ASSISTANT CLERK   **FOR DECISION**

Whilst the level of attendees is not usually high at the Annual Town Meeting of Electors, unless there is a 'hot topic' on the agenda, the Council Chamber usually allows ample space to accommodate the low number of attendees. However, at this moment in time, social distancing continues to be important in lowering the risk of spreading Coronavirus and Members may, therefore, wish to consider hiring a larger venue.

The appropriate legislation states that the Annual Parish Meeting - called the Annual Electors Meeting in Bognor Regis - must be held between March 1st and June 1st and it is usual for the meeting to be held in March in Bognor Regis. Normally at this time of year the Town Council considers the arrangements for the Annual Electors Meeting that must be held each year.

Due to the Covid-19 pandemic it was not possible to hold the meeting in 2020 as legislation for the Town Council to hold remote meetings was not in place. However, with the pandemic continuing, provision for remote meetings was introduced and at the Policy and Resources Committee Meeting held on 19th January 2021, Members agreed to proceed with an online Electors Meeting to be held on 15th March 2021. Having discussed the content, Members further agreed to invite the Rt Hon. Nick Gibb MP with a proposed start time of 7pm (Min. 204 refers). This was subsequently postponed and rescheduled for Thursday 8th April with a start time of 6.45pm but, owing to purdah, this Electors Meeting was also postponed.

A copy of the agenda for last year's planned online meeting is attached as **Appendix 1** for information. It is anticipated that it will be possible to hold the Annual Electors Meeting this year in-person, therefore, the agenda for the meeting held on 18th March 2019 is attached as **Appendix 2** for comparison.

Consideration will need to be given to what items Members wish to be included to stimulate the debate this year, and whether they wish to extend an invitation to speak at this year's meeting to the Rt Hon. Nick Gibb MP, or approach another speaker.

DECISIONS

The Committee is invited to: -

Consider the arrangements for this year's meeting to include the location and confirmation of the time that the meeting should commence.

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

ONLINE ANNUAL TOWN MEETING OF ELECTORS FOR 2021

The Annual Town Meeting will take place **via ZOOM** at **6.45pm** on **Thursday 8th APRIL 2021**. 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.

An opportunity will be afforded for those present at the Zoom meeting to pose questions to Mr Nick Gibb MP, and Councillors. Please note that it will only be possible for one question to be asked, and that you should speak for no longer than 2 minutes, to allow everyone an opportunity to take part.

Online access to the Meeting will be via ZOOM using the following Meeting ID: 815-2039-3218. The meeting will also be streamed live to the 'Bognor Regis Town Council' Facebook page.

Due to the meeting being held online, and therefore it not being possible to verify remotely who is, and is not, an Elector of the 5 Wards of Bognor Regis, the meeting will not be able to consider and vote on any Resolutions.

Prior to the meeting a minute's silence will be observed to pay respects to all those residents who have been affected by the Coronavirus and for all those that, unfortunately, may yet be touched by the pandemic in the future

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 Monday 18th March 2019 and any **Matters Arising**
3. To receive the **Annual Report** of the Council
4. To receive the **Accounts** of the Town Council year ending 31st March 2020 and Budget for 2021-2022
5. To receive the **Accounts** of the Bognor Pier Company Ltd. year ending 31st December 2020 (if available)
6. To welcome Mr Nick Gibb, Member of Parliament for Bognor Regis and Littlehampton, and to take questions
7. Open Forum with questions to Councillors/Attendees

DATED this 16th day of March 2021   **Town Mayor**

Town Clerk

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

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 18th 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 21st 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 31st March 2018 and Budget for 2019-2020
5. To receive the **Accounts** of the Bognor Pier Company Ltd. year ending 31st December 2018 (if available)
6. To consider **Resolutions** of which written notice has been given by **Friday 15th 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 4th day of March 2019   **Town Mayor**

                                                        Town Clerk

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st JANUARY 2022

AGENDA ITEM 11 - TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

REPORT BY ASSISTANT CLERK   **FOR DECISION**

Copies of the Overall Summary and Action Plan of the Annual Assessment/ Review of Risks for 2021/2022 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 2021/2022 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 2021 To 2022

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	2.0	1	1
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 Documen	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	1.2	0	
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	1.0	0	
Newsletters	Power to provide from 'free resource'	5	5	1.0	0	
Planning & Development Contr	Rights of consultation	2	2	1.0	0	
Provision of Office Accommod	Power to provide	5	5	1.2	0	
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	

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Tourism	Power to contribute to organisations encouraging tourism	4	4	1.0	0	
Village Signs	Power to erect (with Highway Authority approval)	5	5	1.0	0	
Web Sites		18	18	1.0	0	
	Overall totals/ scores	147	145	1.1	1	

Completed by: JOANNE DAVIS

Date: 21 - JAN - 2022

Position: ASSISTANT CLERK

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 2021 To 2022

LCRS 7b - All Action Plans

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

Clocks

| 100 | Physical | Maintenance of Clock | Maintenance contract in place for one clock site. Ensure that contractor has any necessary insurance cover. Proper records of work done, provided on invoice. Contractor also advises on additional works/defects. Visual inspection undertaken by Town Force, on a 6 monthly basis, on all clocks to include photographic evidence of condition. | Medium Medium | 4 | Instigate arrangements for Town Force to carry out visual inspection of both clocks, as soon as possible, and no later than 31.03.2022. Inspection to include photographic evidence of condition of all external components and fixings, where relevant. | Town Force Manager | 31/03/2022 | |

No of issues listed: **1**

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr Steve Goodheart _____

Signed by responsible Finance officer - Glenna Frost _____

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

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 31st JANUARY 2022

AGENDA ITEM 12 - TO RECEIVE QUOTATIONS FOR A NEW PHOTOCOPIER CONTRACT AND DETERMINE PREFERRED PROVIDER

REPORT BY ASSISTANT CLERK   **FOR DECISION**

The Council's current contract for the photocopier/scanner in the main office is due for renewal later this year and the provider has approached the Town Clerk with an offer of early renewal with no penalty.

In order to demonstrate financial prudence, the Clerk instructed that a re-tendering process be undertaken with quotations invited from 2 other providers.

The costs are based on the following requirements: -

* 55 page per minute colour photocopier, D/feeder, 4 large paper trays, full network print, copy and scanning to Windows and Mac, 2400 x 1200 dpi quality
* 1 x professional booklet maker
* Estimated copies per quarter: 3500 colour, 6000 black and white
* Quarterly payments
* Full on-site support, toners, parts, call outs and labour included in charge
* Fixed, 4-year agreement for a new machine

Quotations have been received and may be summarised as follows: -

	Machine	Per quarter charge (exc VAT)	Per colour copy (exc VAT)	Per black & white copy (exc VAT)
Company A	Sharp MX5051	£430.00	2.9 pence	0.29 pence
Company B	Xerox AltaLink C8155	£398.00	2.1 pence	0.25 pence
Company C	Xerox Altalink C8055	£350.00	3.0 pence	0.30 pence

Specification Sheets for each machine are attached as **APPENDIX 1** with the relevant machine identified with an asterix.

For Members information, at the Community Engagement and Environment Committee Meeting held on 4th October 2021 a member of the public asked the Town Council to consider using 70gsm paper for printing, over other weights, as they believed it to be cheaper and to have less impact on the environment (Min. 36 refers).

Whilst the machines for which quotes have been provided would support the use of 70gsm paper, the Town Council currently use 75gsm paper at a cost of £2.96 per ream whereas 70gsm paper would cost £19.46 per ream so it would not be cost effective to change for the sake of 5gsm.

Members are therefore invited to note the above and advise their preferred provider for the photocopier contract.

DECISION

Which Company do Members wish to instruct for the provision of the 4-year photocopier contract?

Main Specifications

MX-5051/6051	Base models include multitasking controller, 100-sheet RSPF and PCL 6 printing system, network scanning, auto duplexing, 1 x 550-sheet paper drawer, 100-sheet bypass tray. Black and color developer is included.
Type	Color multi-function digital document system
Display	10.1" (diagonally-measured) color dot matrix high-resolution touch panel tilting display. 1,024 x 600 dots (W-SVGA)
Functions	Copy, print, network print, network scan, document filing and fax[1]
Copy System	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Belt fusing/white LED exposure
Originals	Sheets and bound documents
Max. Original Size	11" x 17"
Output Size	Min. 5½" x 8½", Max. 12" x 18"
Copy Speed	50/60 ppm Mono/Color (8½" x 11")
Multiple Copy	Max. 9,999 copies
First Copy Time (In Seconds)[2]	Platen Glass: Mono 3.7, Color 4.8 RSPF: Mono 6.1, Color 7.5
Warm Up Time	45 seconds (from main power switch on), 31 seconds (from [Power] button on)
Magnification	25% to 400% in 1% increments (with RSPF 25%-200%)
Original Feed	100-sheet RSPF with original size detection.
Scan Speed	Copy: Up to 80 ipm (Mono)/53 ipm (Color) Scan: Up to 80 ipm (Mono/Color)
Original Sizes	5½" x 8½", 8½" x 11", 8½" x 11" R, 8½" x 14", 11" x 17"
Paper Capacity	Standard: 650 Sheets/Maximum: 6,300 Sheets
Paper Feed System	Standard: (1) paper drawer 550 sheets (letter/legal/ledger/stmt. size) or up to 50 envelopes (max. height: 25 mm), 100-sheet (or 20 envelope) bypass tray. Optional: Single, double, or triple paper drawer(s) (550, 1,100, or 1,650 sheets), split tandem paper drawers 2,100 sheets (letter) + (1) 550-sheet paper drawer (letter/legal/ledger/ statement size).
Paper Weights and Types	Paper drawers: 18 lb. bond to 110 lb. cover. Drawer 1: 20-24 lb. bond or Monarch/Com-9 envelopes. Split Tandem Drawers: 18 lb. bond to 28 lb. bond or plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 28 lb. bond-110 lb. cover (heavy paper), tab paper (letter) and Monarch/Com-10 envelopes. Also label, gloss, preprinted, recycled, pre-punched, letterhead and color paper or OHP film.
Duplexing	Standard automatic duplex copying and printing
CPU	Up to 1.4 GHz multi-processor design
Interface	10/100/1000 Base-T Ethernet, USB 2.0: 2 host ports (front & rear), 1 available device port (rear), opt. wireless 802.11 b/g/n
Memory	Standard 5 GB copy/print (shared)
Hard Disk Drive	500 GB
Copy Resolution	Scan: 600 x 600 dpi (Mono/Color) Output: Up to 1200 x 1200 dpi (Mono), up to 600 x 600 dpi (Color)
Color Modes	Auto Color Selection (ACS), Full Color Mode, Monochrome (B/W)
Exposure Control Modes	Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document Settings: Auto or 9 step manual
Halftone	256 gradations/2 levels (monochrome)
Copy Features	Scan-Once Print-Many, electronic sorting, offset-stacking, Auto Color Selection (ACS), Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), black-white reversal, blank page skip, book copy, book divide, card shot, center erase, centering, cover pages, dual page copy, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, multi-page enlargement, original count, pamphlet style, proof copy, repeat layout, reserve copy, rotated copy, stamp, stamp custom image, suppress background, tab copy, tab-paper insertion, tandem copy, toner save mode, transparency inserts, watermark, 2-in-1 / 4-in-1 / 8-in-1 multi shot
Account Control	Up to 1,000 users. Supports user-number authentication via local, LDAP, and Active Directory for copy, print, scan and document management

Main Specifications *(continued)*

Output Tray Capacity	Center Exit Tray (Main): 250 sheets (face down) Job Separator (Upper Tray): 100 sheets (face down) Right Side Exit Tray: 100 sheets (face down)
Cloud Supported Services (Option)	Google Drive, Box, OneDrive for Business, SharePoint Online, Dropbox, Office 365, Gmail
Network Protocols	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL, FTP/ FTPS, SNMPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/ LDAP-SSL, 802.1x for Windows and Unix.
Network and Data Security	Includes IP/MAC address filtering, protocol filtering, port control, user authentication (local/LDAP/Active Directory), TLS Encryption, Kerberos support
Firmware Management	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Manager)
Device Setup	Web-based management with user/admin level login
Service/Functions	Remote Front Panel, remote access to service logs and click counts
Accessibility Features	Free stop tilting front panel, adjustment of key touch sound and speed, concave key, document feeder free stop, job programs, remote front panel, universal grip for paper trays, and disable screen timeout
Environmental Standards	International Energy Star Program Ver. 2.0, European RoHS, Blue Angel (RAL-UZ205)
Power Source	110-127 V AC, 60 HZ, 20 A Receptacle
Power Consumption	1.92 kW or less
Weight	Approx. 181 lbs.
Dimensions	Approx. 24" (w) x 26" (d) 33" (h)

Network Printing System

PDL	Standard PCL 6, optional Adobe PostScript 3
Resolution	1200 x 1200 dpi
Print Speed	50/60 pages per minute (8½" x 11")
Print Drivers	Windows® 7, Windows 8.1, Windows 10, WindowsServer® 2008, Windows Server 2012, Windows Server 2016, Windows PPD, Mac® OS X® (including 10.6 to 10.14), all Mac PPD, UNIX®, Linux®, Universal Print (requires Microsoft connector)
Mobile Printing[1]	Android printing framework (Sharp Print Service Plugin), Sharpdesk Mobile, Apple AirPrint
Print Features	Auto configuration, serverless print release, chapter inserts, confidential print, continuous printing, custom image registration, document control, document filing, duplex printing, electronic sorting, form overlay, hidden pattern print, image rotation, job bypass print, job retention, layout print, margin shift, multiple pamphlet, network tandem print, N-up printing, offset stacking, page interleave, pamphlet style, poster print, proof print, print and send, tab paper print, tab printing, transparency inserts, tray status, user authentication single sign-on, watermarks, zoom print
Direct Printing	File Types: TIFF, JPEG, PCL, PRN, TXT, and PNG. Optional: PDF, Compact PDF, Encrypted PDF, PS, DOCX, XLSX and PPTX. Methods: FTP, SMB, Web page, Email and USB memory. PDF file formats support the Adobe Embedded Print Engine
Resident Fonts	80 outline fonts (PCL), 139 fonts (PS) (Host)
Interface	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0, Wireless
Operating Systems and Environments	Windows 7, Windows 8, Windows 10, Windows Server 2008, Windows Server 2012, Windows Server 2016, Chrome®, Mac OS X 10.6-10.14, Unix, Linux, Citrix®, and SAP device types[1]
Printing Protocols	LPR, IPP, IPPS, Raw TCP (port 9100), FTP, POP3, HTTP, and LPD and LPR for Unix

Network Scanning System

Scan Modes	Standard: Color, monochrome, grayscale
Max. Original Size	11" x 17"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Image Compression	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR) Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option)[1]

Network Scanning System *(continued)*

Image Formats[1]	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, and XPS Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, and XPS. Internet Fax: TIFF-FX, TIFF-F, and TIFF-S (option)
Scan Destinations	Email, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax (option)
One-touch Destinations	Up to 2,000 (combined scan destinations)
Group Destinations	Up to 500
Programs	48 (combined)
Max. Jobs	Up to 100
Enhanced Email Integration	Standard Gmail connector, standard Exchange connector
Software[1]	Sharpdesk personal document management software, Network Scanner tool, Sharpdesk Mobile (download)

Optional Equipment

MX-60ABD	Deluxe Copier Cabinet Base (with front door)
MX-DE25N	Stand/1 x 550-sheet Paper Drawer
MX-DE26N	Stand/2 x 550-sheet Paper Drawers
MX-DE27N	Stand/3 x 550-sheet Paper Drawers
MX-DE28N	Stand/1 x 550 + 2,100-sheet Split Tandem Paper Drawers
MX-DE29N	Low Stand/1 x 550-sheet Paper Drawer
MX-LC17N	3,000-sheet Large Capacity Cassette (letter, requires MX-DE25N/26N/27N/28N)
MX-LT10	Long Paper Feeding Tray
MX-FN27N	50-sheet Staple Inner Finisher
MX-FN28	1K Stacking 50-sheet Staple Finisher
MX-FN29	1K Stacking 50-sheet Staple/Saddle Stitch Finisher
MX-FN30	3K Stacking 65-sheet Staple Finisher
MX-FN31	3K Stacking 65-sheet Staple/Saddle Stitch Finisher
MX-RB25N	Paper Pass Unit (required for MX-FN28/29/30/31)
MX-PN14B	3-Hole Punch Unit (requires MX-FN27N)
MX-PN15B	3-Hole Punch Unit (requires MX-FN28/29)
MX-PN16B	3-Hole Punch Unit (requires MX-FN30/31)
MX-SCX1	Staple Cartridge for MX-FN27N/28
AR-SC2	Saddle-stitch Staple Cartridge for MX-FN29
MX-SC11	Staple Cartridge for MX-FN30/31
MX-SC12	Saddle-stitch Staple Cartridge for MX-FN31
MX-TR19N	Right Side Exit Tray
MX-TR20	Job Separator Tray
MX-TU16	Center Exit Tray
MX-UT10	Utility Table
MX-EB18	Wireless LAN
MX-EB19L	Compact PDF Kit
MX-EB20L	OCR Expansion Kit
MX-FX15	Fax Expansion Kit
MX-FWX1L	Internet Fax Kit
MX-PF10	Bar Code Font Kit
MX-PK13L	Adobe PostScript 3 Expansion Kit
MX-PU10L	Direct Print Expansion Kit
AR-SU1	Stamp Unit (requires AR-SV1 Stamp Cartridge)
AR-SV1	Stamp Cartridge
MX-AMX1L	Application Integration Module
MX-AMX2L	Application Communication Module
MX-AMX3L	External Accounting Module
MX-FR62U	Data Security Kit
DVENDFSV	Generic Vendor Interface Kit

Supplies

MX-61NTBA	Black Toner Cartridge
MX-61NTCA	Cyan Toner Cartridge
MX-61NTMA	Magenta Toner Cartridge
MX-61NTYA	Yellow Toner Cartridge
MX-61NVBA	Black Developer
MX-61NVSA	Cyan/Magenta/Yellow Developer
MX-60NRSA	Drum

[1] Some features require optional equipment. See your local dealer.

[2] May vary depending on product configuration, machine settings and operating and/or environmental conditions.

Company B

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170
Color Multifunction Printer

ConnectKey®
Technology

DEVICE SPECIFICATIONS		ALTALINK® C8130	ALTALINK® C8135	ALTALINK® C8145	* ALTALINK® C8155*	ALTALINK® C8170
Speed[1] (Color/Black-and-White)		Up to 30/30 ppm	Up to 35/35 ppm	Up to 45/45 ppm	Up to 55/55 ppm	Up to 70/70 ppm
Monthly Duty Cycle[2]		Up to 90,000 pages	Up to 110,000 pages	Up to 200,000 pages	Up to 300,000 pages	Up to 300,000 pages
Hard Drive/Processor/Memory		Minimum 128 GB SSD; **Optional:** 500GB HDD/INTEL ATOM® Quad Core, 1.9GHz/4 GB system memory (8 GB system memory AltaLink® C8170)				
Connectivity		10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, NFC; **Optional:** WiFi/WiFi Direct with Xerox® Dual Band Wireless Kit, Bluetooth (iBeacon)				
Optional Controller		Xerox® EX-c C8100 Print Server Powered by Fiery®				
Copy and Print		**Copy Resolution:** Up to 600 x 600 dpi; **Print Resolution:** Up to 1200 x 2400 dpi				
First-Copy-Out Time (as fast as) (from platen/warmed-up state)		6.10 seconds color/4.50 seconds black-and-white		5.50 seconds color/4.40 seconds black-and-white	4.70 seconds color/3.70 seconds black-and-white	4.00 seconds color/3.20 seconds black-and-white
First-Print-Out Time (as fast as)		5.70 seconds color/4.20 seconds black-and-white		4.90 seconds color/3.80 seconds black-and-white	4.50 seconds color/3.20 seconds black-and-white	3.80 seconds color/3.00 seconds black-and-white
Page Description Languages		Adobe® PostScript® 3™, Adobe® PDF, PCL® 5c/PCL® 6				
Paper Input[3]	Standard	**Single-Pass Duplex Automatic Document Feeder (DADF):** Up to 82 ppm simplex/141 ipm duplex (200 dpi). 130-sheet capacity for AltaLink® C8130/C8135/C8145/C8155. Paper sizes: 3.4 x 4.9 in. to 11.7 x 17 in./85 x 125 mm to 297 x 432 mm. Up to 135 ppm simplex/270 ipm duplex (200 dpi). 250-sheet capacity for AltaLink® C8170. Paper sizes: 3.4 x 4.9 in. to 11.7 x 17 in./85 x 125 mm to 297 x 432 mm				
		Bypass Tray: 100 sheets; Custom sizes: 3.5 x 3.9 in. to 12.6 x 52 in./89 x 98 mm to 320 x 1,320 mm (SEF)				
		Tray 1: 520 sheets; Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in./140 x 182 mm to 297 x 432 mm (SEF)				
		Tray 2: 520 sheets; Custom sizes: 5.5 x 7.2 in. to 12 x 18 in./140 x 182 mm to SRA3 (SEF)				
	Choose One	**Four Tray Module:** (Trays 3 and 4 — available with AltaLink® C8130/C8135): 1,040 sheets; 520 sheets each; Custom sizes: 5.5 x 7.2 in. to 12 x 18 in./140 x 182 mm to SRA3 (SEF). Total standard paper capacity: 2,180 sheets				
		High Capacity Tandem Tray Module: 2,000 sheets; Sizes: 8.5 x 11 in./A4. Total standard paper capacity: 3,140 sheets				
	Optional	**High Capacity Feeder (HCF):** Up to 3,000 sheets; Size 8.5 x 11 in./A4 long edge feed. Max paper capacity with HCF: 6,140 sheets				
		Envelope Tray (replaces Tray 1): Up to 60 envelopes with Auto Size detection of some sizes				
		Long Sheet Feed Kit (banner printing): 12.6 x 52 in./320 x 1,320 mm				
		Multi-feed Detection Kit (available for AltaLink® C8170 only)				
Paper Output/ Finishing[3]	Standard	**Dual Offset Catch Tray** (standard when finishers are not attached)**:** 250 sheets each; Face-up Tray: 100 sheets				
	Optional	**Integrated Office Finisher:** Available with AltaLink® C8130/C8135/C8145/C8155, staple positions: front and rear straight. 500 sheets stacker, 50 sheets stapling, 2-position stapling				
		Office Finisher: 2,000-sheet stacker, 50 sheets stapled, 2-position stapling, optional hole punch, optional booklet maker (score, saddle stitch 2 to 15 sheets (60 pages))				
		BR Finisher: 3,000-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching				
		BR Booklet Maker Finisher: 1,500-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching plus saddle-stitch booklet making (2 to 16 sheets, 64 pages) and V-folding				
		C-Fold/Z-Fold Unit: Adds Z-folding, Letter Z-folding and Letter C-folding to the BR Finisher and BR Booklet Maker Finisher				
		Convenience Stapler: 50-sheet stapling, includes Work Surface[4]				

INTUITIVE USER EXPERIENCE

Customize	Customize user interface, show/hide functions, personalize user experience with authentication, create 1-Touch Apps, auto wake-up with Smart Proximity Sensor, Enable Adaptive Learning to set up shortcuts for repetitive and complex jobs. Copy, scan, or email without touching the user screen using the automatic touchless workflow accelerators
Print Drivers	Job Identification, Bi-directional Status, Job Monitoring, Xerox® Global Print Driver®, Application Defaults, Xerox® Pull Print Driver, Microsoft Universal Print
Xerox® Embedded Web Server	PC or Mobile — Status Information, Settings, Device Management, Cloning, Fleet Orchestrator, Configuration Watchdog, Remote Control Panel
Print Features	Print from USB, Print from Cloud Repositories (Dropbox, OneDrive, and Google Drive), Sample Set, Saved Job, Booklet Creation, Store and Recall Driver Settings, Scaling, Job Monitoring, Application Control, Two-sided Printing, Draft Mode, Long Sheet (Banner) Printing
Scan and Fax	Scan Preview, Scan to USB/Email/Network (FTP/SFTP/SMB), Scan File Formats: PDF, PDF/A, JPG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-page PDF/TIFF, Password-protected PDF; Fax Features: Walk-up Fax (one-line or two-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email), Fax dialing, Unified Address Book, Optical Character Recognition (OCR), Server Fax, TWAIN driver (scan); **Optional:** Scan To Cloud Repositories (Dropbox, OneDrive, and Google Drive)

MOBILE AND CLOUD READY

Mobile Connectivity	Near Field Communication (NFC); **Optional:** WiFi Direct, WiFi (802.11 b/g/n/ac), AirPrint™ (iOS) including iBeacon (Bluetooth)
Mobile Printing	Mopria® Scan, Apple AirPrint™, Xerox® Print Service (Android), @PrintByXerox; **Optional:** Xerox® Workplace Mobile App (iOS/Android)
Mobile Scanning	Mopria® Scan, Apple AirPrint™, **Optional:** Xerox® Workplace Mobile App (iOS/Android)
Cloud Ready	Remote services enabled, native "Print from" Cloud repositories (Dropbox, OneDrive, Google Drive), integration with Okta, Ping Identity, Microsoft Azure; **Optional:** Native "Scan to" cloud repositories (Dropbox, OneDrive, Google Drive), direct connection to cloud-hosted services via optional apps (accessed via Xerox App Gallery app or visit **xerox.com/AppGallery**), **Xerox WorkFlow Central Platform**

COMPREHENSIVE SECURITY

Network Security	802.1x, IPsec, HTTPS, SFTP and Encrypted Email, McAfee® ePolicy Orchestrator®, McAfee Enterprise Security Manager, LogRhythm SIEM, Splunk SIEM, Network Authentication, SNMPv3, SHA-256 Hash Message Authentication, TLS 1.1/1.2/1.3, Security Certificates utilizing ECDSA, Automatic Self-signed Certificate, Cisco® Identity Services Engine (ISE) integration, automated threat response through McAfee DXL/Cisco pxGrid integration, Local Authentication (Internal Database), FIPS 140-2
Device Access	User Access and Internal Firewall, Port/IP/Domain Filtering, Audit Log, Access Controls, User Permissions, Configuration Watchdog, TPM, Log-in with Okta, Ping Identity, and Microsoft Azure credentials; **Optional:** Smart Card Enablement Kit (CAC/PIV/.NET/SIPRNet)[5], Xerox® Integrated RFID Card Reader, NFC standard (authentication via optional Xerox® Workplace Cloud/Suite Print Management and Content Security; learn more at **xerox.com/WorkplaceSolutions**)
Data Protection	McAfee Whitelisting, Firmware Verification, Trusted Boot, Job Level Encryption via HTTPS and Drivers, Encrypted Storage Drive (AES 256-bit, FIPS 140-2), Encrypted and Signed Email; **Optional:** Xerox® Workplace Cloud/Suite Content Security, Encrypted Hard Disk (AES 256-bit, FIPS 140-2) with Image Overwrite, McAfee Integrity Control
Document Security	Common Criteria Certification (ISO 15408) full system against the HCP PP, Encrypted Secure Print, FIPS 140-2 Encrypted Data with Print Drivers, Imaging Security with AltaLink's proprietary marking and infrared detection technology

ENABLES INTELLIGENT WORKPLACE SERVICES

Print Management	Xerox® Standard Accounting; **Optional:** Xerox® Workplace Suite/Cloud, Xerox® Virtual Print Management Service, more at **xerox.com/PrintManagement**
Fleet/Device Management	Xerox® CentreWare® Web, Xerox® Support Assistant, Automated Meter Read, Xerox® Cloud Fleet Management Solution, Fleet Orchestrator, Configuration Cloning; **Optional:** Intelligent Workplace Services Suite, Cloud-based remote management with Xerox® Workplace Cloud[6]
Security	Secure Device Management: Xerox® Printer Security Audit Service (auto-configuration of security settings, monitoring, and auto-remediation), Digital Certificate Management, SIEM Reporting, Interactive Dashboard Reports

GATEWAY TO NEW POSSIBILITIES

Xerox and Partner Apps	Automate everyday processes with apps that translate, redact, convert text to audio or handwritten notes to text files, and paper documents to Microsoft applications, all from a single cloud-based. Or visit **xerox.com/WorkplaceApps** to find apps by industry or workflow
Software and Solutions	Xerox® DocuShare® (**xerox.com/ecm**), XMPie® (**xerox.com/XMPie**), Xerox® Workplace Solutions (**xerox.com/WorkplaceSolutions**), **Xerox WorkFlow Central Platform**

[1] Declared in accordance with ISO/IEC 24734
[2] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis
[3] Paper capacities are based on 20 lb./75 gsm stock; capacities will vary with different weight stocks
[4] Sold separately in some geographies
[5] Not available in all geographies
[6] Available in select markets

Certifications: **xerox.com/OfficeCertifications**

Company C

Xerox® AltaLink® C8030/C8035/C8045/C8055/C8070
Colour Multifunction Printer

ConnectKey Technology

DEVICE SPECIFICATIONS	AltaLink C8030	AltaLink C8035	AltaLink C8045	AltaLink C8055	AltaLink C8070
Speed (Colour/Black and white)	Up to 30/30 ppm	Up to 35/35 ppm	Up to 45/45 ppm	Up to 50/5 ppm	Up to 70/70 ppm
Monthly Duty Cycle*	Up to 90,000 pages	Up to 110 000 pages	Up to 200,000 page	Up to 300,00 pages	Up to 300,000 pages
Hard Drive/Processor/Memory	Minimum 250 GB HDD/Inte® Atom™ Quad Core 1.91 GHz/2 MB Cache/8 GB system memory				
Connectivity	10/100/1000Base-T Ethernet High-Speed USB 2.0 direct print, Wi-F Direct® with optiona Xerox USB Wireless Adapter				
Optional Controller	Xerox® EX-c C8000 Print Server Powered by F ery®				
Copy and Print Resolution	**Copy:** Up to 600 x 600 dpi, **Print:** Up to 1200 x 2400 dpi				
First-copy-out Time (as fast as) (from platen/warmed-up state)	8.1 seconds colour/6.7 seconds black and white	8.1 seconds colour/6.7 seconds black and white	7 8 seconds colour/6.4 seconds b ack and white	7 2 econds colour/5.7 seconds bl ck and white	5.2 seconds colour/4.9 seconds black and white
First-print-out Time (as fast as)	6.5 seconds colour/5.3 seconds black and white	6.4 seconds colour/5 2 seconds black and white	6.5 seconds colour/5 3 seconds b ack and white	6.0 seconds colour/4.7 se on nds black and white	4.7 seconds colour/4.0 seconds black and white
Page Description Languages	Adobe® PostScript® 3™, Adobe PDF version 1.7, PCL® 5c/PCL 6, Optional XML Paper Spec fication (XPS)				
Paper Input Standard	Single-Pass Duplex Automatic Document Feeder: 130 sheets; Speed: up to 139 pm (duplex) Sizes 85 x 125 mm to 297 x 432 mm **Bypass Tray:** 100 sheets, Custom sizes: 89 x 98 mm to 320 x 483 mm (SEF) **Tray 1:** 520 sheets; Custom sizes: 140 x 182 mm to 297 x 432 mm (SEF) **Tray 2:** 520 sheets; Custom sizes: 140 x 182 mm to SRA3 (SEF)				
Choose One	**Four Tray Module** (Trays 3 and 4—avai ab e with C8030/C8035): 1,040 sheet · 520 sheets each; Custom sizes. 140 x 182 mm to SRA3 (SEF) **High Capacity Tandem Tray Module:** 2,000 sheets; One 867 sheet paper tray and one 1,133 sheet paper tray; Sizes: A4				
Optional	**High-Capacity Feeder (HCF):** 2,000 sheets; Size A4 long edge feed **Envelope Tray (replaces Tray 1):** Up to 60 envelopes: #10 Commercia , Monarch DL C5				
Paper Output/ Finishing Standard	**Dual Offset Catch Tray** standard whe finishers are not attached), 250 sheet each; Face up Tray. 100 sheets				
Optional	**Integrated Office Finisher** (Available with C8030/C8035): 500-sheet stacker, 50 sheets stapled, single-position stapling **Office Finisher LX** (Ava able w th C8030/C8035/C8045/C8055): 2,000-sheet stacker 50 sheets stap ed, 2 position stapling, optional hole punch, optional booklet maker (score saddle stitch 2 to 15 sheets (60 pages)) **BR Finisher:** 3,000-sheet stacker and 500 sheet top tray 50-sheet multiposition stapling and 2/3 ho e punching **BR Booklet Maker Finisher:** 1 500-sheet stacker and 500 sheet top tray, 50-sheet mu tiposition stapl ng and 2/3-hole punching plus saddle-stitch booklet making (2 to 15 sheets, 60 pages) and V-folding **C-Fold/Z-Fold Unit:** Adds Z folding, A4-size Z folding and A4-size C-folding to the BR Finisher and BR Booklet Maker Finisher **Convenience Stapler:** 50-sheet stap ing (based on 80 gsm), includes Work S rfa e				

INTUITIVE USER EXPERIENCE

Customise and Personalise	Site, Function or Workflow Custom sation with Xerox App Gallery and Xerox App Studio
Print Drivers	Job Identification, Bidirectiona Status, ob Monitor ng Xerox® Global Print Dr ver® Xerox Mob e Express Driver®
Xerox® Embedded Web Server	PC or mobile—Status Information, Settings Device Management C oning
Remote Console/Preview	Remote User Interface
Print Features	Print from USB, Sample Set Saved Job, Booklet Creation, Store and Recal Dr ver Settings Scaling, Job Monitoring, Application Defaults, Two sided Printing, Draft Mode
Scan and Fax	Scan to USB/Email/Network (FTP/SMB), Scan File Formats PDF, PDF/A XPS, JPG, TIFF, Convenience Features. Scan to Home, Searchable PDF, Single/Multi-page PDF/XPS TIFF, Password-protected PDF, Fax Features Wa k up Fax (one ine or three-line options available, includes LAN Fax, Direct Fax, Fax Forward to mail) Fax dialing, Unifi d Address Book O pt cal Character Recogn tion (OCR)

MOBILE AND CLOUD READY

Mobile Connectivity	Apple® AirPrint®, Google C oud Pr nt™ Ready, Xerox Pr nt Service Plug in for Android™, Mopr a® Print Service Plug- n for Android, NFC, Wi-Fi Direct Printing
Mobile Printing	@PrintByXerox, Xerox® Mob e Pr nt Xerox® Mob le Pr nt Cloud, Xerox® Mob e Link App; V sit **www.xerox com/officemobileapps** for available apps.
Cloud Connectivity	Print from/Scan to Goog e Drive™ Microsoft® OneDrive DropBox™, Micro oft Office 365™ Box®, Xerox® DocuShare® and more.

BENCHMARK SECURITY

Network Security	IPsec, HTTPS, SFTP and Encrypted Emai Network Authentication, SNMPv3, SHA 256 Hash Message Authentication, SSL, TLS, Security Certificates. Automatic Self-signed Certifi ate Cise ® Identity Services Engine (ISE) ntegration
Device Access	Firmware Verification, User Ac ess a d Internal Firewa , o rt/P/ Doma n F lter ng, Audit Log Ace ss Controls, User Permissions, Smart Card Enablement Kit (CAC/PIV/ NET)
Data Protection	Encrypted Hard Disk (AES 256 bit, FIPS 140 2 Va idated) and Image Overwrite, McAfee® ePo cy Orchestrator®, McAfee Integrity Contro , Whitelisting, Job Level Encrypt on via HTTPS and Dr vers
Document Security	Common Criteria Certificat on ISO 15408) Encr pted Secu e Print FIPS Encrypted Print Dr vers

ENABLES NEXT GENERATION SERVICES

Print Management	Xerox® Print Management and Mob ty Suite Configuration Cloning, Xerox® Standard Accounting, Equitrac, Y Soft, PaperCut and more partner solutions
Managing Print	Xerox® Device Manager Xerox® Support Ass stance Auto Meter Read, Managed Pr nt Services Tools
Sustainability	Cisco EnergyWise®, Print User ID on Mas ns Earth Smart Print Settings

GATEWAY TO NEW POSSIBILITIES

Cloud Services	Xerox® Easy Translator, many additional services avai able
Xerox App Gallery	Many apps and cloud services available Vis t **www.xerox.com/appgallery** for a growing selection of apps available for adding functions to the multifunction printer.

* Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

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BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 31st JANUARY 2022

AGENDA ITEM 13 - COMMITTEE CHAIRMAN APPOINTMENTS TO CONSIDER THE WAY FORWARD - MIN. 60.7 REFERS

REPORT BY THE TOWN CLERK   **FOR DECISION**

BACKGROUND

At the Policy and Resources Committee Meeting held on 28th June 2021, whilst reviewing the Committee's Terms of Reference, a Member suggested that consideration be given to Committees rather than Council appointing the Chairman and Vice-Chairman. It was therefore **AGREED** that this should be a matter for a future Agenda - Min. 8.1 refers.

A report was put to the Committee at their meeting on 2nd August 2021, which identified that NALC's Legal Topic Note (LTN) 5 - Parish and Community Council Meetings, states the following: -

The membership of a Committee is determined by the Council and the Chairman of a Committee <u>may</u> be elected by the Committee from among its members <u>or</u> is elected directly by the Council when the Committee and Members to it are first appointed.

It was therefore for Members to decide if they wished to make a recommendation to Council that the Standing Orders be amended so that from May 2022 the Chairman and Vice-Chairman are appointed by the Committees (and Sub-Committees) rather than by Council.

An excerpt from the Minutes of the Meeting held on 2nd August 2021 is detailed below outlining the decision for ease of reference - Min. 46 refers

"It was commented that from the training that had been undertaken the previous week, it appeared that if the process were to change then the Mayor would have to be present at the first Meeting of each Committee to oversee the election of the Chairman and Vice-Chairman.

*Following a debate about the benefits and disadvantages of both methods of appointment, it was **AGREED** to defer any decision and ask that the Town Clerk make further enquiries about the issue of the Mayor having to be in attendance. The matter should then be referred back to this Committee which will still be in plenty of time to enact any changes to the Standing Orders prior to the Annual Meeting of the Town Council in May 2022."*

At the next Meeting of the Committee held on 27th September 2021, an update was given under Clerks Report - Min 60.7 refers as follows: -

"As requested, further investigations had been undertaken but no reference had been found in legislation to suggest that the Chairman (or in the case of this Town

Council, the Mayor) has to be present to chair the election of each Committee Chairman.

A review of neighbouring parishes had been carried out and there seemed to be two preferences; the first is as has been done by the Town Council with the Full Council appointing the Committee Chairman at the Annual Meeting of the Town Council; alternatively, while other Councils do allow their Committees to appoint their own Chairman, they usually appoint the Chairman and Vice-Chairman of the Council ex officio to every Committee, which is not practicable for the Town Council's Mayor and Deputy Mayor."

Members are therefore asked to consider how they wish to proceed. It should be noted that any change in policy will require changes to the Standing Orders, which will need to be approved by the Council at its meeting in March to allow for any changes to be implemented in time for the Annual Town Council Meeting in May 2022.

However, in considering the way forward, Members are asked to be mindful of the impracticalities of the Town Mayor and Deputy Mayor having to be ex-officio members of each committee potentially resulting in their non-attendance owing to the other requirements of their civic roles and taking the place of another member. It may therefore be preferable to leave the appointment of Chairman and Vice-Chairman of Committees within the remit of the Town Council at the Annual Town Council Meeting as currently happens.

DECISION
Members are asked to consider how they wish to proceed?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 31st JANUARY 2022

AGENDA ITEM 14 - TO RECEIVE THE DRAFT NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 19th JANUARY 2022

REPORT BY TOWN CLERK   **FOR INFORMATION**

The draft Notes of the meeting of the Arun District Association of Local Councils held on 19th January 2022 which are subject to approval at their next meeting are attached as **Appendix 1**.

Arun District Association of Local Councils

Chair:	Cllr Michael Tu, Arundel Town Council
Secretary:	Anna Beams, Mulberry & Co, 9 Pound Lane, Godalming, GU7 1BX
Treasurer:	Gillian Yeates, Bersted Parish Council
Tel:	03303 450597
Email:	anna@mulberryandco.co.uk

Minutes of the Meeting of Arun District Association of Local Councils held on Wednesday 19 January 2022 commencing at 7pm via a Zoom video/audio conference.

Present:		
	Michael Warden	Aldingbourne Parish Council
	Martin Beaton	Aldingbourne Parish Council
	Alison Reigate	Angmering Parish Council
	Michael Tu	Arundel Town Council
	Paul Ayling	Barnham & Eastergate Parish Council
	Patrick Hastings	Bersted Parish Council
	Sandra Daniells	Bognor Regis Town Council
	Sarah Lindfield	Clapham and Slindon Parish Councils
	Pat Gander	East Preston Parish Council
	Dave Smart	Felpham Parish Council
	Trevor Ford	Ford Parish Council
	Dawn Smith	Ford Parish Council
	Carole Ward	Rustington Parish Council
	Rosie Costan	Rustington Parish Council
	Jan Rees	Slindon Parish Council
	Andy Vawer	Walberton Parish Council
	Stephen Haymes	Yapton Parish Council

Dr John Godfrey (Joint President, WSALC)
Douglas Denham St. Pinnock (Chairman, WSALC)
Trevor Leggo (CEO, WSALC)
Anna Beams (Secretary)

1. **Welcome and introduction**

    Dr John Godfrey DL opened the meeting and introduced himself as the Joint President of WSALC. He welcomed all those present.

2. **Apologies for absence**

    Received and noted from Gillian Yeates (Treasurer), Terry Gayle (Clapham Parish Council), Elizabeth Linton (East Preston Parish Council) and representatives from Pagham and Kingston Parish Councils.

3. **Nominations for Chairman**
   Trevor Leggo reported that one nomination had been received by the deadline, namely Cllr Michael Tu of Arundel Town Council.

4. **Election of Chairman**
   On a proposal by Cllr Stephen Haymes and seconded by Cllr Alison Reigate it was **AGREED** to appoint Cllr Michael Tu as Chairman.

   Dr John Godfrey DL duly handed the Chair to Cllr Michael Tu.

   The Chairman gave thanks for his appointment and stated that he is honoured to take over the role. He added that he looks forward to working together on common goals and joint initiatives such as climate change in order to take the association forward with a clear purpose.

5. **Secretarial and finance report**
   Cllr Michael Warden reported that the current Treasurer, Gillian Yeates, is happy to continue in her role.

   Therefore, on a proposal by Cllr Dave Smart and seconded by Carole Ward it was **AGREED** to appoint Anna Beams of Mulberry & Co as Secretary to the association.

6. **Financial position**
   In the absence of the Treasurer, Anna Beams reported that the association holds a current balance of £726.20. She added that WSALC have agreed a grant of £500 to be paid to the association which will bring the balance to £1226.20.

7. **Management Committee**
   Trevor Leggo explained that Wealden District Association in East Sussex have appointed small Management Committees to work with the Chairman between meetings and develop initiatives suggested by member councils. He recommended that this model is adopted by ADALC and invited expressions of interest to serve on the Committees. Trevor noted that prior to the meeting, expressions of interest have been received from Cllr Nikki Hamilton-Street of Angmering Parish Council and Cllr Martin Beaton.

   The Chairman added that he will work with Cllrs Nikki Hamilton-Street and Martin Beaton to establish and facilitate the Committees.

8. **What do member councils expect from a working relationship with Arun DC?**
   The Chairman recommended that the association requests a half yearly meeting with the Leader and Chief Executive of Arun District Council, he added that he is keen to build a positive relationship with key officers.

   Cllr Martin Beaton suggested that the association identifies some of the key issues that they would like Arun DC to address before approaching them in order to establish a framework and identify the frequency of meetings required.

Cllr Douglas Denham St. Pinnock introduced himself as the Chairman of WSALC and advised that he was in attendance in order to offer his support for ADALC. He added that he would be happy to answer any questions and feedback matters to the Board along with Cllr Martin Beaton, the WSALC Vice-chair.

9. **Queens Green Canopy and Platinum Jubilee**

Dr John Godfrey DL advised that, in his capacity as Deputy Lieutenant, he has been asked to form a group of DLs to encourage participation in the Queens Green Canopy campaign across West Sussex.

He reported that 50 mainly larger organisations in West Sussex have pledged to become involved and develop tree planting schemes with approximately 35,000 trees pledged to date.

The group are working closely with the Queens Green Canopy creators, the Woodland Trust and Sussex Wildlife who are all keen to offer support and advice.

The scheme runs for 3 planting seasons, Autumn 2021 and Spring and Autumn 2022 and the group are very keen that smaller local schemes are encouraged. Dr Godfrey would therefore urge local councils and their residents to take part and is keen to hear about tree planting projects.

He added that the Queens Green Canopy contains further information and a map for marking planted trees.

Cllr Douglas Denham St. Pinnock advised that 3 Deputy Lieutenants visited his parish council for a tree planting ceremony and that the programme will continue in his parish.

Arundel Town Council, Aldingbourne Parish Council and East Preston Parish Council reported that they have committed to tree planting schemes.

Bognor Regis Town Council reported that they are helping to facilitate a 'giant tea party' as part of the Jubilee celebrations which the organiser is hoping to be included in the Guinness Book of Records. They would like any councils that would like to take part to contact them.

10. **A27 Consultation**

It was confirmed that 12 public consultation events are being held in various locations between 18th January and 24th February, the six 'Live Chat' events between 25th January and 4th March https://a27arundelbypass.consultation.ai/ and the documents on deposit at 15 separate locations. Copies of documents are also available on line at www.nationalhighways.co.uk/a27arundel

The Chairman commented that he has visited the first of the exhibitions at Arundel Town Council and advised the parishes to attend and provide input. He noted that the events are to consult on the design and final proposal.

Concern was raised regarding the response to questions being raised at the public consultation events.

It was noted that the scheme showed no slip roads into Ford Road to enter or leave the A27; this was likely to force drivers to travel into Arundel town centre as a way of accessing or leaving the A27. This was seen as detrimental to Arundel.

The Chairman urged member councils to take part in the process by attending, and encouraging their residents to attend, the events.

11. **Rampion 2 Windfarm**

Trevor Leggo reported that Dr Colin Ross, Protect Coastal Sussex, delivered a presentation regarding the proposed extension of the Rampion Windfarm (Rampion 2) to the recent WSALC Chairs Forum and that the slides have been circulated to all clerks.

The main points to note from the presentation were that the pylons are planned to be approximately 1000ft in height and visible from most areas of East and West Sussex and that the cabling will run from Clymping to Twineham.

Cllr Douglas Denham St. Pinnock advised that the Rampion 2 website contains a detailed map of the cabling route and the parishes which will be affected can be clearly seen.

Cllr Dave Smart stated that his understanding from Rampion is that not all pylons will be as large as 1000ft and that the larger ones will be situated further out to sea. He advised that, within Felpham, an equal number of residents are for and against the proposed extension and that the Parish Council has made all of the information available to residents on their website.

The Chairman noted that any further information received regarding the proposed extension will be circulated.

12. **WSCC Chargepoint Network**

Trevor Leggo updated member councils on the county wide initiative being led by WSCC with all Districts and Boroughs other than Chichester who he understood to be developing a scheme of their own.

WSCC have arranged a contract with a firm called Connected Kerb to provide electric charging points across West Sussex. Connected Kerb will incur all the costs for installing, maintaining and running the network and, should a parish council wish to install a charge point, they would only need to provide the licence. Trevor understands that the power will be provided from a separate individual supply.

WSCC and Connected Kerb are hosting a briefing on 27th January 2022 to provide further information. The booking link has been circulated to clerks and member councils are invited to send up to 2 representatives.

13. **Any matters to be raised by member councils**

Rosie Costan (Rustington Parish Council) queried subscription rates referred to in agenda item 6. The Chairman apologised for the omission and advised that outgoings would be

assessed at a future Management Committee meeting with a view to bringing a recommendation to the next meeting.

Cllr Michael Tu (Arundel Town Council) provided an update regarding the proposed incinerator at Ford, he advised that the application was withdrawn but that it may be re-submitted. He thanked all other parishes for their letters of objection and support but noted that they need to be mindful that the application may be re-submitted.

Cllr Alison Reigate (Angmering Parish Council) requested that 5-year land supply and the HELAA document is included as an item on the agenda for the next ADALC meeting.

Cllr Paul Ayling (Barnham and Eastergate Parish Council). A large planning application within Barnham & Eastergate has recently won an appeal by developers. Cllr Ayling referred to an Inspectorate Report previously circulated to member councils which lists numerous occasions where it breaks the Barnham & Eastergate Neighbourhood Plan and the Arun Local Plan. According to the Report, the appeal was won due to land supply, although Barnham & Eastergate Parish Council are unaware of current land supply figures. The Report refers to HELAA indicating that the application should be allowed to go ahead and states that any applications that are in the HELAA document in the future are likely to be approved.

Barnham & Eastergate Parish Council are concerned that the Neighbourhood Plan is therefore a worthless document and that HELAA is not being used as it should be. The Parish Council have written to all Arun District Councillors, Arun District Council and Michael Gove MP. The Council would like the opinion of other parish councils within the Arun District.

Cllr Patrick Hastings added that environmental issues are also a factor and that Government Policy is outdated. He feels that parish councils can work closely with Arun District Council who also have concerns.

Cllr Martin Beaton feels that the association should organise a unified approach and set up meetings with local MPs.

Cllr Douglas Denham St. Pinnock reminded member councils that WSALC had circulated a survey regarding Neighbourhood Plans in the Autumn but that response had been low. The survey will be re-issued and he urged member councils to respond to the survey so that WSALC can approach NALC with a view to working collaboratively on the matter.

Cllr Paul Ayling requested that member councils contact him directly if they would like to provide their opinion on the matter so that they may collate the local parishes position.

Trevor Leggo suggested that Karl Roberts of Arun District Council is invited to the next ADALC meeting and if no response is forthcoming an FOI request is submitted. Cllr Ayling advised that an FOI request has been submitted by Barnham & Eastergate Parish Council and that the response will be circulated once received.

Cllr Denham St. Pinnock advised that WSALC are happy to co-ordinate all 4 district associations across West Sussex on the matter and that he feels it could be beneficial for East Sussex to also be involved.

Cllr Martin Beaton (Aldingbourne Parish Council) thanked Trevor Leggo and Dr John Godfrey DL for organising the meeting.

14. Date of next meeting
To be confirmed.

The meeting closed at 8.13pm

Signed: …………………………………………	Dated: ……………………………

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 31st JANUARY 2022

AGENDA ITEM 15 - ROLLING CAPITAL EXPENDITURE - TO RATIFY EXPENDITURE OF £36,000.00 PLUS VAT FOR THE PURCHASE OF A NEWER CHERRY PICKER

REPORT BY THE TOWN CLERK   **FOR RATIFICATION**

Members are invited to ratify the following expenditure: -

£36,000.00 plus VAT for a CTE Zed 20.2H cherry picker that sits on a Nissan Cabstar, 2014 reg, mileage around 40,000 with a working height of 20 metres, twice that of the current machine. The machine comes with a new MOT and new LOLER certification - Agenda Item 6 of the Town Force Manager's report refers.

DECISION
The Committee is therefore invited to **RATIFY** the £36,000.00 plus VAT expenditure for the item as noted above.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 31st JANUARY 2022

AGENDA ITEM 16 - TO CONSIDER REQUIREMENT FOR CLLR. GOODHEART TO REFUND COSTS OF MISSED TRAINING EVENT - MIN. 206 REFERS

REPORT BY THE TOWN CLERK   **FOR DECISION**

At the Policy and Resources Committee Meeting held on 19th January 2021, Members were 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.

An excerpt from the Minutes detailing the decision taken at that meeting is detailed below for Member's ease of reference - Min. 206 refers: -

*"Members discussed the matter and subsequently unanimously **AGREED** that all training courses booked through the Council should be funded by the Council with the sole exception of any course where the Councillor has failed to attend without providing a reason that is deemed to be acceptable to this committee. In these circumstances, the cost of the course should be reimbursed to the Town Council by the Member."*

Cllr. Goodheart was booked to attend the online 'NALC Future Communities 2021' Conference from 9am to 4.30pm on 2nd December 2021 at a cost of £64.39 plus VAT. The Mayor's Secretary received notification from Cllr. Goodheart mid-afternoon on that day advising of internet issues that he had been experiencing from the previous evening and also that day, which had caused problems for him trying to join the online conference. Cllr. Goodheart also advised that he had emailed the organisers that morning to advise of his difficulties trying to get an internet connection and had requested a refund of the cost.

No refund has been forthcoming from NALC, so Members are asked to consider whether reimbursement of the £64.39 cost will be required from Cllr. Goodheart or whether his reason for non-attendance is deemed to be acceptable to this Committee and therefore no reimbursement will be required.

DECISION
In view of the current policy in place, the Committee is invited to consider whether reimbursement from Cllr. Goodheart of the £64.39 is required on this occasion or not?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 31st JANUARY 2022

AGENDA ITEM 17 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK   **FOR DECISION**

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

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

· **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF NOVEMBER AND DECEMBER 2021, UNDERTAKEN BY THE VICE-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 Vice-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 November and December 2021.

DECISIONS

To **NOTE** receipt of the financial reports for the month of December 2021.

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

**BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES MEETING
31st JANUARY 2022**

AGENDA ITEM 18 - CORRESPONDENCE   **FOR INFORMATION**

1. **The ability of town and parish councils to hold remote meetings 17.01.2022 - Circulated to Councillors**
2. BR Bid Co-Ordinator - Bognor Regis ground floor commercial premises occupancy data report - circulated to Councillors
3. NALC - Jobs listings 10.01.2022
4. BRRB - latest information on grant funding and support – Circulated to Councillors
5. Neighbourhood Alert - Sussex Police - Recruitment Drive - Circulated to Councillors and shared on social media
6. VAAC - first VAAC e-bulletin of 2022 - Circulated to Councillors
7. Neighbourhood Alert - There is Still Time To Have Your Say on Crime Affecting Women and Girls In Sussex – Circulated to Councillors and shared on social media
8. VAAC - Arun Older People's Forum 25.01.2022 – Circulated to Councillors
9. Sussex Police & Crime Commissioner, Katy Bourne – Christmas 2021 Newletter – Circulated to Councillors
10. Neighbourhood Alert - 2022-23 Policing Priorities and Funding Survey By The Sussex Police and Crime Commissioner 27/12/2021 – Circulated to Councillors and shared on social media
11. Neighbourhood Alert - Get Safe Online - New Year Resolutions 03/01/2022 – Circulated to Councillors and shared on social media
12. VAAC - Funding Focus - January 2022: Grants up to £10,000 – Circulated to Councillors
13. Bognor Regis Herald 30.12.2021
14. NALC Newsletter - 05.01.2022
15. Bognor Regis BID - Government's announcement of additional financial support 05.01.2022
16. Kingston Parish Council - Rampion 2
17. WSCC - Covid-19 updates, tips for a healthy 2022, and more 06.01.2022
18. Clerks and Councils *Direct* Magazine January 2022 issue 139
19. Neighbourhood Alert - Arun Weekly Bulletin 07.01.2022 – Circulated to Councillors and social media
20. Sussex by the Sea update 07.01.22 - Covid Grants Information from Arun District Council – Circulated to Councillors
21. WSCC - Covid-19 updates, tips for a healthy 2022, and more 06.01.2022 – Circulated to Councillors
22. Sussex Police & Crime Commissioner, Katy Bourne Sussex PCC newsletter January 7th, 2022 - Circulated to Councillors
23. Sussex by the Sea Update 07.01. 22 - Opportunities for your tourism business in early 2022
24. VAAC Members Feedback survey - January 2022 - Circulated to Councillors 10.01.2022
25. Sussex by the Sea Update 10.01.22 Arun District Council - Grant Applications Being Accepted Now

26. NALC EVENTS 11.01.2022 – Circulated to Councillors
27. Mulberry & Co training programme correction – Circulated to Councillors
28. Twinning minutes for January 2022 and February agenda 11.01.2022
29. Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund 11.01.2022
30. Safety scheme starts soon to reduce speed limit on A24 Findon Road and Findon Bypass 11.01.2022
31. Volunteer Co-ordinator's Network meeting, updates for 2022 12.01.2022 – Circulates to Councillors
32. Upcoming Safe Against Scams Webinars 12.01.2022 – Circulated to Councillors
33. VAAC e-bulletin - all the local news and updates 13.01.2022
34. St Wilfrid's Hospice eNewsletter January 2022 – Circulated to Councillors
35. The Monthly Newsletter For All Neighbourhood Watch Supporters 11/01/2022 – Circulated to Councillors and Social Media
36. WSCC Covid-19 updates, jobs in care, volunteers needed, and more 13.01.22 – Circulated to Councillors
37. Arun Weekly Bulletin 14/01/2022 – Circulated to Councillors and on social media
38. Newsletter for Local Authority Partners Issue 37
39. NALC – Newsletter 17.01.2022
40. Sussex Police: Chief Constable 'Big Data' presentation 06.01.22 – Assistant Clerk attending
41. Escooters" - response from Sussex Police to concerns raised by member councils – shared on social media 06.01.22
42. Face to Face Meetings Update 07.01.22
43. New BR Herald story - Councillors please note 08.01.22
44. NALC policy Consultation Briefing - OFCOM Postal Regulation Consultation 13.01.22
45. 76 new police officers welcomed to the force 14.01.22
46. NALC Chief Executive's Bulletin 14.01.22
47. The Regis News 17.01.22 – Circulated to Councillors
48. DCK Payroll Solutions Ltd - payroll service offer 17.01.22
49. Edward Bryant School, Bognor Regis - Establishment of a Special Support Centre - Consultation by Board of Trustees of Schoolsworks Academy Trust 17.01.22 – Circulated to Councillors and social media
50. NALC EVENTS 18.01.2022
51. NALC NEWSLETTER 19.01.22
52. WSCC -Your Town and Parish Council News January 2022 Safer Internet courses, managing flood risk, - and more – Circulated to Councillors
53. VAAC e-bulletin - all the local news and updates 20.01.22
54. NALC - NEW YEAR OPEN LETTER – 20.01.22
55. Arun Weekly Bulletin 21/01/2022 – Circulated to Councillors and shared on social media
56. WSCC Our budget 2022/23 – 21.01.22 – Circulates to Councillors
57. Stonepillow Winter Newsletter 2022 – Forwarded to Mayor 21.01.22
58. Cabinet – 1 February 2022 – agenda 21.01.22
59. NALC Chief Executive Bulletin 21.01.22 – Forwarded to Councillors
60. VAAC Members Feedback survey 2022 – Forwarded to Councillors 24.01.22
61. NALC JOB LISTINGS – 24.01.22
62. Office of Sussex Police & Crime Commissioner -Neighbourhood policing keeping our communities safe 21.01.22 – Circulated to Councillors
63. Arun Business Partnership, January 2022 Newsletter- Circulated to Councillors 24.01.22

64. NALC Newsletter Events – Circulated to Councillors 25.01.22
65. Arun County Local Forum 21.01.2022 – Circulated to Councillors and social media
66. Public Sector Network Newsletter January 2022 – 25.01.2022
67. West Sussex Mind News update – 25.01.2022
68. Springboard -Monthly Footfall Figures for Bognor Regis Town Centre – Circulated to Councillors
69. NALC NEWSLETTER - 26.01.22
70. Monthly Footfall Figures for Bognor Regis Town Centre – Circulated to Councillors 25.01.22
71. WSCC -Once Upon A Time….. join us in celebrating National Storytelling Week – Circulated to Councillors and social media 26.01.22
72. Sussex by the Sea - Reminder and late registration availability - Experience Maker's Workshop 26.01.22
73. New Chief Executive for Arun District Council 27.01.22 – Circulated to Councillors
74. WSCC Could you be a cyber hero – 27.01.22
75. Interim Group Head of Law & Governance (Monitoring Officer) - Circulated to Councillors 27.01.22
76. CCLA Public Sector Deposit Fund - AMC increase 27.01.22
77. NALC- Reports on the 2021 local elections 27.01.22
78. ARUN NEWSLETTER 27 – January 2022 -28.01.22
79. Parish Online Newsletter - Jan Edition – 28.01.22