



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

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 28th MARCH 2022.**

Please note that the doors to the Town Hall will be closed at 6.30pm 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.

An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (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 28th March 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 22nd DAY of MARCH 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 31st January 2022
 4. ADJOURNMENT for public question time and statements
 5. To receive a written update from the BID Co-ordinator including request for ongoing financial support for the provision of a uniformed presence in the Town Centre – Min. 116.2 refers
 6. Clerk’s report from previous Minutes
 7. To receive the Town Force Report
 8. Bognor Regis Heritage & Arts Partnership Board (BRHAPB) including: -
To receive the Notes of the Meeting held on 9th February 2022 previously circulated to Councillors
 9. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board
 10. To consider a call from SLCC to pass the following Motion, and writing to the Secretary of State to show support, referred from Council - Min. 184 refers: -
'This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.'
 11. To receive an update on the 2022 Town Newsletter - Min. 98 refers
 12. To ratify release of 2022-2023 Partnership Funding for CCTV, Bognor Regis Seafront Lights (Year 2 of 3), Bognor Regis Regeneration Board, and Business Wardens/Uniformed Officer
 13. To ratify release of EMR to Museum for Bathing Machine rehousing – Min. 116.1 refers
 14. To consider a request for Partnership Funding for a Wayfinding Strategy from The Bognor Regis Regeneration Board
 15. To receive an update on Town Crier’s Competition - Min. 97 refers
 16. Financial Reports including: -
 - To note Committee I&E Reports for the months of [February](#) 2022 - 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 January and February 2022, undertaken by the Chairman of the Policy and Resources Committee in line with the Council’s Financial Regulations

17. Correspondence
18. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
19. To note any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held 1st March 2022
20. Town Force: Note of outstanding debtors

Agenda items 19 & 20 will contain confidential items and require a resolution to exclude public & press.



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 31st JANUARY 2022

PRESENT:

Cllr. J. Barrett, A. Cunard, S. Goodheart, S. Reynolds,
and B. Waterhouse

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. Mrs. J Warr in the public gallery

The Meeting opened at 6.34pm

- 111.** The Clerk advised that following Cllr. Stanley's recent decision to step down from this Committee, and in view of the apologies received from the Vice-Chairman, Cllr. Erskine, it would be necessary for the Committee to appoint a Chairman for this meeting.

Cllr. Cunard and Cllr. Waterhouse were both proposed and seconded and following some debate, it was **RESOLVED** that Cllr. Waterhouse be appointed Chairman for this meeting, and he took the Chair.

112. 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 on annual leave, Cllr. Woodall who was working and belated apologies were subsequently received from Cllr. Jones due to working late.

113. DECLARATIONS OF INTEREST

The Chairman addressed those Members present to ask 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.

There were no declarations of Interest

114. TO APPROVE THE MINUTES OF THE MEETING HELD ON 29th NOVEMBER 2021

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held 29th November 2021 as an accurate record of the proceedings and these were signed by the Chairman.

115. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

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

116. CLERK'S REPORT FROM PREVIOUS MINUTES

116.1 27th September 2021 - Min. 69 - Update regarding the Bathing Machine

Members had been advised at the meeting that the Museum were hopeful that, subject to Museum Committee approval, works to the building to allow the machine to be accommodated could now be progressed within the next 12 months. Furthermore, it was noted that a Museum Committee meeting was due to be held in the next couple of months, after which a final decision may be reported.

An update on the Museum's position had been received, advising that planning permission to convert a disused storage area to the rear of the West Street premises was gained some years ago, and gradually amassed funding will create a new exhibition area to house an original Bognor Bathing Machine and other beach-holiday related artefacts.

The cost of the work is £50,000 and the Society is appealing for a further £5,000 in donations to help meet the final fit out before it can open to visitors. There will be some space in the new area to allow for a modest catering facility with tables and chairs in due course.

Work is due to start in early February and in case works overrun, the decision has been taken not to announce a re-opening date for the 2022 season at the present time. If anyone would like to donate to the Museum's fit out appeal e-mail bognormuseum@outlook.com or via the Museum's Facebook page.

A full copy of the Press Release will be circulated to Members for their information.

Members were also advised that, some years ago, £2,500 funding was held in the earmarked reserves for the Museum towards the rehousing of the Bathing Machine project. Half of this funding was released to the Museum to progress part of the project, with a balance of £1,250 remaining in reserves. Release of this remaining funding to the Museum towards the project will be placed on the next agenda for ratification now the project is to proceed.

116.2 22nd November 2021 - Min. 86.8 refers - Request for ongoing funding support for the provision of a uniformed presence in the Town Centre

Historically the Town Council has financially supported the Bognor Regis BID in the provision of a 40 hour per week, uniformed presence in the Town Centre area since it began in 2018. This role is significant in creating a Welcoming Town, directly supporting Bognor Regis's Town Centre businesses.

They also provide an invaluable service to the community, through their actions to prevent and disrupt anti-social behaviour, providing a reassuring presence, and giving advice and support to visitors to our high street.

Funding to the value of £10,000 is allocated within the annual budget for this provision supported by the BID's annual request for continued support. The BID Co-ordinator would like to make a presentation to Members on this role prior to the Committee's approval to ratify release of this funding at their next meeting in March 2022, so this will be placed on the next agenda.

116.3 29th November 2021 - Min. 91.1 - Fishermen's Huts

Members were advised at the last meeting that ADC's Director of Place had confirmed that it had taken a while to get dialogue going with the fishermen's representative but that this had recently commenced. Their intention was to provide them with a draft lease to consider so that matters can be put on a sound legal footing.

An update had been sought from ADC to establish whether the legal documentation was now in place so that clarification on responsibility for the water supply to the area could be established. This would then allow for negotiation to commence with a written agreement being drawn up to enable the seafront showers to be reconnected to the supply in this area prior to the summer season.

A holding response from ADC has been received as follows: -

"My colleague, who has been dealing with this, has been away for the last couple of weeks. However, the last update I had before then was we were trying to obtain some information from the BFA to move matters forward. Whether this has now been received or not, I am unable to advise.

I will ask my colleague to update me on their return later in the week and will then give you an updated position."

116.4 29th November 2021 - Min. 91.2 - NALC campaign for remote meetings

The campaign for councils in England, to have the choice to meet remotely continues. A link was shared with Members on 10th January 2022 asking Members to consider signing the petition calling on the UK Government and Parliament to allow councils in England to have this choice. The Association of Democratic Services Officers (ADSO) and Lawyers in Local Government (LLG) have set up the petition which is also being supported by The National Association of Local Councils (NALC) and The Society of Local Council Clerks (SLCC).

In the latest NALC Chief Executive's Bulletin, a further update was received as follows: -

In a House of Commons debate on 24 January, the Secretary of State for Levelling Up, Housing and Communities, Michael Gove MP, declared himself to be "strongly in sympathy with the view that hybrid meetings should continue in order to ensure the maximum amount of efficiency". I very much hope this is a positive step forward and we are continuing to urge the government to make permanent the provision for councils at all levels to be allowed to hold remote meetings. This week our chair, Cllr Keith Stevens, was a signatory to a joint letter from several national local government bodies to the opposition parties calling for their support. And if you haven't done so already, please sign the petition calling on the government and Parliament to allow councils to have the choice to meet remotely.

116.5 29th November 2021 - Min. 91.3 - Promotions Training

Unfortunately, it has still not been possible currently to progress this further owing to staff resources. However, contact will be made once again with seaside resorts of similar size, this week and a report will be made back to the Committee at the next meeting.

116.6 29th November 2021 - Min. 91.5 - Town Force Report - Licences vs. leases for BRTC Assets on the Promenade

Despite being advised previously that the position was being reviewed and that ADC's Legal Team hoped to revert to the Town Council in the near future, a follow-up email had again been sent recently for an update on the position with a response received last week to advise that the lease review is still underway, and ADC would let us know if there are any further updates.

116.7 29th November 2021 - Min. 101 - Creation of Corporate Identity

It is hoped that an update on this project will be available for the next meeting of the Committee at the end of March.

116.8 29th November 2021 - Min. 102 - Making Theatre Gaining Skills

Following the decision made at the last meeting 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, contact was made with the organisation to advise of the Committee's decision.

The response from Making Theatre Gaining Skills explained that, even though the year-long programme of courses was most successful and achieved a very high level of progression, the DWP are not in a position at the moment to offer a grant through the Flexible Support Fund. This is because the new Restart programme (a version of the Work Programme) is taking the majority of long-term unemployed, and the job centres are not allowed to commission any additional programmes. This may well change in the next six months and the DWP have also encouraged Making Theatre Gaining Skills to apply for tenders when they come up.

However, Making Theatre Gaining Skills have successfully applied for a European Social Fund grant and are running 4 courses in cookery in the Makerspace kitchen. They are also waiting on a large Arts Council grant to be approved, which will enable them to develop the company and provide more creative opportunities for local people. It should be noted that these grants do not require an independent Lead Accountable Body.

116.9 29th November 2021 - Min. 107.1 - ADC's Council Vision

It was highlighted at the previous meeting, under correspondence, that an email had been previously circulated to Councillors on 18th November 2021, in relation to ADC's Council Vision 2022-2026 seeking any comments in response to the Vision, to be emailed to the Civic & Office Manager by no later than 8th December 2021 to enable a corporate response to be submitted. Unfortunately, Cllr. Miss Needs was the only Councillor who responded to the consultation within the timeframe, so an individual response was submitted on her behalf by the office.

117. TO RECEIVE THE TOWN FORCE REPORT

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

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

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

119. 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' ALLOWANCE POLICY

The Town Clerk's report including the Appendices was **NOTED**.

119.1 Members considered the updated version with minor amendments of the Mayor's Allowance Scheme and **AGREED** to **RECOMMEND** to Council the adoption of the revised document.

119.2 Members considered the new Members' Allowance Policy and **AGREED** to **RECOMMEND** to Council the adoption of the new Policy.

120. 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

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

The Town Clerk's report including the Internal Audit Report 2021-2022 (First Interim), was **NOTED**.

Members welcomed the report that, once again, no significant issues had been identified by the Internal Auditor.

120.2 To review the 2022/23 Annual Audit Plan and to consider any additional items for inclusion

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and unanimously **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2022/23 to the Town Council.

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

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

Although it was not anticipated that the Annual Town Meeting of Electors would be well attended, it was acknowledged that, with final numbers not known until the night of the meeting, it would be prudent to consider a venue larger than the Council Chamber at the Town Hall. Locations such as

the Jeneses Centre, Picturedrome Cinema, and The Regis School were discussed as potential options.

Cllr. Cunard declared a Disclosable Pecuniary Interest, as the Tenant, and Cllr. Reynolds declared a Disclosable Pecuniary Interest, as an Employee, of the Picturedrome Cinema

A Member suggested that the topic of regeneration be included on the Agenda for the meeting, and that the new Chief Executive of Arun District Council (ADC), James Hassett, be invited to speak.

Cllr. Cunard left the Meeting

As an alternative speaker if Mr. Hassett was not available, it was suggested that Independent Local Traders could be invited to come and talk for 5 minutes about what their businesses offer. As an alternative to this, it was suggested that a representative from the Bognor Regis BID, and Bognor Regis Regeneration Board be invited.

Cllr. Cunard returned to the Meeting

Members **AGREED** to invite the Chief Executive of Arun District Council, to speak at the Annual Town Meeting of Electors, in the first instance with delegated authority given to the Town Clerk to finalise the arrangements such as the location, start time between 6.30pm and 7.30pm and alternative speakers if the Chief Executive was not available.

122. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASESMENT /REVIEW OF RISKS

The Assistant Clerk's report including the Appendices, was **NOTED**.

Members unanimously **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2021/2022 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council, and the Town Clerk.

123. TO RECEIVE QUOTATIONS FOR A NEW PHOTOCOPIER CONTRACT AND DETERMINE PREFERRED PROVIDER

The Assistant Clerk's report and relating Appendix was **NOTED**.

Members asked for Officer's input, as users of the equipment, and the Town Clerk advised that there had been no issues with the present supplier.

Having considered the quotations received for a new photocopier contract, Members unanimously **AGREED** to instruct Company C for the provision of the 4-year photocopier contract.

124. COMMITTEE CHAIRMAN APPOINTMENTS TO CONSIDER THE WAY FORWARD - MIN. 60.7 REFERS

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

Members discussed the suggestion that consideration be given to Committees, rather than Council, appointing the Chairman and Vice-Chairman for those Committees. A Member recalled that, many years ago, it had been for Committees to choose their Chairman and Vice-Chairman. However, this practice allowed for the Mayor and Deputy Mayor to serve as Members on all Committees in an ex-office capacity which raised concerns about their ability to attend so many meetings alongside mayoral engagements.

Members unanimously **AGREED** to continue with the practice of Council appointing the Chairman and Vice-Chairman for Committees with no changes being made to the Standing Orders.

125. TO RECEIVE THE DRAFT NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 19th JANUARY 2022

The Town Clerk's report including the draft Notes of the Arun District Association of Local Councils meeting held on 19th January 2022 was **NOTED**.

126. ROLLING CAPITAL EXPENDITURE – TO RATIFY EXPENDITURE OF £36,000.00 PLUS VAT FOR THE PURCHASE OF A NEWER CHERRY PICKER

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

Comment was made as to how the increased working height, that could be achieved with the newer cherry picker, would allow for Town Force to carry out more work around Town, raising the profile of the Town Council.

Members subsequently unanimously **RATIFIED** expenditure of £36,000.00 plus VAT for a 2014 reg, CTE Zed 20.2H cherry picker that sits on a Nissan Cabstar, as detailed in the Town Force Manager's report (Agenda item 6 refers).

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

The Town Clerk's report was **NOTED**, and the Chairman invited Cllr. Goodheart to speak.

Cllr. Goodheart explained that, following changes with his service provider, his internet connectivity at home had been delayed by 24-hours which resulted in him being unable to connect to the online training event. He

subsequently contacted the Council office, and the training provider, to alert them to the situation.

Cllr. Goodheart declared a Disclosable Pecuniary Interest and left the Meeting

Owing to the technical difficulties experienced by Cllr. Goodheart, Members unanimously **AGREED** that he should not be asked to reimburse £64.39 to the Town Council for the cost of the missed training event.

Cllr. Goodheart returned to the Meeting

128. FINANCIAL REPORTS INCLUDING: -

128.1 To note Committee, I&E Reports for the month of December 2021 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of December 2021.

128.2 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

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

129. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists previously circulated.

129.1 The Town Clerk highlighted an email, that had been previously circulated to all Councillors, in relation to the ability of town and parish councils to hold remote meetings.

130. 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 20 and 21 (staffing and contractual).

131. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 21st DECEMBER 2021

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

Members subsequently unanimously **AGREED** to **RATIFY** the recommendations and agreed that further savings could not be made to the staffing budget. The advertising for a new Civic & Office Manager, following the internal promotion of this member of staff, was also approved.

Finally, Members supported the recommendation to explore remote working solutions, such as telephony systems and broadband etc, to offer more flexibility with staff working from home.

132. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 7.42pm

AGENDA ITEM 5

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 28th MARCH 2022

AGENDA ITEM 5 - TO RECEIVE A WRITTEN UPDATE FROM THE BID CO-ORDINATOR INCLUDING REQUEST FOR ONGOING FINANCIAL SUPPORT FOR THE PROVISION OF A UNIFORMED PRESENCE IN THE TOWN CENTRE – MIN. 116.2 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

As reported to Members at the meeting held 31st January 2022, historically, the Town Council has financially supported the Bognor Regis BID in the provision of a 40 hour per week, uniformed presence in the Town Centre area since it began in 2018. This role is significant in creating a Welcoming Town, directly supporting Bognor Regis's Town Centre businesses.

They also provide an invaluable service to the community, through their actions to prevent and disrupt anti-social behaviour, providing a reassuring presence, and giving advice and support to visitors to our high street.

Funding to the value of £10,000 is allocated within the annual budget for this provision supported by the BID's annual request for continued support.

Prior to the Committee's approval to ratify release of this funding, the BID Co-ordinator has sent the following update for Member's information: -

"Further to your invitation to attend the P&R Committee meeting on 28th March, I wanted to provide an update on the situation with regards to provision of a uniformed presence in the town centre.

I have attached the expression of interest I first sent to ADC Communities in January, outlining the need for a dedicated "Business Crime Reduction Partnership Co-Ordinator" to support businesses in their reporting of crime and anti-social behaviour, and act as liaison between businesses and the Police. Since submitting that request, there have been developments at ADC with regards extending the Warden Service model currently in place in Littlehampton to Bognor Regis. This provision will undoubtedly affect the BID's next steps in progressing the BCRP Co-Ordinator post. You are welcome to share the report with Councillors if you think it would be beneficial in raising their awareness of the existing arrangements and how it could be improved.

Delegated authority to progress the extended warden scheme project was granted to ADC officers on 17.03.22, but they are not available for a meeting until w/c 28.03.22. As the ADC budget allocated is on the basis of match funding from partners, this project will ultimately require collaboration with and financial input from BRTC. I have pointed out to ADC that BRTC's budgets for the coming financial year have already been set, so the 2022-23 financial year may not be feasible for full delivery of the extended warden scheme, rather an opportunity for transitional measures while long-term plans are developed simultaneously between all potential

AGENDA ITEM 5

funding partners. My preliminary conversation with ADC is merely the earliest steps in establishing what provision is already here in Bognor Regis, and how the Littlehampton model could best be adapted and applied to meet Bognor Regis's unique needs.

In view of the timescales involved, It is very unlikely that there will be anything to report to P&R at the meeting on the 28th March. You have kindly confirmed that the Committee will be considering the ongoing £10,000 support for a uniformed presence in the town centre, which is currently allocated towards the provision of a third-party warden. The businesses of Bognor Regis really value that ongoing support from the Town Council. Please be assured that, should any consideration be made by the BID regards altering this arrangement, alternative provision will be proposed, and BRTC will be consulted, through yourself, at the earliest opportunity."

The documentation referred to by the BID Co-ordinator within the update will be provided to Committee Members under separate cover.

DECISION

Do Members **AGREE** to **RATIFY** the release of £10,000 funding, allocated within the annual budget, for the provision of a uniformed presence in the Town Centre?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 28th MARCH 2022**

AGENDA ITEM 7 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Licences vs. leases for BRTC Assets on the Promenade.

There has been no progress, response from Arun DC solicitor is still awaited. This is being regularly chased.

Graffiti removal.

There continue to be high levels of graffiti around the town with new incidents appearing daily. Town Force remove graffiti as soon as it is noticed by them or other members of staff. However, no reports are being received from the Public or businesses which is disappointing. The team has been spending a considerable amount of time on graffiti removal but due to the high levels and the speed it re-appears, graffiti is getting more noticeable. Please see the end of the report for graffiti statistics.

Funding of £2400 from the Welcome Back Fund held by Arun DC has been secured for graffiti removal undertaken from around the town centre to date. The recent graffiti removal from around Queensway only, cost some £700.

The Police have requested 18 months' worth of graffiti data as they may have a possible ID on a couple of tags. Should this be a success, a claim for recovery of the removal costs will be put in.

Bunting installation in the High Street and London Road precinct.

The High Street installation along the catenary wires was fairly straight forward. Unfortunately, the zig zag design throughout the precinct proved to be difficult to install due to the trees causing an obstruction and long spans in between the anchor points on the buildings. Five lengths of bunting had to be joined in order to cover the necessary distance. This means that just like in previous years, the bunting will sag over time and be caught by delivery lorries which will require repetitive remedial works throughout the upcoming months. Two Members of Town Force had to be supported by the Projects Officer and myself in order to ensure safety of staff and the Public during the installation.

Should Members decide to install bunting again next year, the Precinct zig zag design will need to be reviewed.

Town Force unit, vehicles and equipment.

Purchase of a new cherry picker was completed early February and the machine sign written with the usual Town Force graphics as well as additional text advertising its availability for hire. This has already proven a success when a Member of the Public requested a quote having seen the cherry picker parked outside the Town Hall.

The Ford Transit double cab tipper has passed its MOT.

Managing Agents for the TF unit have recently requested a number of documents relating to the safe operation of the premises. The document was completed and returned along with the relevant certificates.

All Town Force equipment that creates noise and/or vibration has been tested and calculations done. Upon review of the report, it was concluded that there is no need to change the current limits on the use of machinery.

All fire extinguishers have received their annual service.

Annual service of the double scissor lift table and two hand pallet trucks has been carried out.

A date for servicing of the shutter door is currently being awaited from the contractor.

Staffing.

Annual Health Surveillance will take place on 4th May.

A vacancy is currently being advertised and it is hoped the position will be filled in April.

Working with BR BID.

The team continues to support the BID's work in the town centre. Following our assistance with the CCTV installation, the Town Force team is also booked to change the High Street metal banners, the Precinct fabric banners and to support the installation of vinyls to the first-floor windows of the Arcade in readiness for Easter.

Felpham Community College.

Approach has been made by the College for a quote to cut grass and hedges around their premises. An on-site meeting was held with the Site and Premises Manager, at which the TF Supervisor and myself viewed the areas and discussed the maintenance requirements. Following a careful review of the Town Force team's workload and capacity, it was felt the team could take this on and a quote was submitted. A decision is currently being awaited as to whether Town Force is granted the maintenance contract.

Planting.

Following Enerveo's request (previously SSE) for new structural testing of the lampposts carrying hanging baskets to be done, quotes were received, and a contractor appointed. The testing is planned for early April with the calculations to follow within 2 weeks. As soon as the report is received, an application for permission to install hanging baskets will be re-submitted to Enerveo.

The Town Force Supervisor attended a site meeting with the In Bloom Working Party where temporary planting around the seafront beacon for the Queen's Jubilee was discussed. In order to keep the costs down, it was agreed to utilise the spare baskets Town Force had at the yard. 14 half-moon style baskets will be attached to the nearby railings and 24 barrier sleeve troughs will be placed on the white wall in front of the railings (12 each side). The relevant permissions have been received and plants ordered. Installation is scheduled to take place after summer bedding has been planted in all areas.

The In Bloom Working Party has held its annual Guides Competition to design the two seafront flower beds and chose two winners, one for each bed. Following a consultation with the plant supplier, suitable plants have been chosen and ordered.

Sponsored planters.

Renewals have been sent to Aerial Dave and Henry Adams/AC Lettings and their decisions are currently being awaited.

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

Odd Jobs for 3rd parties (extra revenue).

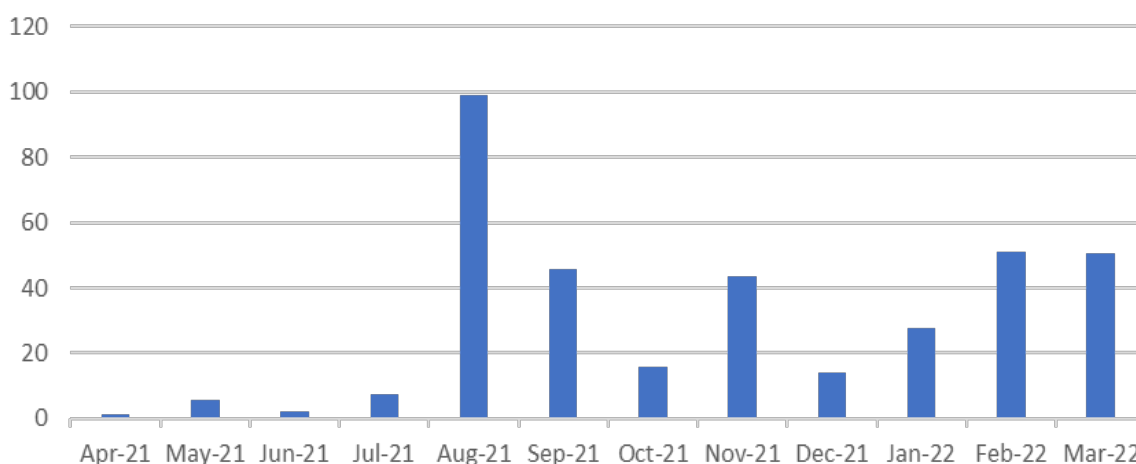
- Arun DC – Jet washing of board walk in Hotham Park Wildlife Garden;
- BR BID – Operating the cherry picker to enable installation of CCTV cameras around the town centre;
- Middleton on Sea Parish Council – installation of tree guards around newly planted trees on Shrubbs Field and installation of an outside tap at the Sports Pavillion;
- Felpham Parish Council – removal and disposal of green waste;
- South Bersted Primary school – supply & laying of bark chips to the Early Years playground
- Pier Co - re-build of a wall at the back of the cinema and further investigation of water ingress into Screen 2.

Examples of other jobs.

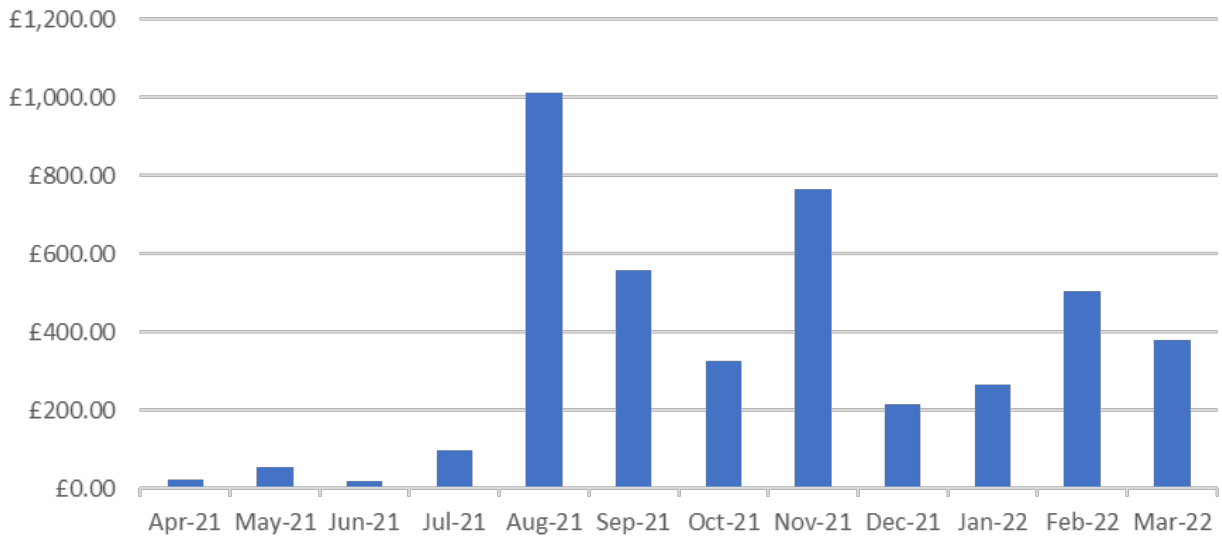
In addition to the routine jobs, TF have also re-fixed posters in seafront shelters following high winds, carried out a beacon test burn, checked all First Aid boxes and replaced expired items, delivered various Heritage Trail boxes to Bognor Regis Heritage and Arts Partnership, delivered/collected trophies from the engravers, got cheques signed (and continue to do so), serviced BRTC noticeboards (and continue to do so), and completed a variety of jobs at the allotments.

Graffiti removal statistics.

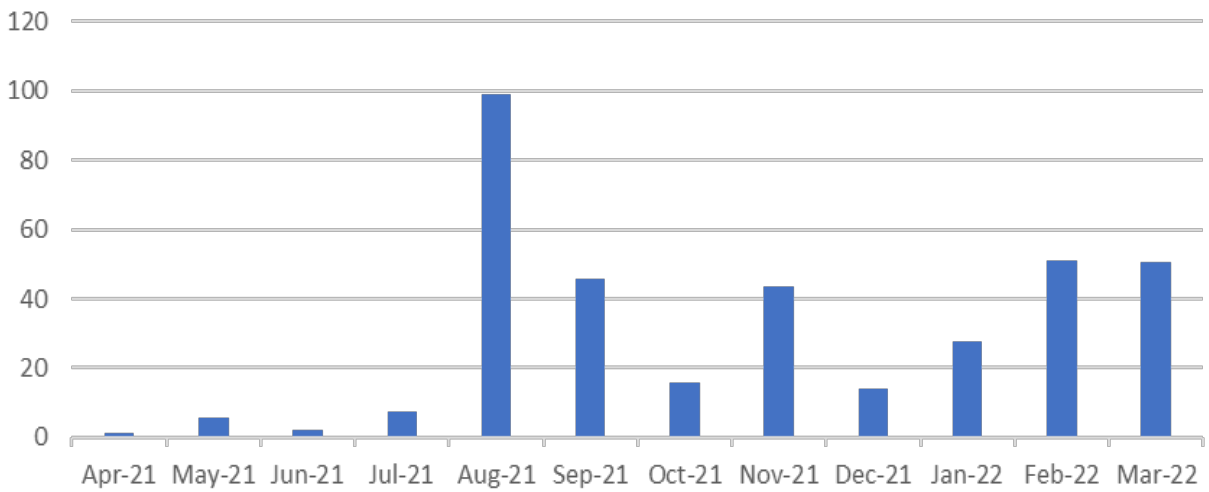
Man hours spent on graffiti removal



Materials cost



Man hours spent on graffiti removal



AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 28th MARCH 2022

AGENDA ITEM 8 - BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: TO RECEIVE THE NOTES OF THE MEETING HELD ON 9th FEBRUARY 2022 PREVIOUSLY CIRCULATED TO COUNCILLORS

REPORT BY THE TOWN CLERK

FOR DECISION

The Notes of the meeting of the Heritage & Arts Partnership Board held on 9th February 2022, previously circulated to Members are attached as **Appendix 1**.

Members are asked to consider the following recommendations as outlined in the Notes: -

Projects for funding from the (BRHAPB) budget (now being held by Bognor Pier Trust C.I.C.)

- To allocate £500 to the Bathing Machine Project being carried out by Greg Burt – Min 3 refers.
- To allocate £1,500 to the design, production and printing of Jubilee Guides, as presented by the Chairman - Min. 4 refers.

DECISIONS

Members are asked to **NOTE** the Notes of the Heritage & Arts Partnership Board Meeting held on 9th February 2022 together with their intended actions.

Do Members **AGREE** to **RATIFY** the following recommendations: -

- To allocate £500 to the Bathing Machine Project being carried out by Greg Burt – Min 3 refers.
- To allocate £1,500 to the design, production and printing of Jubilee Guides, as presented by the Chairman - Min. 4 refers.

BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD MEETING

HELD ON WEDNESDAY 9th FEBRUARY 2022

PRESENT:

Ken Blamires - Chairman
Sylvia Endacott - Local Historian
Cllr. Steve Goodheart - BRTC
Cllr. Jim Brooks - BRTC
Greg Burt (GB) - Bognor Regis Museum
Howard Dicks - Bognor Regis Museum

IN ATTENDANCE:

Matthew Hall - Projects Officer, BRTC and Clerk
for the meeting

APOLOGIES:

Cllr. Sandra Daniells - BRTC
Paul Wells - Bognor Pier Trust C.I.C.
Irene Campbell - Community Volunteer
Margaret Murphy - ADC

The Meeting opened at 6:03pm

1. CHAIRMAN'S INTRODUCTION, AND WELCOME

The Chairman asked those present to introduce themselves to the newly appointed Projects Officer and thanked Greg Burt for attending this meeting.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD 4th NOVEMBER 2021

The Notes from the previous meeting were approved by all as a true record.

3. UPDATE ON THE BATHING MACHINE PROJECT BY GREG BURT, BOGNOR REGIS MUSEUM

Greg Burt from Bognor Regis Museum provided the board members with a thorough background to the Bathing Machine, which is currently being stored by Bognor Regis Town Council's at the Town Force lockup.

After securing original funding via Section 106 monies, the restoration project is yet to be completed, however with further funding from West Sussex County Council, Bognor Regis Town Council and a COVID grant the project would require £15k to complete the building works plus a further £5k for fit out work. There was discussion that the Museum could potentially take a loan to cover this, but Greg Burt insisted the focus is to move the Bathing Machine to the Museum and agree terms with the owners.

Cllr. Goodheart voiced his satisfaction with the progress so far and all commended Bognor Regis Town Council's staff for the good condition they have kept the Bathing Machine in.

There were several comments made regarding the position of the Bathing Machine, other potential revenue streams and a potential opening date, however Greg Burt advised he would often advise against giving a date, as projects such as these can often overrun.

The Chairman advised the board that the Bognor Pier Trust would provide £500 to the project and suggested the board match that figure.

It was **AGREED** by all to allocate £500 to the Bathing Machine Project being carried out by Greg Burt.

No deadline for delivery was tabled as things can always change. Cllr. Brooks stated that once the Bathing Machine is relocated, the options to raise funds will come.

The Chairman stated he would arrange a site visit, should members wish to view the Bathing Machine, which Greg Burt was pleased to accommodate.

4. UPDATE ON THE ARRANGEMENTS FOR THE MARY WHEATLAND BLUE PLAQUE INSTALLATION - TIMING IN RELATION TO THE QUEENS PLATINUM CELEBRATIONS

The proposed date of 1st June 2022 was agreed to be moved due the clash with the Queen's Jubilee celebrations and a new date will be proposed at the next meeting. The Chairman and Sylvia Endacott will discuss the precise location with John Ayers to put up the Blue Plaque to celebrate Mary Wheatland.

The Chairman provided handouts he had collated for a proposed Guide in celebration of Royals that had visited Bognor Regis Town.

The following conversation centred around several stories of Royals visiting Bognor Regis and Sylvia Endacott asked for any suggestions to be emailed to the Chairman and she would then verify the historical validity.

To get the Royal Guides up and running, the Chairman stated he would check image licenses for the photography included and approach Victoria Hilditch of Vinco Marketing to ascertain design estimates.

It was **AGREED** by all to allocate £1,500 to the design, production and printing of Jubilee Guides, as presented by the Chairman.

The Museum advised they could contribute but in a limited capacity by offering previous Jubilee celebration information. Cllr. Brooks asked

whether it may be beneficial to have those with Royal Crests such as Royce Rolls, Shiphams, a glass blower be involved in this project.

The Chairman concluded the discussion by informing members that the Trial Guides had favourable reviews in Felpham in Focus.

5. UPDATE ON THE DISCUSSION ON THE PROPOSAL FOR A STATUE, SCULPTURE / ARTWORK FOR BOGNOR REGIS

The Chairman advised that Cllr. Sandra Daniells had been in contact with Bognor Regis's twin with regards to the proposal of a portal stream between the two towns but was concerned over the potential for vandalism and graffiti. Aside from the options for this item, the Chairman stated there had not been much progress so far.

Cllr. Brooks stated he would like to see more artwork scattered throughout Bognor Regis, to which Sylvia Endacott asked whether the Town Council would be involved in this.

The conversation then steered to the Jubilee celebration and Cllr. Goodheart asked whether there could be an opportunity to work together with this group and the Railway Station to provide funding for a potential Jubilee celebration.

A short discussion ensued on the great work the Railway Station has previously carried out, such as the 150-year celebration. However, the timescale to implement this for the Jubilee might be difficult. Greg Burt advised there would be a good opportunity to raise money at such an event as Heritage Events usually pull a large following who are prepared to spend.

The Chairman and Cllr. Goodheart stated they would discuss this further and bring back a report to this meeting, to which Sylvia Endacott offered a supporting role in the project but it would require a co-ordinator. The Chairman also stated he would approach Georgia from The Town Square for additional support to host a potential Jubilee celebration

Cllr. Goodheart left the meeting at 6:58pm

6. UPDATE ON OPTIONS FOR LITERATURE FESTIVAL IN 2022

The Chairman stated that it was regrettable that since the COVID-19 pandemic a Literature Festival has not occurred but discussed the opportunity to intertwine this event with Heritage Open Days which occur between 9th - 18th September 2022. A planned date of 11th September 2022 from 6.15 – 9.15pm has been set, with 3 authors booked in to hold a professional debate costing £250. Books from the authors and Cllr. Brooks father will be available for selling at the event to be held at The Regis Centre.

7. BOGNOR REGIS RAILWAY SHEDS PROPOSAL FOR LISTED BUILDING STATUS

The final agenda item gained plenty of praise from Greg Burt who mentioned the implacable completeness of the Railway Sheds and the potential to use one as an Art Exhibition site, however he was concerned that the current owners may choose to sell.

The Chairman provided detailed portrayal on the buildings supported by Greg Burt, and all were supportive of having the Railway Sheds protected from being destroyed or built on to which the Chairman and Greg Burt were tasked with.

ACTION: Ken Blamires and Greg Burt to work together to apply to the Department for Digital, Culture, Media and Sports (DCMS) to put in the application to have these buildings listed.

The Projects Officer found the following links post meeting.

<https://historicengland.org.uk/listing/selection-criteria/>
<https://www.gov.uk/government/publications/principles-of-selection-for-listing-buildings>
<https://historicengland.org.uk/listing/apply-for-listing/>

8. RECOMMENDATIONS TO BOGNOR REGIS TOWN COUNCIL

The Bognor Regis Heritage & Arts Partnership Board Members made the following recommendations for funding from their budget (now being held by Bognor Pier Trust C.I.C.) to be put forward at the Policy and Resources Committee Meeting to be held on 28th March 2022.

- To allocate £500 to the Bathing Machine Project being carried out by Greg Burt – Min 3 refers.
- To allocate £1,500 to the design, production and printing of Jubilee Guides, as presented by the Chairman - Min. 4 refers.

9. A.O.B AND DATE AND TIME OF NEXT MEETING

There was no other business to discuss and a tentative date of 23rd March 2022 at 6pm was suggested for the date of the next meeting. However, the Chairman will confirm this with the Projects Officer, with the date, and the venue confirmed to all in due course.

The Meeting concluded at 7:30pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 28th MARCH 2022**

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

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

BID BOARD MEETING

The BID Board Meeting was held on 10th February 2022 and the following issues were discussed:

WELCOMING TOWN

BUSINESS CRIME REDUCTION PARTNERSHIP (BCRP)

An update was given on the submission of an Expression of Interest to ADC (with potential to extend to other partners) to support the development and delivery of the BID's BCRP through the appointment of a full time BCRP Co-ordinator. The paper had coincided with ADC's Housing & Wellbeing Committee's budget request for funding to expand the LH Warden scheme into Bognor Regis in the 2022-23 financial year. This was approved at Committee level and would be progressed to ADC's Full Council Meeting for final approval. The BID Co-ordinator noted widespread support for the ADC Warden Extension proposal from Elected Members.

ENHANCED CCTV PROVISION

It was reported that there were delays with installation, partly due to complicated access requirements, but these should be completed by 24th February 2022.

BETTER PARKING

Reference was made to potential alternate uses of the Fitzleet Multi storey car park and the BID's previous suggestion to ADC to consider repurposing the upper floors as a seasonal event space, using the example of "Roof East" in Stratford.

MEMBER SERVICES

Members received an update on engagement with businesses, summarising information and business opportunities communicated since October. This included training, with 10 businesses engaged, representing 20 individual learners across a range of courses including First aid and social media. The opportunity had been promoted through online channels, in the BID's E-newsletter and hard copy.

West Sussex Retail Hub online training had also been completed and this was reported to have been a positive experience that would be of benefit to BID businesses. It was suggested that whilst many businesses were engaging, there was still a need for considerable follow-up to secure engagement.

EMERGING ISSUES - YORK ROAD FESTOON

The BID Co-ordinator reported that WSCC Highways had requested further evidence of support from all residents on York Road and adjacent Streets. The BID Co-ordinator has extended parameters for resident and business support for the proposal and, subject to Highway's consent, installation is still anticipated by the end of the financial year.

AGENDA ITEM 10

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 28th MARCH 2022

AGENDA ITEM 10 - TO CONSIDER A CALL FROM SLCC TO PASS THE FOLLOWING MOTION, AND WRITING TO THE SECRETARY OF STATE TO SHOW SUPPORT, REFERRED FROM COUNCIL - MIN. 184 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Members are invited to discuss the Motion referred from the Council Meeting held 7th March 2022, as supported by Cllr. Cunard and seconded by Cllr. Miss. Needs and agree how they wish to proceed.

'This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.'

The Society of Local Council Clerks (SLCC) continues to support the campaign by Lawyers in Local Government (LLG) and the Association of Democratic Services (ADSO) to allow councils in England to have the choice to meet remotely and supported the petition calling on the government to change the law to give councils the freedom to hold remote meetings when local circumstances suit. This includes hybrid meetings, and the petition now has over 10,550 signatures. SLCC are now calling on councils to consider passing the Motion and writing to the Secretary of State to show support.

DECISION

How do Members **AGREE** to proceed?

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 28th MARCH 2022

AGENDA ITEM 11 - TO RECEIVE AN UPDATE ON THE 2022 TOWN NEWSLETTER - MIN. 98 REFERS

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

At the Policy and Resources Committee Meeting, held 29th November 2021, Members agreed 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 content for the 2022 Town Newsletter would include the following articles: -

- Message from the outgoing Mayor, including the Civic Reception and Grant Aid awards ceremony
- Standing for Election in May 2023
- The Queen's Platinum Jubilee
- Town Crier National Competition hosted by Bognor Regis Town Council
- Report from Chairman of the Policy and Resources Committee
- Illustrated breakdown of Budget for coming year
- Events diary
- 300th anniversary since the birth of Sir Richard Hotham
- Regeneration – completed works at Picturedrome Cinema and Place St Maur, future plans for the Alexandra Theatre and the Sunken Gardens
- Climate Change - bio-diversity of the sea, and sustainability.

Work has begun on drafting the articles, for the condensed version, and it is intended to agree final approval with the printers by mid-April, to allow for delivery to commence during the last week of April and first week of May 2022. The full version of the Newsletter will be uploaded to the Town Council website to coincide with the delivery to households within the five wards of Bognor Regis.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 28th MARCH 2022**

AGENDA ITEM 12 - TO RATIFY RELEASE OF 2022-2023 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 2 OF 3), BOGNOR REGIS REGENERATION BOARD, AND BUSINESS WARDENS/UNIFORMED OFFICER

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Provision has been made by the Town Council for the following revenue partnership contributions in the 2022-2023 budget and as we are about to enter the next financial year, the Committee is asked to ratify the release of these partnership contributions as has been done at this time in previous years.

- £2,000 - CCTV
- £9,000 - Bognor Regis Seafront Lights (BRSFL) (year 2 of 3-year agreement)
- £4,500 - Bognor Regis Regeneration Board (BRRB)
- £10,000 - Business Wardens/Uniformed Officer

DECISION

The Committee is invited to **RATIFY** the release of the 2022-2023 Partnership Funding of £2,000 for CCTV, £9,000 for BRSFL, £4,500 for BRRB, and £10,000 for Business Wardens/Uniformed Officer, as agreed as part of the Town Council's budget provision for the next financial year.

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 28th MARCH 2022

AGENDA ITEM 13 - TO RATIFY RELEASE OF EMR TO MUSEUM FOR BATHING MACHINE REHOUSING - MIN. 116.1 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Policy and Resources Committee Meeting, held 31st January 2022, Members received an update on the Museum's position in relation to works to the building to allow the machine to be accommodated. Planning permission to convert a disused storage area to the rear of the West Street premises had been granted some years ago, and gradually amassed funding would create a new exhibition area to house an original Bognor Bathing Machine and other beach-holiday related artefacts.

Members were also advised that, some years ago, £2,500 funding was held in the earmarked reserves for the Museum towards the rehousing of the Bathing Machine project. Half of this funding was released to the Museum to progress part of the project, with a balance of £1,250 remaining in reserves – Min. 116.1 refers.

With work reported to have begun, this remaining funding to the Museum towards the project is now required to be ratified for release.

DECISION

The Committee is invited to **RATIFY** the release of the remaining £1,250, held in earmarked reserves for the Museum, towards the rehousing of the Bathing Machine project.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 28th MARCH 2022**

**AGENDA ITEM 14 - TO CONSIDER A REQUEST FOR PARTNERSHIP FUNDING
FOR A WAYFINDING STRATEGY FROM THE BOGNOR REGIS REGENERATION
BOARD**

REPORT BY THE TOWN CLERK

FOR DECISION

Following liaison with the Chairman Cllr. Waterhouse, by the Executive Director of The Bognor Regis Regeneration Board, it has been agreed that the Wayfinding proposal would be brought to the Policy and Resources Committee for Members consideration.

Rebecca White will be attending the meeting to give a very brief overview of how this came to be identified through the Forum as a project which supports the vitality and viability of the town centre area and the key outcomes & benefits. There will also be the opportunity for questions and answers.

Ultimately, it's important to the Board that the Town Council are an active partner in this work and therefore, they hope for the Town Councils support in both making a contribution to funding and then implementing (where responsibilities allow) the resulting strategy.

The Town Clerk will liaise with the Town Council's Accountant prior to the meeting to establish whether there are any funds available that could be used to contribute towards this project should Members be in support of the proposal.

Copies of the Wayfinding proposal will be provided to Committee Members under separate cover.

DECISION

Do Members **AGREE** to support both making a contribution to funding and then implementing the resulting Wayfinding Strategy, subject to a suitable budget being identified.

AGENDA ITEM 15

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 28th MARCH 2022

AGENDA ITEM 15 - TO RECEIVE AN UPDATE ON TOWN CRIER'S COMPETITION - MIN. 97 REFERS

REPORT BY THE CIVIC & OFFICE MANAGER

FOR INFORMATION

At the Policy and Resources Committee Meeting, held 29th November 2021, Members discussed the opportunity to host the Ancient & Honourable Guild of Town Criers (AHGTC) '2022 Guild Championship' in Bognor Regis, which was subsequently agreed, with a budget of £2,000 funded from the Town Crier's Earmarked Reserves - Min. 97 refers.

In liaison with the Town Council's Events Officer, and the Town Crier, the Civic & Office Manager has been working on plans for the event.

The event application has been submitted to the Arun District Council Events Officer for Saturday 18th June 2022, which will be the date of the Guild Championship. 21 Criers registered an interest in taking part and letters have now been sent to each of these, stating the provisional plans for the day, providing them with the 'Guild rules', and asking them to confirm their participation.

Discussions are being had with the organisers of the RAFA Armed Forces Day event, to see if the RAFA Club can be used as a muster point for the morning of the competition. The initial response from RAFA is positive, and a final decision is awaited once the RAFA Committee has considered the feasibility.

Two competition cries will take place: - The first, to be held on the seafront bandstand, will be the traditional 'home cry' whereby each Crier will write and perform a proclamation based upon the hometown that they represent. The second cry shall be on the subject of 'giving', a theme chosen by the Bognor Regis Town Crier, Mrs. Jane Smith.

Lunch will be offered to the Criers and their Consorts, from participating seafront concessions, with the 'Bognor Regis Afternoon WI' Group kindly agreeing to make cakes for competition entrants.

Judges have been approached and so far, 4 of the 5 judging positions have been filled. The Regis Centre has been provisionally booked for the evening reception, whereby the Criers ranked 1st, 2nd, and 3rd, and the winner of the 'Best Dressed' category, shall be presented with their trophies. It is anticipated that an evening buffet will also be served and prices for this are currently being sought.

Once ADC have confirmed the event, then additional funding will be sought through sponsorship from local businesses to add to the budget of £2,000 allocated by the Town Council for the Guild Championship.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 28th MARCH 2022**

AGENDA ITEM 16 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- **TO NOTE COMMITTEE, I&E REPORTS FOR THE MONTH OF FEBRUARY 2022 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of February 2022 have been copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF JANUARY AND FEBRUARY 2022, UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS**

BACKGROUND

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

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

In line with this requirement, the Chairman of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of January and February 2022.

DECISIONS

To **NOTE** receipt of the financial reports for the month of February 2022.

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2022, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES MEETING
28th MARCH 2022**

AGENDA ITEM 17 - CORRESPONDENCE

FOR INFORMATION

- 1.** Arun Weekly Bulletin 04.03.2022 Neighbourhood Alert – Circulated to all Councillors and on Social Media
- 2.** CHIEF EXECUTIVE'S BULLETIN 04.03.2022 – Circulated to all Councillors
- 3.** Budget and council tax, support for Ukraine, Covid-19 updates, and more 04.03.2022 – Circulated to all Councillors
- 4.** The Office of Sussex Police & Crime Commissioner - Rising to the challenge in tackling violence against women and girls – Circulated to all Councillors 04.03.2022
- 5.** Neighbourhood Alert - What Does Smart Security Mean For My Home? Free Webinar 05.03.2022 - Circulated to Councillors and Social Media
- 6.** NALC - JOB LISTINGS 07.03.2022
- 7.** WSCC News Release Winner of West Sussex Picture Books to Shout About! Award 03.03.2022
- 8.** Sussex by the Sea update 07.03.22
- 9.** WSCC Cabinet – 15 March 2022 – agenda – Circulated to all Councillors 07.03.2022
- 10.** The Regis School - The Regis News 07.03.2022
- 11.** NALC EVENTS 08.03.2022
- 12.** VAAC Funding Achievements - March - 07.03.2022
- 13.** CHIEF EXECUTIVE'S BULLETIN - 07.03.2022 including link to sign up and show support for the people of Ukraine, which was also circulated to all Councillors
- 14.** Need Extra Help With Parish Online? 07.03.2022
- 15.** Arun & Chichester CAB - Household Support Fund Update – Circulated to all Councillors 08.03.2022
- 16.** WSCC - First steps to gauge opinion on five walking and cycling improvement proposals 08.03.2022
- 17.** Sussex Police Rural Crime Team monthly update 09.03.2022 - Circulated to Councillors
- 18.** Sussex by the Sea update 09.03.22 Reminder: Leaflet Exchange
- 19.** March Our News Neighbourhood Watch Newsletter 07.03.2022 - Circulated to all Councillors and Social Media
- 20.** Twinning minutes for February and March agenda 09.03.2022
- 21.** NALC NEWSLETTER 09.03.2022
- 22.** VAAC Saying goodbye to Hilda, Chief Executive – Circulated to all Councillors 08.03.2022
- 23.** ADC/WSCC Ukraine Support Guidance - Circulated to Councillors 10.03.2022
- 24.** BRBID Update 10.03.2022 - Circulated to all Councillor
- 25.** BRBID AGM 2020-21 and plans for 2022-23 – Circulated to all Councillors 11.03.2022
- 26.** WSCC Early Help Service Vacancies - Meet The Team – Circulated on Facebook 10.03.2022
- 27.** BRBID Looking back at 2021-22 - Circulated to all Councillors 11.03.2022
- 28.** Mulberry & Co Training - Circulated to all Councillors 11.03.2022
- 29.** Rosie Baldwin - Film about Bognor Regis – Circulated to Councillors 11.03.22

- 30.** Neighbourhood alert - Arun Weekly Bulletin – Circulated to all Councillors and Social Media 11.03.2022
- 31.** NALC CHIEF EXECUTIVE'S BULLETIN - Circulated to all Councillors 11.03.2022
- 32.** The Office of the Sussex Police and Crime Commissioner -Launching Sussex's first business crime awareness scheme – Circulated to all Councillors 11.03.2022
- 33.** WSCC News release - Partnership approach leads to two Kickstart job placements in Crawley Eastern Gateway scheme 14.03.2022
- 34.** WSCC News release - Littlehampton's set for further £1.25million boost – for railway 'gateway' side of town 14.03.2022
- 35.** NALC JOB LISTINGS - 14.03.2022
- 36.** New NALC Briefing - GB1-22 Ukraine 14.03.2022
- 37.** NALC EVENTS - Circulated to all Councillors 15.03.2022
- 38.** Barnham and Eastergate NDP Review has been 'made' 15.03.2022
- 39.** WSALC Chairs & Clerks Forums - new dates for April 14.03.2022
- 40.** WSALC Smaller Councils Committee 15.03.2022
- 41.** WSCC Residents' eNewsletter Survey 17.03.2022
- 42.** WSCC 12th April 2022 Cabinet meeting cancelled – Circulated to all Councillors 18.03.2022
- 43.** CHIEF EXECUTIVE'S BULLETIN - Circulated to all Councillors 18.03.2022
- 44.** UK Harvest - Receipt of Grant Aid 2022 17.03.2022
- 45.** Home Start Arun, Worthing & Adur – Receipt of Grant Aid 2022 and Impact Report 14.03.2022
- 46.** The Office of the Sussex Police and Crime Commissioner Recruitment of extra officers and staff on track - Circulated to all Councillors 18.03.2022
- 47.** NALC JOB LISTINGS - 21.03.2022
- 48.** WSCC £32million investment in highways and transport gets the go-ahead 21.03.2022
- 49.** ESALC Health & Wellbeing in West Sussex - Update & Survey 2022 - 21.03.2022
- 50.** Your Town and Parish Council News March 2022 - Circulated to all Councillors 18.03.2022
- 51.** The Sussex Snowdrop Trust Newsletter Spring 2022 - 23.02.2022
- 52.** The latest from the UK's largest Public Sector Network - 23.03.2022
- 53.** NALC NEWSLETTER - 23.03.2022
- 54.** Arun Weekly Bulletin - Circulated to all Councillors 23.03.2022
- 55.** NALC MAKE A CHANGE New 2022 local election resources 24.03.2022