



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 TUESDAY 14th JUNE 2022.

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 Tuesday 14th June 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 7th DAY of JUNE 2022

TOWN CLERK

AGENDA AND BUSINESS

1. To note the appointment of the Chairman and Vice-Chairman of the Committee as agreed at the Annual Town Council Meeting held on 9th May 2022
2. Welcome by Chairman and Apologies for Absence
3. 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
4. To Approve the Minutes of the Meeting held on 28th March and the Extraordinary Meetings of 5th and 25th April 2022
 5. ADJOURNMENT for public question time and statements
 6. Clerk's report from previous Minutes
 7. Appointment of any Sub-Committees/Working Groups/Task & Finish Groups etc. including: -
 - Joint Consultative Sub-Committee (Staffing)
 8. To review Terms of Reference and make any recommendations on proposed changes to the Town Council including: -
 - Policy and Resources Committee
 - Joint Consultative Sub-Committee (Staffing)
 - To note any recommendations from the Events, Promotion and Leisure Committee made at their meeting on 16th May 2022 (Min. 8 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee
 - To note any recommendations from the Planning and Licensing Committee made at their meeting on 17th May 2022 (Min. 6 refers)
 9. Internal Audit - To consider the Internal Audit Reports 2021-2022 (Interim and Final)
 10. To **welcome the Town Council's Accountant, Mr. D. Kemp, to present** the Annual Accounts for the year 2021/22
 11. Annual Governance and Accountability Return (AGAR) for year ended 31st March 2022 including: -
 - 11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2021/2022 (Page 3 of the AGAR) and to recommend approval to Council
 - 11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2021/2022 (Section 1 of the AGAR)
 - 11.3 To Recommend Approval to Council of the Annual Governance Statement for 2021/2022 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk
 - 11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2022 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk
 - 11.5 To consider the Accounting Statements for 2021/2022 (Section 2 of the AGAR)
 - 11.6 To Recommend Approval to Council of the Accounting Statements for 2021/2022 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation
 12. To receive the Town Force Report

13. Bognor Regis Heritage & Arts Partnership Board (BRHAPB) including: -
To receive the Notes of the Meeting held on 23rd March 2022 previously circulated to Councillors
14. To receive the Draft Notes of the meeting of the Arun District Association of Local Councils held on 17th May 2022
15. Update on creation of a Corporate Identity to facilitate awareness of the Town Council's work and support in the community - Min. 101 refers
16. Grant Aid 2023 including: -
 - To review current guidelines/criteria, application form and amend if required
 - Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered
17. To consider a request to return to paper copies of agendas and reports
18. To consider minor adjustments to the Poster, Banner and Outdoor Display Opportunities Policy as recommended by the Events, Promotion and Leisure Committee
19. Match-funding awards including: -
 - To ratify reduction in award and release of the funds to the Bognor Regis Carnival Association
 - To ratify release of the funds to Southdowns Music Festival 2022
 - To ratify release of the funds to Rox Music and Arts
20. To consider whether Grant Aid awarded to the 2020 Pride Event and no longer needed, should be returned to General Reserves or remain earmarked (Min. 138.5 refers)
21. To note Earmarked Reserves as at 31st March 2022
22. Financial Reports including: -
 - To note Committee I&E Reports for the month of [April](#) 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 March and April 2022, undertaken by the Chairman of the Policy and Resources Committee in line with the **Council's Financial Regulations**
23. Correspondence
24. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
25. To note any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held 12th April 2022
26. Town Force: Note of outstanding debtors

Agenda items 25 & 26 will contain confidential items and require a resolution to exclude public & press.

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO
THE COUNCIL CHAMBER IF REQUIRED

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 14th JUNE 2022

AGENDA ITEM 1 – TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING ON THE 9th MAY 2022

REPORT BY THE ASSISTANT CLERK

FOR NOTING

At the Annual Town Council Meeting, held on 9th May 2022, Members agreed that Cllr. Bob Waterhouse be appointed as Chairman of the Policy and Resources Committee for the 2022/23 municipal year and that Cllr. John Erskine be appointed as Vice-Chairman.

DECISION

Members are asked to NOTE the appointment of Cllr. Waterhouse as the Chairman, and Cllr. Erskine as Vice-Chairman, of the Policy and Resources Committee for the 2022/23 municipal year.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 28th MARCH 2022

PRESENT: Cllr. B. Waterhouse (Chairman); Cllrs. J. Barrett,
S. Reynolds, Mrs. J. Warr and P. Woodall

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. Brooks in the public gallery (part of meeting)

The Meeting opened at 6.30pm

133. 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. Cunard who was on annual leave, Cllr. Erskine owing to childcare issues, Cllr. Goodheart due to work, and Cllr. Jones who was unwell.

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

134. 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

135. TO APPROVE THE MINUTES OF THE MEETING HELD ON 31st JANUARY 2022

Cllr. Woodall advised he would abstain from the vote as he had not been present at the meeting.

The Committee unanimously RESOLVED to APPROVE the Minutes of the Meeting held 31st January 2022 as an accurate record of the proceedings and these were signed by the Chairman.

136. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

There were no members of the public seated in the gallery at this time and the meeting was not, therefore, adjourned by the Chairman.

137. 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

The Town Clerk's report was NOTED, and Members subsequently unanimously AGREED to RATIFY the release of £10,000 funding, allocated within the annual budget, for the provision of a uniformed presence in the Town Centre.

138. CLERK'S REPORT FROM PREVIOUS MINUTES

138.1 31st January 2022 - Min. 116.3 - Fishermen's Huts

Members were advised at the last meeting that 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. At that time, ADC had responded advising that they were trying to obtain some information from the BFA to move matters forward. A further update has therefore been sought resulting in the following response: -

“We are still struggling to get the BFA to engage with us. We have now put a deadline on them to try and get some action. I will ask my colleagues via this email to explore whether we can consider a plan B for the shower supply and metering should that prove necessary.”

The Town Clerk responded to ADC asking to be advised of the date of the deadline being imposed for engagement by the BFA and if it is possible, to be kept updated on progress with this as the season fast approaches. ADC had subsequently advised they were seeking engagement by the end of the month.

138.2 31st January 2022 - Min. 116.5 - Promotions Training

As was reported to the Events, Promotion and Leisure Committee Meeting on Monday 21st March, contact had been made with town and parish councils in Bridlington, Burnham-on-Sea, Clevedon, Dawlish, Deal, Lymington, Morecambe, and Teignmouth – all of which are similar in size to Bognor Regis. It was explained to these councils that whilst the remit of tourism, and any associated office, falls to our District Council, the Town Council are still keen to play their part in actively promoting our seaside resort and would be interested in hearing how similar councils might promote their parishes as a tourist destination. An invite has been extended to join Bognor Regis Town Council at an informal Zoom meeting to listen to one another's experiences and to share ideas on how, as town and parish councils, we can play our part in promoting tourism. Responses were requested by no later than 31st March and, to date, two councils are interested in accepting our invite.

In the meantime, the Town Council have signed up to NALC's Coastal Communities Network Forum allowing for an opportunity to meet online with councils, located in coastal communities, around the country to share best practices.

Members are reminded that any request to sign up to a specific promotion training course, that comes at a cost, will be referred to the Policy and Resources Committee for budget approval.

138.3 31st January 2022 - Min. 116.6 - Town Force Report - Licences vs. leases for BRTC Assets on the Promenade

Despite numerous emails to ADC regarding this matter, a meaningful response is still awaited.

138.4 29th November 2021 - Min. 100 - 2022 Jubilee Street Party on the Prom Grant Aid Allocation

Members were advised that a request had been received from the event organisers of the community Jubilee Street Party on the Prom event for the grant awarded to this event to be paid over to The Carnival Association. This would allow for the funds to be deposited into their already established bank account as they have been trying to open an account so that they can receive and account for the funds for this event, but they are having great difficulty

in doing so, particularly as a one-off event. Liaison had been undertaken with the Town Council's Accountant who had confirmed that this would be in order on the proviso that the expenditure for the Jubilee Street Party event is separately accounted for with a copy sent to the Town Council to show this following the events conclusion. The event organisers have therefore been advised accordingly.

138.5 11th November 2019 - Min. 89 Grant Aid awarded for 2020 Pride Event

Notification had been received from the Chairman of Pride, Bognor Regis as follows: -

"Due to it being such a busy year I will not be running the large, planned event this time, instead I will probably do a Pride on the Pier event later in the year.

Because of this, and the fact that Pride has enough funds for the smaller event, I feel it would be inappropriate to take the kindly gifted grant aid on this occasion as I feel there are others that may be able to use it in a better way.

I wanted to let you know prior to the presentation and look forward to applying for a grant in future years."

As the £4,000 grant is currently held in Earmarked Reserves following the event being cancelled in 2020 due to Covid, this matter will be referred to the next meeting for consideration of whether the funds should be returned to reserves or remain earmarked to be added to 2022 Grant Aid pot for allocation in 2023.

Members were also asked to note that other event organisers who had Grant Aid awarded in this year requested that these funds be put into Earmarked Reserves due to the Covid pandemic, resulting in it not being possible to hold their events. These included Bognor Regis Carnival Association, Armed Forces Day Committee, Bognor Regis Twinning Association, Rox Music and Arts Festival and the Bognor Regis Kite Festival. All of these event organisers had now confirmed that their planned event will be taking place in 2022 and had requested the release of these funds. This will be done with the cheques to these organisations presented at the Civic Reception on 6th April 2022 along with the cheques for recipients of the 2022 Grant Aid awards.

138.6 Match-Funding Grant Aid

Members were reminded that back in 2019 the Town Council had been approached by ADC to consider match-funding a budget provision of £25,000 within the 2020/21 financial year to be used for Town Centre events as part of an initiative to innovate and regenerate town centres. Despite some concern by Members, the Town Council made provision of a one-off allocation of £25,000 for that financial year. This was not identified as revenue expenditure, as it had not been clear in the initial approach from ADC about this being an annual activity and therefore it was not being met by the parish precept. Members agreed to support the initiative in principle but required

further detailed information on what the funds were to be used for before ratifying the decision to release any of the funding. Despite a proposal being put forward for a project in 2020/21 to utilise £15,000 of the budget, the Council considered this in detail resulting in a decision not to continue to support and contribute to the ADC proposal. The £25,000 allocation was therefore removed from the budget and the ADC match-funding lost.

The Town Clerk has recently been made aware that a budget provision for match-funding was also made in 2021/22 by ADC. The Clerk has therefore been in liaison with ADC Officers to establish whether the Town Council could meet the criteria that would allow the release of this funding before it is lost at the end of the financial year.

As a result of these discussions, at the Events, Promotion and Leisure Committee Meeting held on 21st March, Members were advised that owing to the significant commitment by the Town Council to secure a three-year contract for new Christmas displays for the Town commencing in 2022 and the Committees desire to repeat the very successful digital projection in the Town Centre again for this coming Christmas, £12,500 match-funding had been secured by the Clerk for the digital projection.

This therefore leaves the balance of £12,500, which it has been agreed with ADC would meet the criteria for release if it were used to enhance significant events put on by other event organisers that help to promote tourism and bring people into the Town from far and wide, that the Town Council already support through its Grant Aid process.

Considerations for release of this further grant would need to include: -

- The event is to have an impact on the Town that the Council has confidence will happen and already be established and supported by the Town Council through its Grant Aid process to be eligible.
- Rather than spread the funding too thinly, to consider supporting a small number of organisations for the money to be used to bring a new element to their existing event that will have more of an impact, help promote tourism and increase footfall in the Town.
- Evidence of evaluation or feedback that they have received from previous events they have held and details of the number of people attending to ensure the benefits of enhancing their event could also be sought.

It was therefore proposed that as the events season is fast approaching and to allow for this funding to be made available, an Extraordinary Meeting of the Committee be called to confirm the criteria and conditions to be met as soon as possible.

Suggested dates for this meeting were Tuesday 5th April 2022 at 5.30pm, prior to the Planning and Licensing Committee Meeting scheduled for 6.30pm that evening, or Tuesday 12th April commencing at 6.00pm or 6.30pm. Members present were asked to indicate their availability for both meetings, with those Committee Members not in attendance being emailed by the Town

Clerk to be asked for their availability, after which the date on which the majority could attend would be confirmed.

139. TO RECEIVE THE TOWN FORCE REPORT

The Town Clerk drew Members attention to the graffiti statistics within the report, that had been updated, and the Town Force Manager's report was subsequently NOTED.

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

The Town Clerk's report, including the Notes of the meeting held on 9th February 2022, together with their intended actions, was NOTED.

Following a Member's query, the Town Clerk confirmed that whilst the Town Council used to hold the funding for the BRHAPB, it had been agreed, when the previous Projects Officer left the Council, for BRHAPB to hold the budget in the meantime, with any decisions taken by the Board coming back to the Policy and Resources Committee.

140.1 Members AGREED to RATIFY the recommendation to allocate £500 to the Bathing Machine Project being carried out by Greg Burt - Min. 3 refers.

140.2 Members further AGREED to RATIFY the recommendation to allocate £1,500 to the design, production and printing of Jubilee Guides, as presented by the Chairman - Min. 4 refers

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

The Projects Officer's report was NOTED, with Members invited to email the Town Clerk with any questions to be passed on to the Projects Officer.

142. 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 5th 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 Assistant Clerk's report was NOTED.

Members unanimously AGREED to SUPPORT the Motion in relation to the petition launched by ADSO and LLG with regard to remote and hybrid meetings, and further AGREED to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow Council's the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.

143. TO RECEIVE AN UPDATE ON THE 2022 TOWN NEWSLETTER - MIN. 98 REFERS

The Assistant Clerk's report was NOTED.

144. 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

The Assistant Clerk's report was NOTED.

Members unanimously RESOLVED 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.

145. TO RATIFY RELEASE OF EMR TO MUSEUM FOR BATHING MACHINE REHOUSING – MIN. 116.1 REFERS

The Assistant Clerk's report was NOTED.

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

146. TO CONSIDER A REQUEST FOR PARTNERSHIP FUNDING FOR A WAYFINDING STRATEGY FROM THE BOGNOR REGIS REGENERATION BOARD

The Town Clerk's report was NOTED.

However, owing to illness, Rebecca White had been unable to attend the meeting to give an overview to Members. The Town Clerk, therefore, suggested that since it had been agreed, earlier in the meeting, to hold an Extraordinary Policy and Resources Committee Meeting, that the item be deferred with Rebecca invited to give a presentation then.

Members AGREED to DEFER the item to the Extraordinary Policy and Resources Committee Meeting to be held on either Tuesday 5th April or Tuesday 12th April 2022.

147. TO RECEIVE AN UPDATE ON TOWN CRIER'S COMPETITION - MIN. 97 REFERS

The Civic & Office Manager's report was NOTED.

148. FINANCIAL REPORTS INCLUDING: -

148.1 To note Committee, I & E Reports for the month of February 2022 - previously copied to Councillors
Members NOTED receipt of the financial reports for the month of February 2022.

148.2 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

The verification of bank reconciliations as detailed was NOTED.

149. CORRESPONDENCE

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

150. 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 19 and 20 (staffing and contractual).

151. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 1st MARCH 2022

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

151.1 Members subsequently unanimously AGREED to RATIFY the recommendation to re-advertise the vacancy for a Committee & Event Support Officer, and also approved the advertising of the vacancy for an Allotments & In Bloom Officer.

151.2 Members further AGREED to RATIFY the increase in Spinal Column Points relating to two members of staff.

151.3 The recommendation to approve a review of the Local Government Pension Scheme (LGPS) Employer's Discretion Policy was RATIFIED.

151.4 Finally, Members supported the recommendation that staff should be asked to set their automated 'office is closed on Friday' emails for external organisations only, unless they are on annual leave/TOIL.

152. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee NOTED the list (confidential) and unanimously AGREED to write off the debt of £12.80 as detailed by the Town Clerk.

The Meeting closed at 7.01pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING

OF THE POLICY AND RESOURCES COMMITTEE

HELD ON TUESDAY 5th APRIL 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs. J. Barrett,
Cllr. J. Erskine, S. Goodheart (from Min. 155),
Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Ms. R. White (Bognor Regis Regeneration Board)
Cllr. M. Stanley in the public gallery (part of
meeting)

The Meeting opened at 5.30pm

153. 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. Jones, who had another meeting. No apologies for absence were received from Cllrs. Cunard or Reynolds.

154. 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

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

Cllr. Goodheart arrived at the Meeting

There were no members of the public seated in the gallery at this time and the meeting was not, therefore, adjourned by the Chairman.

156. **TO CONSIDER THE CRITERIA AND CONDITIONS TO BE MET IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS - REFERRED FROM MEETING HELD 28th MARCH 2022**

The Town Clerk's report was NOTED.

The Chairman invited the Clerk to briefly summarise the report during which uncertainty was expressed as to whether the Rox Music & Art event, for which Grant Aid had been awarded, met the requirement of being based in the Town and the criteria for additional match-funding.

Cllr. Goodheart declared an Ordinary Interest in Rox Music & Art

Cllr. Goodheart, owing to his involvement with Rox Music & Art, was able to respond and stated that the Art Trail event would be held over four weeks. Two of those weeks would involve an exhibition of work at the POP! Bognor Regis unit in Belmont Street. The other two weeks would see artists based in the Town, and in neighbouring areas such as Aldwick and Elmer, opening their homes and workshops to welcome visitors.

Cllr. Woodall declared an Ordinary Interest in the Carnival

Bearing in mind that ADC's criteria for this funding was to promote tourism and bring people into the Town, discussion took place about the location at which some of the events, listed in the Clerk's report, were to be held and about whether some of those listed could be classed as an event or a service.

Following discussion, and in recognising the importance of increasing footfall by encouraging people back into the Town, it was suggested that of the Grant Aid recipients listed in the report, Carnival, Rox Music & Art, and Southdowns Folk Festival be written to and invited to apply for this additional funding whereby they would be asked to explain what they would do differently, or what extra element they would bring to their event, if successful in securing additional funding.

The Chairman queried whether the full £12,500 available might be awarded to one organisation or be split between two or more organisations. It was subsequently suggested that when writing to the three organisations, identified as meeting the criteria, they be offered the chance to apply for funding up to the value of the Grant Aid award previously received. It was further suggested that they be encouraged to put forward one or more differently costed options to enhance their event so that when considering the applications, the Town Council could seek a maximum return for the investment.

It was AGREED that the Town Clerk write to Carnival, Rox Music & Art, and Southdowns Folk Festival, inviting them to submit an application, within 2 weeks, for additional funding that could be spent by them to enhance the existing event, to promote tourism and bring people into the Town, for which they had been awarded Grant Aid. Their application should not exceed the amount they had been awarded from Grant Aid, and they would be encouraged to submit differently costed options for the elements proposed on the understanding that any additional funding should not be spent on services such as security and first aid.

157. TO CONSIDER A REQUEST FOR PARTNERSHIP FUNDING FOR A WAYFINDING STRATEGY FROM THE BOGNOR REGIS REGENERATION BOARD – DEFERRED FROM MEETING HELD 28th MARCH 2022

The Town Clerk's report was NOTED.

The Chairman welcomed Ms. Rebecca White, from Bognor Regis Regeneration Board (BRRB) to the Meeting and invited her to address Members.

Ms. White gave an overview of how Wayfinding came to be identified through the Town Centre Forum as a project which supports the vitality and viability of the Town Centre area and the key outcomes and benefits.

It was explained that Wayfinding installations such as monoliths, Town maps, and information boards, that are easy to read and colourful, could help people to navigate in and around Bognor Regis thereby enhancing their experience of the Town. Whilst it was recognised that there had been huge improvements to the public realm, it was felt that this had not been done in a connective way which can lead to visitors having a fractured experience in getting from point A to point B.

Members were informed by Ms. White that the consultant engaged by the BRRB had previous involvement working on installations in coastal communities and that the consultant would engage with the Town Council to understand BRTC's perspective, should they decide to get involved with the Wayfinding Strategy.

Ms. White finished her presentation by providing Members with information about funding already sourced from stakeholders that had signed up to the Strategy, and the streams still being discussed.

The Chairman thank Ms. White and invited any questions from those present.

A Member asked how quickly the Wayfinding Strategy could be implemented should full funding be secured. Ms. White responded by saying that it was hoped that initial implementation could begin in May with a view to being ready for June. Members were advised that any surplus funds, following the initial phase, would be ring fenced for the next stage.

Having liaised with the Town Council's Accountant prior to the meeting, the Town Clerk informed Members that there is likely to be funds available in General Reserves that could be used to contribute towards this project should Members be in support of the proposal.

It was proposed, and seconded, that Bognor Regis Town Council contribute match-funding of 11.5% towards the project.

Members unanimously AGREED to support the Wayfinding Strategy with a contribution to the Bognor Regis Regeneration Board of £2,000 plus vat (equivalent to 11.5%) to be funded from General Reserves, and further agreed to support the implementation of the Wayfinding Strategy once completed.

Ms. White thanked Members for their support.

The Meeting closed at 6.30pm



BOGNOR REGIS TOWN COUNCIL

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

MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON MONDAY 25th APRIL 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs. J. Barrett,
J. Erskine, S. Goodheart (until Min. 163),
S. Reynolds, Mrs. J. Warr and P. Woodall (until Min.
163)

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
1 Councillor in the public gallery: Cllr. J. Brooks
3 members of the public in the public gallery

The Meeting opened at 6.30pm

158. 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. Cunard, due to work commitments. No apologies were received from Cllr. Jones.

159. 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.

Cllr. Erskine declared an Ordinary Interest in Agenda item 5 as a Trustee of the Bognor Regis Youth and Community Centre and stated he would take part in the discussion, but would not vote on this item

Cllr. Goodheart declared an Ordinary Interest in Agenda item 4 owing to any discussion relating to Rox Music & Arts Charity and stated he would leave the Meeting when this item was discussed. Cllr. Goodheart also declared an Ordinary Interest in Agenda item 5 as a Trustee of the Bognor Regis Youth and Community Centre and stated he would take part in the discussion, but would not vote on this item

Cllr. Woodall declared an Ordinary Interest in Agenda item 4 owing to any discussion relating to Bognor Regis Carnival Association and stated he would leave the Meeting when this item was discussed

160. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.40pm

A member of the public, who is also Secretary of the Bognor Regis Youth and Community Centre, expressed his gratitude to the Town Council, for their support of and attention to youth projects, and the need for more provision of these for young people in the Town. He also implied that he was happy to answer any questions the Committee may have, concerning the work of the Youth Centre.

The same member of the public also commented on the ADC Masterplan and the need for the Town Council to submit their own ideas to ADC, for consideration. Disappointment was expressed that there had not been more progress on regeneration in the Town, despite many ideas having been presented to the District Council. The member of the public felt that the £12 million funding was not enough and that if ADC utilised some of the project ideas put forward and the money these would generate, this would provide some significant funding for making progress on other regeneration projects in Bognor Regis such as at the Pier.

Another member of the public spoke in support of the Rox Music & Arts Charity's application for match-funding, to be discussed during Agenda item 4 and the boost their proposal would give to the Town.

The Town Clerk clarified to a Councillor in the public gallery that half of the £25K match-funding, provided to the Town Council by ADC is to be spent on the 2022 Christmas projections, as was discussed at a recent Events, Promotion and Leisure Committee Meeting.

The Chairman reconvened the Meeting at 6.51pm

161. It was RESOLVED to vary the order of business and move Agenda item 4 to the last item to take account of the declarations of Interest declared by Cllrs. Goodheart and Woodall - S.O. 10(a)(vi).
162. TO CONSIDER ANY RECOMMENDATIONS FROM THE EXTRAORDINARY COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 19th APRIL 2022 IN CONNECTION WITH A REQUEST FOR FUNDING FROM BOGNOR REGIS YOUTH AND COMMUNITY CENTRE WESTLOATS LANE

The Town Clerk's report detailing the recommendation from the Community Engagement and Environment Committee to support the Bognor Regis Youth and Community Centre with a grant to the value of £5,000 subject to certain conditions was NOTED.

Members discussed the need for further youth provision in the Town and the positive effect this could have in reducing anti-social behaviour. Through the Chair, the Town Clerk confirmed that there is an underspend in the Town Council's 2021/22 budget, which if Members were inclined to support this proposal, could be used to fund this grant.

Following further discussion, Members RESOLVED that subject to the conditions previously identified by the Community Engagement and Environment Committee being met, £5,000 should be awarded to the Bognor Regis Youth and Community Centre from the 2021/22 budget underspends identified by the Clerk.

Cllrs. Erskine and Goodheart redeclared their Ordinary Interest in the above item and did not take part in the vote

163. TO CONSIDER HOLDING A FACILITATED MEMBERS BRIEFING TO DISCUSS THE EXISTING ADC MASTERPLAN FOR BOGNOR REGIS AND POTENTIAL DEVELOPMENT OF A BRTC LED TOWN CENTRE VISION

The Town Clerk's report was NOTED.

Members spoke in favour of a BRTC led Town Centre Vision, and the need for ADC to work collaboratively with the Town Council and other stakeholders, so everyone understands the collective 'vision' for the Town

and progress on regeneration projects is pushed forward. Members spoke of the need for clarity on the current ADC Masterplan, and what it means in practical terms and the chance to discuss this in further detail was welcomed. Discussion was also held relating to the WSCC allocation of £431,000 public realm money, for improvements at The Esplanade to link with other investments being made to the Town.

The Chairman sought Members agreement to invite Ms. Rebecca White, Executive Director of the Bognor Regis Regeneration Board (BRRB), who was seated in the public gallery to speak on this item. This was agreed.

Ms. White thanked the Chairman for the opportunity to speak and confirmed that she would forward the Town Clerk the current ADC Masterplan (short and long version) and the report with information on the WSCC public realm improvements to The Esplanade, for Members information. Ms. White further reported that ADC have committed funding to create a new vision, they are not going back to the drawing board and will review the existing Masterplan. At a recent Town Centre Forum meeting, she had consulted with each member present, as well as members of the public at the Town Council's Annual Town Meeting of Electors and around 60 businesses from the Bognor Regis BID, to gain 'key points' to be forwarded to ADC, to help formulate the Town Centre Vision. Ms. White expressed the need for the Town Council to do the same, at this early stage in the process, to ensure all stakeholders are pushing their collective views on the District Council.

The Town Clerk informed Members that Professor Dave Cooper, Head of Business School at the University of Chichester, had kindly offered to assist with this process and had suggested a meeting date of Wednesday 18th May 2022 for initial discussions with Members.

Following further discussion, Members unanimously AGREED to hold a facilitated Members Briefing to discuss the existing ADC Masterplan for Bognor Regis and the potential development of a BRTC led Town Centre Vision. Professor Dave Cooper and Ms. Rebecca White will assist with facilitating the Briefing to be held on 18th May 2022.

NOTE: It has since been established that this date clashes with the Annual Council Meeting at ADC. An alternative date is now being sought

Cllr. Goodheart redeclared an Ordinary Interest in Agenda item 4 owing to any discussion relating to Rox Music & Arts Charity and left the Meeting

Cllr. Woodall redeclared an Ordinary Interest in Agenda item 4 owing to any discussion relating to Bognor Regis Carnival Association and left the Meeting

164. TO CONSIDER THE APPLICATIONS RECEIVED IN LINE WITH THE CRITERIA AND CONDITIONS SET BY THE COMMITTEE IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS - MIN. 156 REFERS

The Town Clerk's report was NOTED.

Following the Extraordinary Policy and Resources Committee meeting held on 5th April 2022, the Town Clerk wrote to the three organisations that had been identified by Members, as being potential recipients of a share of the £12.5K match-funding that had become available, detailing the agreed criteria to be met, for the organisations to be considered.

With a closing date of Friday 22nd April, the three organisations had submitted their applications, with proposals for new elements which, with additional funding, could enhance their events for 2022. The applications were tabled for Members consideration at the meeting.

Following some discussion, Members unanimously AGREED the three organisations would receive a share of the £12.5K match-funding, as detailed below and subject to certain conditions: -

Southdowns Music Festival -

The application was considered in some detail and the £500 for security/stewarding identified for each new event was highlighted by the Committee as not fitting within the criteria set. Members therefore agreed these amounts would need to be removed from any award to be made.

Following further discussion, Members unanimously AGREED that £5,550 should be awarded to Southdowns Music Festival for the provision of the two additional events, namely the Seafront Music Stage and Southdowns Dance Festival as identified within their application, subject to the following conditions: -

- That this funding is not to be used to fund stewarding or security elements of the events, as per the criteria agreed by the Policy and Resources Committee, which each applicant had been made aware of. This element would therefore need to be covered from other sources of funding and confirmation of this provided.
- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

Rox Music & Arts -

Members unanimously AGREED that £4,000 should be awarded to Rox Music & Arts to enable the organisation to invite Grayson Perry and his wife (or an alternative TV personality should Grayson not be available) to open the art exhibition, subject to the following conditions: -

- That confirmation is provided that Grayson Perry's attendance/appearance (or an alternative TV personality) is focused within the town only, to ensure that this fits within the criteria agreed by the Policy and Resources Committee, which each applicant had been made aware of.
- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.
- One of the other conditions that applies to Grant Aid recipients of awards of £5,000 or over, which with this additional funding will now apply to Rox, is that a non-voting Council representative may be appointed to participate at all meetings that are pertinent to finances. Any nominated representative will therefore be appointed and confirmed after the Annual Town Council meeting, if required.

Bognor Regis Carnival Association -

With the various additions to the event already being planned and funding of these already identified from the Carnival reserves, Members were keen to identify the exact purpose of any award to ensure it fits within the criteria, as it is unclear from the application whether funding would be to facilitate the inclusion of the marching band from Germany or some of the other new elements identified in the application. It was noted that one of the new elements included "Live" music at West Park, which would not fit the criteria as use of any additional funding awarded must be solely used towards any new element of the existing event that is focused within the town only. Members therefore requested that further clarification on the use of the monies should be sought.

Members unanimously AGREED that £2,950 should be awarded to the Carnival Association for the provision of new elements to the existing event, subject to the following conditions: -

- That confirmation is provided as to exactly what this funding will be spent on, to ensure that this fits within the criteria agreed by the Policy and Resources Committee, which each applicant had been made aware of.
- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.
- One of the other conditions that applies to Grant Aid recipients of awards of £5,000 or over, which with this additional funding will now apply to Bognor Regis Carnival Association is that a non-voting Council representative may be appointed to participate at all meetings that are pertinent to finances. Any nominated representative will therefore be appointed and confirmed after the Annual Town Council Meeting, if required.

The Meeting closed at 7.30pm

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 14th JUNE 2022

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

REPORT BY TOWN CLERK

FOR DECISION

• JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

MEMBERSHIP INCLUDES THE FOLLOWING REPRESENTATIVES: -

Town Mayor, Deputy Town Mayor, Chairman of the Policy and Resources Committee, Group Leaders, Town Clerk, Assistant Clerk and the Civic & Office Manager.

THE PROPOSED NEW APPOINTMENTS ARE THEREFORE: -

Town Mayor - Cllr. J. Barrett

Deputy Town Mayor - Cllr. M. Stanley

Chairman of Policy and Resources Committee - Cllr. B. Waterhouse

Group Leader - Conservatives - Cllr. A. Cunard

Group Leader - Independent - Cllr. J. Brooks

Group Leader - Liberal Democrats - Cllr. Mrs. J. Warr

Group Leader - Bognor Regis Independents - Cllr. P. Woodall

Town Clerk - Mrs. G. Frost

Deputy Clerk - Mrs. J. Davis

Civic & Office Manager - Mrs. R. Vervecken

DECISION

To APPROVE the membership of the Joint Consultative Sub-Committee (Staffing) as detailed above.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 14th JUNE 2022

AGENDA ITEM 8 - TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- Policy and Resources Committee
- Joint Consultative Sub-Committee (Staffing)
- To note any recommendations from the Events, Promotion and Leisure Committee made at their meeting on 16th May 2022 (Min. 8 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee
- To note any recommendations from the Planning and Licensing Committee made at their meeting on 17th May 2022 (Min. 6 refers)

REPORT BY THE ASSISTANT CLERK

FOR DECISION

BACKGROUND

The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council. As part of this process the Policy and Resources Committee Terms of Reference are also reviewed.

Members are asked to note that any Sub-Committee or Working Group/Topic Team Terms of Reference would still need to be considered by the Committee to which they are appointed and referred through to the Policy and Resources Committee for consideration and recommendation to Council in the usual way.

POLICY AND RESOURCES COMMITTEE

A copy of the current Policy and Resources Committee Terms of Reference is attached for consideration at Appendix 1.

There are no Officer recommendations for amendment.

JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

A copy of the current Joint Consultative Sub-Committee (Staffing) Terms of Reference is attached for consideration at Appendix 2.

It is the Officer recommendation that the staff representation be amended to reflect the appointment of an Assistant Clerk, following the resignation of the Deputy Clerk owing to promotion.

EVENTS, PROMOTION AND LEISURE COMMITTEE

A copy of the Events, Promotion and Leisure Committee Terms of Reference, considered by the Committee at the meeting on 16th May 2022 (Min. 8 refers), with no amendments recommended, is attached for consideration at Appendix 3.

There are no further Officer recommendations for amendment.

Members are invited to note that the Terms of Reference for the Allotments Sub-Committee (attached at Appendix 4) were also considered by the Committee at the meeting with no amendments recommended.

There are no further Officer recommendations for amendment.

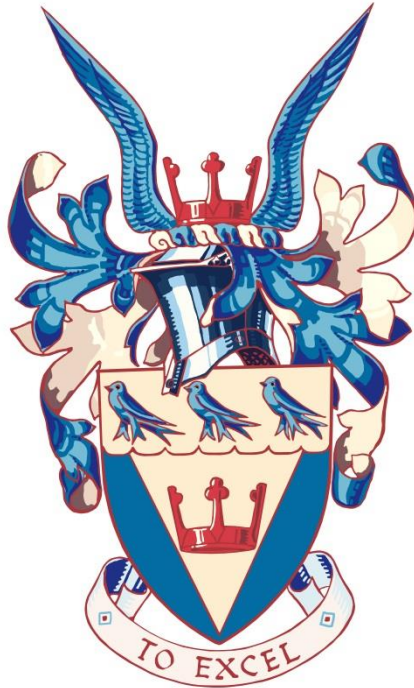
PLANNING AND LICENSING COMMITTEE

A copy of the Planning and Licensing Committee Terms of Reference, considered by the Committee at the meeting on 17th May 2022 (Min. 6 refers), with no amendments recommended, is attached for consideration at Appendix 5.

There are no further Officer recommendations for amendment.

DECISION

Members are invited to review the Terms of Reference as detailed in Appendices 1 to 5 and RECOMMEND TO COUNCIL that these be adopted subject to any additions that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

POLICY AND RESOURCES **COMMITTEE**

Adopted by the Council at its Meeting held on **5th July 2021**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: POLICY AND RESOURCES COMMITTEE

9 Members of the Authority

Quorum = 3

Purpose

The Policy and Resources Committee (P&RC) is the senior Committee of the Council. The Policy and Resources Committee shall consider all matters that affect the finances of the Council and report to the Council accordingly.

- Where there is a dispute between itself and another committee, the decisions of P&RC shall take precedence.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Governance	
1.1	To advise Council on Corporate Strategy, policies not within the terms of reference of any other committee and the Constitution, including Standing Orders, Financial Regulations and Standing Orders for Contracts	<ul style="list-style-type: none"> Committee
1.2	To advise Council on the need for new services and facilities and major changes in administration.	<ul style="list-style-type: none"> Committee
1.3	To advise Council on new or revised policies	<ul style="list-style-type: none"> Committee after considering the advice of the Town Clerk.
1.4	Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	<ul style="list-style-type: none"> Committee, except for Arun District Council and West Sussex County Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee
1.5	To resolve disputes between two other committees	<ul style="list-style-type: none"> Committee, decision shall be final
1.6	To review the terms of reference of committees whilst considering proposals from other committees	<ul style="list-style-type: none"> Committee to recommend to Council
1.7	To agree terms of reference of any sub-committees established by itself or another committee	<ul style="list-style-type: none"> Committee
2.	Resources	
2.1	To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> Committee for strategic overview. Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations. Strategic advice by Town Clerk & Accountant
3.	Finance	
	Under the direction of the Council: -	
3.1	To be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> Committee for strategic overview RFO / Town Clerk in accordance with Financial Regulation and for operational management
3.2	To formulate the annual budget for Council and submit recommendations on budget & Precept requirements by December preceding the relevant Council year, after receipt of draft budget submissions from other committees.	<ul style="list-style-type: none"> Committee Town Clerk/RFO to prepare draft Budget & Budget Report in consultation with the Accountant, Chairman and political group leaders
3.3	To monitor the Council's capital and revenue budgets during the year & consider requests from other committees for supplementary expenditure, recommending to Council in accordance with Financial Regulations.	<ul style="list-style-type: none"> Committee/ RFO in accordance with Financial Regulations.

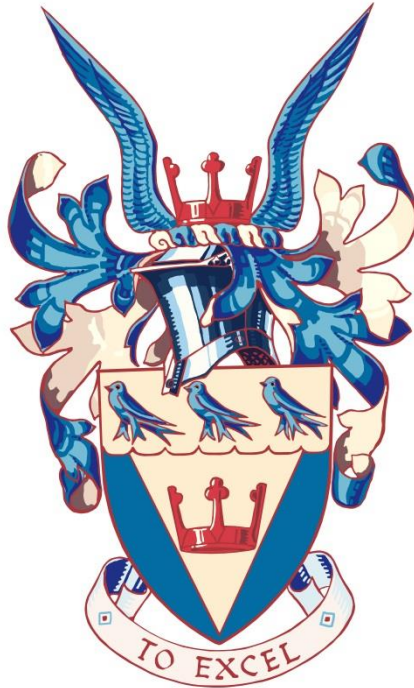
3.4	Approval of variation, overspend, and virement in accordance with Financial regulations	<ul style="list-style-type: none"> Committee, Town Clerk / RFO as set out in Financial Regulations
3.5	To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> Committee
3.6	To advise Council on borrowing policy, investment & treasury management	<ul style="list-style-type: none"> Committee
3.7	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> Committee, Town Clerk/RFO
3.8	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> Town Clerk for renewal & operational matters. Committee for tendering & changes of cover.
3.9	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> RFO Authorised signatories to authorise Mandate
3.10	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> RFO, & Committee as set out in the Financial arrangements
3.11	Approval of all fees and charges	<ul style="list-style-type: none"> Committee
3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off	<ul style="list-style-type: none"> Committee in accordance with Financial regulations
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> Committee/Town Clerk/ RFO in accordance with Financial Regulations Other officers as approved Budget holders as set out at the end of this Terms of Reference. Exemption from Financial Regulations or Standing orders for Contracts reserved to Council.
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> Committee/Town Clerk in accordance with Financial Regulations
3.15	To authorise investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> Committee
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> Committee/Town Clerk in accordance with Financial Regulations
4.	Grant Scheme	
4.1	To administer the Council's Grant Scheme in accordance with Policy	<ul style="list-style-type: none"> Committee
4.2	To approve grants within the approved budget and policy	<ul style="list-style-type: none"> Committee
4.3	Events Sponsorship Budget	<ul style="list-style-type: none"> Oversee to ensure delivery of sponsored events To negotiate the return of sponsorship money if events do not take place
4.4	Grants and sponsorship for cultural activities in the Town	<ul style="list-style-type: none"> Committee
4.5	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies.	<ul style="list-style-type: none"> Committee, but may refer to Community Engagement and Environment Committee
4.6	To advise Council on the formulation and amendment of its Grants Policy	<ul style="list-style-type: none"> Committee
4.7	Powers to make grants for bus services or taxi concession	<ul style="list-style-type: none"> Committee within any policy adopted by Council
4.8	To support a CAB for the Town, Local Government Act 1972, s 142	<ul style="list-style-type: none"> Committee under the direction of Council Grants to Policy and Resources Committee

5.	Information Technology Services	
5.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> Operational Management to Town Clerk Strategic Overview to Committee & Contracts within approved budget.
5.2	Amendments & updates to layout of Web Site	<ul style="list-style-type: none"> Town Clerk for updates & layout Committee for new websites & contracts within budget.
6.	Procurement	
6.1	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy	<ul style="list-style-type: none"> Committee for strategic overview Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts & Procurement Policy
7.	Performance & Business Management	
7.1	To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
7.2	To monitor the progress of the Capital Programme.	<ul style="list-style-type: none"> Committee
7.3	Approval of Corporate Business Plan	<ul style="list-style-type: none"> Committee Town Clerk to determine underlying Action & Project Plans
8.	Quality & Integrated management System	
8.1	To promote efficiency, value for money and an integrated approach to management	<ul style="list-style-type: none"> Operational management & approval of operational procedures to Town Clerk
8.2	To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes	<ul style="list-style-type: none"> Overview to Committee Operational management to Town Clerk
8.3	To promote customer care and equality in service delivery and access.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.	Communications / Public Relations and Marketing	
9.1	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.2	To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.4	To advise Council on adoption of a Publicity Code and Information & Data Protection Policy	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.	Land & Asset Management	
10.1	Maintenance of the Asset Register	<ul style="list-style-type: none"> Town Clerk (Chairman to verify annually)
10.2	Provision & management of office accommodation, other Corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.3	Provision of common land	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.4	Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.5	Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.6	Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, s 133	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk

10.7	Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> Strategic overview within policy & budget to Committee Operational management to Town Clerk
11.	Audit	
11.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference.	<ul style="list-style-type: none"> Committee Town Clerk to support with operating procedures
11.2	To receive, approve and action interim audit reports.	<ul style="list-style-type: none"> Committee generally, Council if change of policy required. Council to receive external audit reports.
11.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> Strategic overview to Committee Policies reserved to Council Operational management to Town Clerk
12.	Crime & Disorder	
12.1	Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> Committee for strategic overview Town Clerk for operational management Management and maintenance of any CCTV.
12.2	To support initiatives of the Crime Reduction Partnership.	<ul style="list-style-type: none"> Committee/ Town Clerk in accordance with Council direction.
12.3	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> Committee
12.4	To liaise with the Police Authority & Constabulary	<ul style="list-style-type: none"> Committee to respond to consultations
12.5	To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders	<ul style="list-style-type: none"> Committee within policy & budget Town Clerk for operational matter
13.	Town Development & Tourism	
13.1	To promote the economic wellbeing of the Town through partnership with the business and community sectors	<ul style="list-style-type: none"> Committee within Policy and Budget
13.2	To promote tourism within the Town and power to encourage visitors	<ul style="list-style-type: none"> Committee within Policy and Budget
13.3	Power to provide conference & other facilities	<ul style="list-style-type: none"> Committee within Policy and Budget
13.4	To promote regeneration in the Town	<ul style="list-style-type: none"> Committee under the direction of Council
13.5	To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment	<ul style="list-style-type: none"> Committee in conjunction with Planning Committee
13.6	To support skills & training for local businesses	<ul style="list-style-type: none"> Committee
14.	Personnel	
	To administer personnel matters on behalf of the Council after receiving recommendations from the Joint Consultative Sub-Committee Staffing	<ul style="list-style-type: none"> Committee
14.1	To determine on behalf of Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> Town Clerk reserved for Council, except increments which are determined by Committee
14.2	To agree the pay and conditions of staff	<ul style="list-style-type: none"> All other staff to Committee including payment of honoraria
14.3	Determination of individual grading issues and job Evaluation	<ul style="list-style-type: none"> Committee, except Town Clerk reserved to Council
14.4	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> Committee, including discretionary provisions of National Joint Agreement
14.5	Appointment of Staff	<ul style="list-style-type: none"> Recommend appointment of Town Clerk to be endorsed

		<ul style="list-style-type: none"> • by Council. • Selection of long list for Town Clerk list by personnel advisor. • Selection of final short list for Town Clerk - Chairman & Vice Chairman, + Mayor & Deputy Mayor • Final Interview - 5 members of Committee + Mayor • Appointment of other management Staff to Town Clerk & 2 Members of Committee • Appointment of other Staff to Town Clerk • Town Clerk for casual staff and temporary appointments to approved positions • Decision on whether to fill vacant positions is delegated to Town Clerk • Decision on recruitment of contract staff or interim contract staff to Committee
14.6	Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> • Town Clerk with appeal to Policy and Resources Committee Policy and Resources Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on P&RC and not previously connected to the process. • Dismissal of Town Clerk to be ratified by Council
14.7	Appeals Procedure (other appeals including Redundancy, Competency, Grievance & Absence)	<ul style="list-style-type: none"> • Committee - however in the case of the Town Clerk to Council.
14.8	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> • Committee (Council in case of Town Clerk) • Administration of retirement in cases of permanent ill health, after appropriate medical advice via West Sussex County Council Pensions • Pensions Discretions Policies to Committee
14.9	Approval of job descriptions & person specifications	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
14.10	Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of the Town Clerk
14.11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> • Council
14.12	Competence Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Model Contract approved by Committee
14.13	Issue of Contracts of Employment	<ul style="list-style-type: none"> • Committee
14.14	Redundancy & Redeployment.	<ul style="list-style-type: none"> • Committee
14.15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> • Council
14.16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement & Organisation which are reserved for Council
14.17	Health & Safety	<ul style="list-style-type: none"> • Committee for monitoring & overview • Town Clerk for management on advice from consultants
14.18	Grievance Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
14.19	Administration of other Personnel procedures	<ul style="list-style-type: none"> • Town Clerk for all staff often delegated to direct manager. • Mayor, P&RC Chairman and one other Member of Committee for Town Clerk
14.20	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
14.21	Training & Development Plan	<ul style="list-style-type: none"> • Town Clerk

14.22	To administer the Volunteers Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
14.23	To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
15.	Burial Facilities	
15.1	Power to acquire, provide & maintain; Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, Sec 9&10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1	<ul style="list-style-type: none"> • Acquisition & provision reserved for Council • Operational management to Town Clerk • Strategic overview to Committee within budget & policy
15.2	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	<ul style="list-style-type: none"> • Operational management to Town Clerk • Strategic overview to Committee within budget & policy
15.3	Power to provide Mortuaries, Public Health Act 1936, S198	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
16.	Public Realm & Public Facilities	
16.1	Power to maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk
16.2	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee	<ul style="list-style-type: none"> • Committee within budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

JOINT CONSULTATIVE

SUB-COMMITTEE (STAFFING)

Adopted by the Council at its Meeting held on **5th July 2021**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

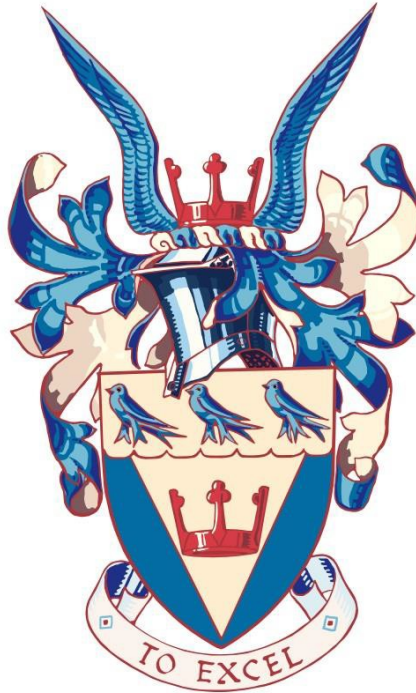
This is a Sub-Committee of the Policy and Resources Committee

Member representation on the Joint Consultative Sub-Committee shall comprise: Town Mayor and Deputy Town Mayor, Chairman of Policy and Resources Committee and Group Leaders from the political groups

Staff representation on the Joint Consultative Sub-Committee shall comprise: Town Clerk, **Assistant Clerk and the Civic & Office Manager**

Quorum 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. All matters relating to Terms and Conditions of Employment2. Issues of Health and Safety and Accommodation3. Training4. Pensions5. Duty of Care	<ul style="list-style-type: none">• To discuss and recommend to Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

EVENTS, PROMOTION AND LEISURE COMMITTEE

Adopted by the Council at its Meeting held on **6th September 2021**

BOGNOR REGIS TOWN COUNCIL

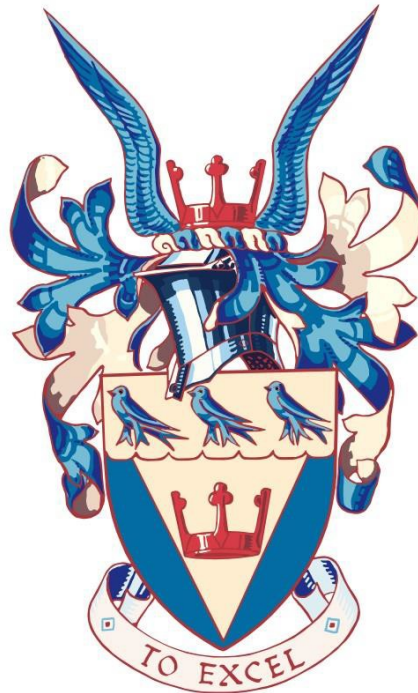
TERMS OF REFERENCE: EVENTS, PROMOTIONS AND LEISURE COMMITTEE

9 Members of the Authority

Quorum = 3

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Events, Promotions, Publicity & Marketing</p> <p>1.1 To consider and make recommendations on the publicity and promotion of the town, its environs and attractions, and to determine the Town Council's Events Strategy for the coming year, or other time frame as agreed by Council including:</p> <p>Promotion and protection of the Brand Image including advertising campaigns</p> <p>Issuing of press releases, press features, promotional copy and reports</p> <p>Producing and managing Newsletters / websites / webcams /Facebook / twitter and other social media</p> <p>Reviewing literature available for visitors including Visitor Guide</p> <p>Devising marketing logos and strap-lines</p> <p>Managing Town boundary signs, poster sites and Town map boards</p> <p>To work in partnership with others to promote the Bognor Regis brand</p> <p>1.2 To advise Policy and Resources Committee on relevant aspects of Communications & Marketing Policy, particularly Town Council events.</p> <p>1.3 To agree an Events Programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors</p> <p>1.4 To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view</p> <p>1.5 Recognise the value of volunteers and external organisations and establish the level of support to be given to them by the Town Council. This will include Events Sponsorship and support for cultural activities and events from Council officers or Town Force.</p> <p>1.6 To agree budget expenditure for each event under delegated powers within the overall budget allocation approved by the Events Committee and ensure adherence at all times to the Town Council's Standing Orders relating to contracts.</p> <p>1.7 To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.</p>	<ul style="list-style-type: none"> • Committee strategic overview within policy • Town Clerk for management and promotion of events, marketing & public relations within policy and approved programme, subject to reporting on progress. • Grants to Policy and Resources Committee • Committee • Committee • Committee • Committee • Town Clerk

1.8	To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the over-riding consideration when determining whether an event proceeds	• Town Clerk
1.9.	Develop and deliver a marketing strategy for all Town Council events, ensuring that an appropriate marketing budget is allocated	
1.10	To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Events, Promotion and Leisure Committee	
2	Entertainment & the Arts outdoors	
2.1	Power to provide entertainment and support of the arts, Local Government Act 1972, S145	• Committee within policy • Grants to Policy and Resources Committee
2.2	Power to promote lotteries, Gambling Act 2005	• Committee within policy Operational management to Town Clerk
3.	Markets	
3.1	Any matters concerning markets including power to operate markets. Food Act 1984 s50-61 or any charters	• Strategic overview to Committee within policy & budget • Operational management to Town Clerk
4.	Leisure & Recreation	
4.1	Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	• Committee for strategic overview • Town Clerk for operational management
4.2	Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54	• Acquisition to Council • Strategic Management & development to Committee within budget & policy • Town Clerk for operational management
4.3	Management & enhancement of Play areas	• Strategic Management & development to Committee within budget & policy • Town Clerk for Operational management •
5.	Allotments	
5.1	To provide and manage allotments, improve land and let rights under S 23, 26, & 42 of the Small Holding & Allotments Act 1908.	• Operational Management to Town Clerk • Strategic overview & development to Committee
6.	Christmas Lights	
6.1	Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144, including sponsorship and maintenance of the High Street Pea Lights	• Committee within budget for overview • Town Clerk for operational management • Grants to Policy & Resources Committee
7.	Meteorological Office	
7.1	Maintenance of the Town Meteorological Office	• Committee within budget • Operational management to Town Clerk
8.	Power to market the Town	• Committee within Policy and Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on **6th September 2021**

BOGNOR REGIS TOWN COUNCIL

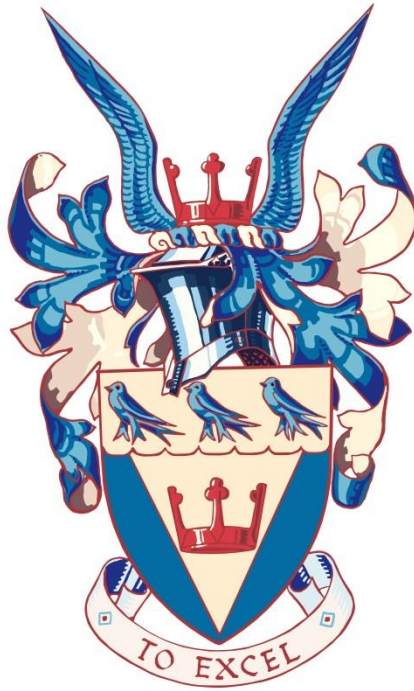
TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

This is a Sub-Committee of the Events, Promotion and Leisure Committee

9 Members of the Authority and co-opted Members

Quorum = 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none"> 1. To maintain good liaison between the Council and Allotment Tenants 2. To promote the sensible use and advancement of the Allotments within the 5 Wards of Bognor Regis 3. To promote the use of Allotments by young people who live within the 5 Wards of Bognor Regis 	<ul style="list-style-type: none"> • Sub-Committee as directed by Committee • Town Clerk for operational management • Sub-Committee as directed by Committee • Town Clerk for operational management • Sub-Committee as directed by Committee • Town Clerk for Operational management



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on **1st November 2021**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

9 Members of the Authority

Quorum = 3

Introduction

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Function of Committee Column 1		Delegation of Functions Column 2
1	Planning and Development Control To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
2	Referring any Planning enforcement issue to the principal Council	<ul style="list-style-type: none"> • Town Clerk
3	To make observations on all planning aspects and licensing aspects of waste applications or mineral applications	<ul style="list-style-type: none"> • Committee
4	To comment on Tree Preservation applications or the making of Orders	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
5	To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies	<ul style="list-style-type: none"> • Committee, except Local Plan and strategic Regeneration sites which are reserved for Council
6	To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
7	To make observations on Hazardous Substance applications	<ul style="list-style-type: none"> • Committee
8	Responding to consultations from adjoining parishes	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
9	Making observations on applications for amendments to planning and other related consents previously granted by any authority	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
10	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
11	Making observations on applications and other actions	<ul style="list-style-type: none"> • Committee

	in relation to hedge rows	<ul style="list-style-type: none"> Town Clerk if observation would be out of time, after consultation with Members
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> Committee
14	Making observations on highways consultations including all on-road issues including on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> Committee
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> Town Clerk in the case of an emergency, or following consultation with Members
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> Committee
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> Committee within Council policy Town Clerk for operational management
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> Committee
22	Responding to consultations on community assets	<ul style="list-style-type: none"> Committee
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> Committee within Council Policy
24	Highways & Transport	
24.1	Power to maintain footpaths & bridleways	<ul style="list-style-type: none"> Committee within Council policy
24.2	Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives	<ul style="list-style-type: none"> Committee within Council policy
24.3	Improve off street parking	<ul style="list-style-type: none"> Committee
24.4	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> Committee
24.5	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> Committee within budget & Council policy
24.6	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> Committee
24.7	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> Committee
24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> Committee within policy & budget
24.9	To support approved community transport schemes.	<ul style="list-style-type: none"> Committee within policy & budget
24.10	Making observations on transportation consultations	<ul style="list-style-type: none"> Committee under the direction of Council Grants to Policy and Resources Committee

24.11	Power to erect flagpoles in highway land. Highways Act 1980, s 144	<ul style="list-style-type: none"> Committee within policy & budget
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> Committee within budget Operational management to Town Clerk
26.	Bus Shelters	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> Strategic overview to Committee Power to make contribution, within budget to Committee Operational management to Town Clerk
27.	Neighbourhood Planning	
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> Strategic overview to Committee
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	<ul style="list-style-type: none"> Committee

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 14th JUNE 2022

AGENDA ITEM 9 - TO CONSIDER THE INTERNAL AUDIT REPORTS 2021-2022 (INTERIM AND FINAL)

REPORT BY TOWN CLERK

FOR INFORMATION

Copies of the Internal Audit Reports 2021-22 (Interim and Final) are attached for Members' consideration - Appendices 1 and 2.

I am pleased to be able to report that no significant issues have been identified by the Internal Auditor during his recent reviews.

However, one minor anomaly between the allotment register and "Allotment deposit" control account has been identified by the Internal Auditor, which is currently being investigated by the new Allotments Officer so that this can be rectified.

FOR INFORMATION ONLY

The Committee is invited to NOTE the Internal Audit Reports 2021-22 (Interim and Final).



Bognor Regis Town Council

Internal Audit Report 2021-22 (Interim update)

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 undertaken remotely at our offices in advance of / after our on-site visits on 30th November 2021 & 21st April 2022. 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. A final update report for the year will be prepared once the contract accountants have completed preparation of the Council's detailed Statement of Accounts and AGAR financial information and we have had the opportunity to verify detail for inclusion in the year's AGAR at Section 2.

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 this year, 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, together with a separate Mayor's Charity Account also in place. Surplus funds are also held in a CCLA Public Sector Deposit Fund (PSDF).

Consequently, we have: -

- 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, plus January and March 2022;
- Checked and agreed the full financial year 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, plus 31st January and March 2022 also noting 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 following completion of the contract accountant's preparation of the year-end Statement of Accounts, ensuring the accurate disclosure of the combined cash and bank account balances in the year's detailed Statement of Accounts 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 continued 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 was "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 continuing 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 with officers and the contract accountants 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 selected an extended sample of 50 payments processed in the financial year including the monthly Warehouse NNDR payment to Arun DC. The test sample totals £418,000 equating to 75% by value of non-pay related payments in the year 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 agreed detail of the final 2020-21 and first three quarterly reclaims for 2021-22 to the Omega accounts noting appropriate repayment by HMRC.

Conclusions

We are pleased to record that no matters have been identified in this area to date this year warranting formal recommendation.

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 are again pleased to note the formal review and re-adoption of the Council's financial risk register, recorded in the LCRS software, at the Council meeting in March 2022. We have reviewed the resultant output and consider that it remains appropriate for the Council's present requirements.

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: we shall continue to monitor the Council's approach to risk management at future visits.

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.

We note that, following due deliberation, the Council approved its budget and precept requirement for 2022-23 setting the latter at £969,817 at its meeting in January 2022.

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 outturn with no unidentified or un-anticipated variances arising warranting further enquiry or explanation at this stage: we will revisit this area once the accounts have been closed down for the year for creation of the detailed accounts and report any issues in our final update report.

Conclusions

No issues arise in this area currently: we shall undertake a final review of the year's budget outturn also, as in previous years, assessing 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.

At our first visit for 2021-22, we examined the spreadsheet register of allotment holders, noting that rents fall due on 1st October annually and were pleased to also note that virtually all tenants had paid their rents: we have rechecked the position at the year-end noting that no rents remained unpaid in relation to the 2021-22 tenancies. We again note that the allotment register indicates receipt of holding fees totalling £4,480: examination of the Omega "Allotment deposit" control Account (Code 551) reveals a holding value of £4,760. Whilst not a significant difference (£280), its source should be investigated to ensure that both records are coordinated.

We have, subsequent to this update visit, received detail of Town Force quotes issued between 1st October 2021 and the financial year-end noting the provision of 6 formal quotes, 2 of which have not been the subject of further action. Of the residual 4 quotes, we have ensured that all have been invoiced appropriately and that payment has been received for each.

We have also reviewed the Sales Ledger "Unpaid accounts by date" report at the financial year-end noting a few unpaid debts dating as far back in one case as May 2021. It is evident from the Omega generated report that all of the long-standing debts are the subject of periodic repayments. We note that 10 accounts have residual balances, all of which are the subject of periodic repayments.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation.

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 IA certification 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 based on actual spending since the last reimbursement. 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 also checked the physical cash holding on the day of our first review visit for the year noting a small surplus and providing 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 generally 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: we have also, at this final review visit, examined a sample of the March 2022 payslips, which included payment of the 2021-22 nationally agreed pay award and arrears backdated to 1st April 2021 or, in relevant cases, the appointment date in 2021-22: -

- Agreed the gross salaries payable to each employee in October 2021 and a sample in March 2022 ensuring agreement to the 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 significant 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. We also understand that the Clerk has identified a few anomalies with the payroll, mainly relating to members' allowances and that she is pursuing these with the payroll service provider.

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 two half-yearly PWLB loan repayment instalments as part of the previously referenced supplier payment test sample.

Conclusions

No issues arise in this area currently. We shall continue to monitor the Council's approach to treasury management at future reviews and will ensure, once the accounts are closed and AGAR financial data advised by the contract accountants, ensure the accurate disclosure of the residual loan liability at 31st March 2022 by reference to the detail recorded in the UK Debt Agency website.



Bognor Regis Town Council

Internal Audit Report 2021-22 (Final update)

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 undertaken remotely at our offices in advance of / after our on-site visits on 30th November 2021 & 21st April 2022 together with a final review undertaken remotely following preparation the Councils' detailed Statement of Accounts by the accounting contractor. We thank the Clerk and her staff in assisting the process this year, providing all necessary documentation to facilitate the conduct of our review.

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 this year, the Council continues to maintain adequate and effective internal control arrangements with no issues identified warranting formal comment or recommendation.

Based on the satisfactory conclusions drawn from our review programme and testing of transactions for the year we have signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

We take this opportunity to remind the Clerk and Council of the need to ensure compliance with the website publication requirements as set out in the preface to the year's AGAR, also ensuring compliance with the timing requirements for publication of the "Notice of Public Rights".

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, together with a separate Mayor's Charity Account also in place. Surplus funds are also held in a CCLA Public Sector Deposit Fund (PSDF).

Consequently, we have: -

- 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, plus January and March 2022;
- Checked and agreed the full financial year transactions on the CCLA PSDF and Mayor's Charity accounts;
- Verified the content and accuracy of bank reconciliations at 30th April & 31st October 2021, plus 31st January and March 2022 also noting 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); and
- Ensured the accurate disclosure of the combined year-end cash and bank balances in the year's AGAR at Section 2, Box 8.

Conclusions

We are pleased to record that no matters arise in this area currently warranting formal comment or recommendation. We shall undertake further work following completion of the contract accountant's preparation of the year-end Statement of Accounts, ensuring the accurate disclosure of the combined cash and bank account balances in the year's detailed Statement of Accounts 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 continued our review of the minutes of Full Council and Standing Committee meetings (except Planning and Licensing) reading those for the year and to date in 2022-23 as posted on the Council's website 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 was "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 continuing our review of minutes for the next 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 with officers and the contract accountants 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 selected an extended sample of 50 payments processed in the financial year including the monthly Warehouse NNDR payment to Arun DC. The test sample totals £418,000 equating to 75% by value of non-pay related payments in the year 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 agreed detail of the final 2020-21 and first three quarterly reclaims for 2021-22 to the Omega accounts noting appropriate repayment by HMRC. We shall ensure appropriate recovery of the final quarter's reclaim at our 2022-23 interim review.

Conclusions

We are pleased to record that no matters have been identified in this area to date this year warranting formal recommendation.

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 are again pleased to note the formal review and re-adoption of the Council's financial risk register, recorded in the LCRS software, at the Council meeting in March 2022. We have reviewed the resultant output and consider that it remains appropriate for the Council's present requirements.

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: we shall continue to monitor the Council's approach to risk management at future visits.

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.

We note that, following due deliberation, the Council approved its budget and precept requirement for 2022-23 setting the latter at £969,817 at its meeting in January 2022.

We are pleased to note that periodic budget monitoring reports continue to be presented to and are considered by members and have examined the year-end outturn with no unidentified or unanticipated variances arising warranting further enquiry or explanation.

We note that, as at 31st March 2022, total reserves have increased to £991,091 (£899,585 at the prior year-end), comprising specific earmarked items of £575,488 (£546,534 at 31st March 2021) leaving a General Fund balance of £415,603 (£353,051 at 31st March 2021) which equates to approximately 5½ months revenue expenditure at the 2021-22 level, which sits comfortably within the generally recognised holding of between 3 and 12 months' such spending.

Conclusions

No issues arise in this area giving cause for concern or warranting formal comment or recommendation.

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.

At our first visit for 2021-22, we examined the spreadsheet register of allotment holders, noting that rents fall due on 1st October annually and were pleased to also note that virtually all tenants had paid their rents: we have rechecked the position at the year-end noting that no rents remained unpaid in relation to the 2021-22 tenancies. We again note that the allotment register indicates receipt of holding fees totalling £4,480: examination of the Omega "Allotment deposit" control Account (Code 551) reveals a holding value of £4,760. Whilst not a significant difference (£280), its source should be investigated to ensure that the retained holding is recorded accordingly at the same value in both records.

We have, subsequent to this our interim update visit in early April, received detail of Town Force quotes issued between 1st October 2021 and the financial year-end noting the provision of 6 such quotes, 2 of which have not been the subject of further action. Of the residual 4 quotes, we have ensured that all have been invoiced appropriately and that payment has been received for each.

We have also reviewed the Sales Ledger "Unpaid accounts by date" report at the financial year-end noting a few unpaid debts dating as far back in one case to May 2021. We note that 10 accounts have residual balances, all of which are the subject of periodic repayments.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation, although, as above, we urge that the reason for the imbalance between the Omega control account and record of allotment holding fees be established with the recorded values synchronised accordingly.

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 IA certification 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 based on actual spending since the last reimbursement. 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 also checked the physical cash holding on the day of our first review visit noting a small surplus and providing 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 with no issues arising.

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 generally 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 in October 2021 and a sample in March 2022 ensuring agreement to the 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.

We have also, at our April review visit, examined a sample of the March 2022 payslips, which included payment of the 2021-22 nationally agreed pay award and arrears backdated to 1st April 2021 or, in relevant cases, the appointment date in 2021-22: -

Conclusions

We are pleased to report that no significant issues have been identified in this area warranting formal comment or recommendation. We understand that the Clerk has identified a few

anomalies with the March payroll, mainly relating to members' allowances which she is pursuing with the payroll service provider.

Asset Registers

The Practitioner's Guide requires all Councils to maintain a formal register of its stock of assets. As in previous years, the contract accountants have maintained a detailed spread sheet record of the Council's asset stock identifying detail of the asset values (and depreciation applied), which forms the basis of detail in the detailed Statement of Accounts prepared for presentation to Council.

In line with the Practitioner Guide's asset value disclosure requirements, the cumulative depreciation charged in the year has been "added back" to arrive at the effective purchase cost which, together with the cost of new assets acquired in year, has been recorded in the AGAR at Section 2, Box 9, which we have checked and agreed as part of this final audit review.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

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 two half-yearly PWLB loan repayment instalments as part of the previously referenced supplier payment test sample, also now agreeing the value of the residual loan liability at 31st March 2022 to the detail recorded in the UK Debt Agency website where all local government outstanding loan detail is reported.

Conclusions

No issues arise in this area this year. We shall continue to monitor the Council's approach to treasury management at future reviews.

Statement of Accounts and Annual Return

As indicated previously, the AGAR now forms the statutory Accounts of the Council subject to external audit review and certification. As a service to the Council, we have reviewed the content of the detailed Statement of Accounts prepared by DCK Accounting Solutions by reference to the underlying financial and, where applicable, other records ensuring the accurate transfer of information to the AGAR at Section 2 with no issues arising.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment and, as noted in the preface to this report, we have concluded that appropriate financial controls and governance arrangements are in place and have duly signed off the IA Certificate in the year's AGAR, assigning positive assurances in all relevant areas.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 14th JUNE 2022

AGENDA ITEM 11 - ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2022

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

The Town Council, as a smaller authority with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The term 'smaller authority' includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board (full details of the definitions available in Schedule 2 of the Local Audit and Accountability Act 2014). The AGAR is made up of three parts, pages 3 to 6, The Town Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2022 no later than 30th June 2022 - copy attached Appendix 1.

AGAR - Annual Internal Audit Report 2021/22 (Page 3)

This has been completed and signed by Mr. S. Pollard from Auditing Solutions Ltd. following the completion of his final inspection for 2021/2022 undertaken and completed remotely (this is also attached).

The Annual Governance and Accountability Return is made up of three sections as follows: -

Section 1 - Annual Governance Statement 2021/22 (Page 4)

Section 2 - Accounting Statements for 2021/22 (Page 5)

Section 3 - External Auditor's Report & Certificate 2021/22 (Page 6)

The audit will be undertaken by Moore.

- 11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2021/2022 (Page 3 of the AGAR) and to recommend approval to Council

As part of the Town Council's audit procedures, Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control in place and therefore need to undertake a review and consider whether this is effective on the AGAR.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement and the Council therefore reviewed its internal control procedures and practices, at its meeting on 7th March 2022, Council Min. 180 refers. The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders. These controls include items such as income and expenditure controls as well as other controls.

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained. In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the control systems.

A copy of the Council's Statement of Internal Control can be found at Appendix 2.

During the year several other actions have also been undertaken in line with the Council's internal control procedures which include: -

- The Council's Annual Assessment/Review of Risks for 2021/2022 was considered by the Policy and Resources Committee at its meeting on 31st January 2022 (Min. 122 refers) and was recommended to Council for approval. Copies of the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2021/2022 considered at the meeting are attached at Appendix 3.
- The Policy and Resources Committee considered the Internal Audit Plan for 2021/2022 at its meeting on 19th January 2021 (Min. 202.2 refers). A copy of the report considered at the meeting is attached at Appendix 4.
- The Policy and Resources Committee considered the First Interim Internal Audit Report at its meeting on 31st January 2022 (Min. 120.1 refers) no significant issues were identified by the Internal Auditor during this review.
- The Interim and Final Internal Audit Reports are to be received earlier in this meeting under Agenda item 9 and again no significant issues have been identified by the Internal Auditor. As reported earlier, one minor anomaly between the allotment register and "Allotment deposit" control account has been identified by the Internal Auditor, which is currently being investigated by the new Allotments Officer so that this can be rectified.

DECISIONS

Members are invited to formally NOTE the Annual Internal Audit Report for 2021/2022 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

Members are also invited to further review the system of internal control and consider RECOMMENDING to COUNCIL that the systems that the Council has in place are effective.

11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2021/2022 (Section 1 of the AGAR)

The Annual Governance Statement is signed on behalf of Council by the Chairman and the Town Clerk. Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. Also, to confirm, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2022, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
By answering 'Yes' this means that this authority has prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
By answering 'Yes' this means that this authority has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
By answering 'Yes' this means that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
By answering 'Yes' this means that this authority during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
By answering 'Yes' this means that this authority has considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
By answering 'Yes' this means that this authority has 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.
7. We took appropriate action on all matters raised in reports from internal and external audit.
By answering 'Yes' this means that this authority has responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
By answering 'Yes' this means that this authority has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit - THIS IS NOT APPLICABLE TO THIS COUNCIL.

DECISION

Members are invited to consider and AGREE the Council's response to the above and decide whether to answer either "Yes" or "No" to the eight relevant tests.

- 11.3 To Recommend Approval to Council of the Annual Governance Statement for 2021/2022 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk

DECISION

Members are invited to RECOMMEND to COUNCIL APPROVAL of the Annual Governance Statement for 2021/2022 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

- 11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2022 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk

The Council also prepares Financial Statements for the year, which are drawn up by the Town Council's Accountant in accordance with proper accounting practices for smaller relevant bodies as required by the Accounts and Audit Regulations and CIPFA guidelines - copy attached Appendix 5.

DECISION

Members are invited to RECOMMEND to COUNCIL APPROVAL of the Financial Statements for year ended 31st March 2022 and agree that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

- 11.5 To consider the Accounting Statements for 2021/2022 (Section 2 of the AGAR)

Section 2 - Summarises the Accounting Statements for 2021/2022 and is signed by the RFO, prior to presentation for Members' consideration and approval, and then by the Chairman of this meeting.

DECISION

Members are invited to consider the Accounting Statements for 2021/2022 as detailed on Section 2 of the AGAR.

- 11.6 To Recommend Approval to Council of the Accounting Statements for 2021/2022 (Section 2 of the AGAR) and that Section 2 be signed by

the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

DECISIONS

Members are invited to RECOMMEND to COUNCIL APPROVAL of the Accounting Statements for 2021/2022 and agree that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members are invited to NOTE that the Accounting Statements for 2021/2022 were previously signed by the Responsible Financial Officer prior to their presentation to this meeting.

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

BOGNOR REGIS TOWN COUNCIL

<https://www.bognorregis.gov.uk>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/11/2021

21/04/2022

03/06/2022

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date

03/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

BOGNOR REGIS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.bognorregis.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

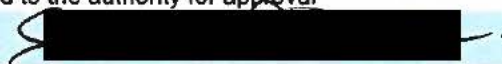
Section 2 – Accounting Statements 2021/22 for

BOGNOR REGIS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	807,138	899,585	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	948,372	948,372	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	114,998	124,678	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-518,617	-473,465	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-89,013	-89,013	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-363,293	-419,066	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	899,585	991,091	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	965,295	1,061,110	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,945,284	1,977,536	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,071,113	1,014,206	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

07/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

BOGNOR REGIS TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Bognor Regis Town Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by Councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit Card, subject to strict monetary limits.

Income Controls

1. Sales invoices are raised for all significant sums due to the Council.
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.

In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.



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
<u>Clocks</u>									
1099	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	<input type="checkbox"/>

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr Steve Goodheart _____

Signed by responsible Finance officer - Glenna Frost _____

No of issues listed: 1

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 .



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2021 To 2022

P&R C'tte Meeting 14th June 2022

Agenda Item 11 - Appendix 3

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 Document	Duty to disclose documents and to adopt publication scheme	5	5	1.2	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	2	2	1.5	0	
Employment of Staff	Duty to Appoint	9	9	1.1	0	
Entertainment and the arts	Provision of entertainment and support of the arts	14	14	1.0	0	
Financial Management	Duty to ensure responsibility for financial affairs	12	12	1.0	0	
Gifts	Power to accept	1	1	1.0	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	5	5	1.2	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	



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2021 To 2022

P&R C'tte Meeting 14th June 2022
Agenda Item 11 - Appendix 3

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
ONLINE POLICY AND RESOURCES COMMITTEE MEETING
19th JANUARY 2021

AGENDA ITEM 10 - INTERNAL AUDIT INCLUDING: TO CONSIDER INTERNAL AUDIT REPORT 2020-2021 (INTERIM); TO REVIEW THE 2021/22 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

REPORT BY TOWN CLERK

FOR INFORMATION
& DECISION

To consider Internal Audit Report 2020-2021 (Interim)

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

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

FOR INFORMATION ONLY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ANNUAL AUDIT PLAN FOR 2021/2022

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

1. Proper book-keeping - Appropriate books of account have been properly kept throughout the year.
2. Financial Regulations, Standing Orders and Payment Controls - The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.

3. Risk Management - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
4. Budgetary controls - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
5. Income controls - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
6. Petty cash procedure - Petty cash payments were properly supported by receipts, expenditure was approved, and VAT appropriately accounted for.
7. Payroll controls - Salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.
8. Asset control - Asset and investment registers were complete and accurate and properly maintained.
9. Bank reconciliation - Periodic and year-end bank account reconciliations were properly carried out.
10. Year-end procedures - Accounting statements prepared during the year were prepared on the correct income and expenditure basis, agreed with the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.
11. Payment controls - Procedure, approvals and associated issues including VAT identification and recovery.

DECISION

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

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2022

Bognor Regis Town Council

Table of Contents

31 March 2022

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	4
Statement of Accounting Policies.....	5
Income and Expenditure Account.....	8
Statement of Movement in Reserves.....	9
Balance Sheet.....	10
Cash Flow Statement.....	11
Notes to the Accounts.....	12
1 Other Costs Analysis.....	12
2 Interest and Investment Income.....	12
3 Agency Work.....	12
4 Related Party Transactions.....	13
5 General Power of Competence.....	13
6 Audit Fees.....	13
7 Publicity.....	13
8 Members' Allowances.....	13
9 Employees.....	14
10 Pension Costs.....	14
11 Tangible Fixed Assets.....	15
12 Financing of Capital Expenditure.....	16
13 Information on Assets Held.....	16
14 Debtors.....	17
15 Creditors and Accrued Expenses.....	17
16 Financial Commitments under Operating Leases.....	17
17 Long Term Liabilities.....	18
18 Deferred Grants.....	18
19 Capital Financing Account.....	19
20 Earmarked Reserves.....	19
21 Capital Commitments.....	19
22 Contingent Liabilities.....	19
23 Reconciliation of Revenue Cash Flow.....	20
24 Movement in Cash.....	20
25 Reconciliation of Net Funds/Debt.....	20
26 Post Balance Sheet Events.....	21
Appendices.....	22

Bognor Regis Town Council

Council Information

31 March 2022

(Information current at 14th June 2022)

Mayor

Cllr J. Barrett

Councillors

Cllr M. Stanley (Deputy Mayor)

Cllr K. Batley

Cllr J. Brooks

Cllr A. W. W. Cunard

Cllr Mrs S. E. Daniells

Cllr J. Erskine

Cllr S. Goodheart

Cllr H. Jones

Cllr Miss C. Needs

Cllr S. A. Reynolds

Cllr W. Smith

Cllr Mrs S. Staniforth

Cllr Mrs J. L. Warr

Cllr B. Waterhouse

Cllr P. J. Woodall

Town Clerk

Mrs G. Frost CiLCA

Auditors

Moore Stephens (East Midlands)

Rutland House

Minerva Business Park

Lynch Wood

Peterborough

PE2 6PZ

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Bognor Regis Town Council

Statement of Responsibilities

31 March 2022

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2022 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2022, and its income and expenditure for the year ended 31 March 2022.

Signed:

Mrs G. Frost CiLCA- Town Clerk

Date:

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2022

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

The investment in Screen 4 of the Picturedrome Cinema is being depreciated over the life of the loan finance (20 years).

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2022

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 17.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2022

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation was due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Bognor Regis Town Council
Income and Expenditure Account
31 March 2022

	Notes	2022 £	2021 £
Income			
Precept on Principal Authority		948,372	948,372
Grants Receivable		38,870	42,364
Rents Receivable, Interest & Investment Income		1,206	1,661
Charges made for Services		46,949	41,541
Other Income		36,653	29,432
Total Income		1,072,050	1,063,370
Expenditure			
Direct Service Costs:			
Salaries & Wages		(282,804)	(326,350)
Grant-aid Expenditure		(61,247)	(80,915)
Other Costs	1	(204,607)	(191,249)
Democratic, Management & Civic Costs:			
Salaries & Wages		(190,661)	(192,267)
Other Costs	1	(141,550)	(121,455)
Total Expenditure		(880,869)	(912,236)
Excess of Income over Expenditure for the year.		191,181	151,134
Exceptional Items			
(Loss) on the disposal of fixed assets		(160)	-
Net Operating Surplus for Year		191,021	151,134
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(56,907)	(55,219)
Capital Expenditure charged to revenue	12	(42,768)	(3,468)
Reverse profit on asset disposals		160	-
Transfer (to) Earmarked Reserves	20	(28,954)	(57,506)
Surplus for the Year to General Fund		62,552	34,941
Net Surplus for the Year		91,506	92,447
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	20	28,954	57,506
Surplus for the Year to General Fund		62,552	34,941
		91,506	92,447

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2022

Reserve	Purpose of Reserve	Notes	2022 £	Net Movement in Year £	2021 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	333,178	28,976	304,202
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	575,488	28,954	546,534
General Fund	Resources available to meet future running costs		415,603	62,552	353,051
Total			1,324,269	120,482	1,203,787

The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council

Balance Sheet

31 March 2022

	Notes	2022 £	2022 £	2021 £
Fixed Assets				
Tangible Fixed Assets	11		1,376,504	1,405,583
Current Assets				
Debtors and prepayments	14	40,007		30,637
Cash at bank and in hand		1,061,110		965,295
		<u>1,101,117</u>		<u>995,932</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(58,649)		(56,907)
Creditors and income in advance	15	<u>(110,026)</u>		<u>(96,347)</u>
Net Current Assets			932,442	842,678
Total Assets Less Current Liabilities			2,308,946	2,248,261
Long Term Liabilities				
Long-term borrowing	17		(955,557)	(1,014,206)
Deferred Grants	18		<u>(29,120)</u>	<u>(30,268)</u>
Total Assets Less Liabilities			<u>1,324,269</u>	<u>1,203,787</u>
Capital and Reserves				
Capital Financing Reserve	19		333,178	304,202
Earmarked Reserves	20		575,488	546,534
General Reserve			<u>415,603</u>	<u>353,051</u>
			<u>1,324,269</u>	<u>1,203,787</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2022, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 14th June 2022 .

Signed:
Cllr J. Barrett	Mrs G. Frost CiLCA
Mayor	Responsible Financial Officer

Date:
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The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council

Cash Flow Statement

31 March 2022

	Notes	2022 £	2022 £	2021 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(473,464)		(518,616)
Other operating payments		(394,995)		(346,850)
			(868,459)	(865,466)
<i>Cash inflows</i>				
Precept on Principal Authority		948,372		948,372
Cash received for services		108,004		79,828
Revenue grants received		38,870		42,364
			1,095,246	1,070,564
Net cash inflow from Revenue Activities	23		226,787	205,098
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(32,106)		(33,794)
<i>Cash inflows</i>				
Interest received		809		2,067
			(31,297)	(31,727)
Net cash (outflow) from Servicing of Finance			(31,297)	(31,727)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(43,768)		(3,468)
<i>Cash inflows</i>				
Sale of fixed assets		1,000		-
			(42,768)	(3,468)
Net cash (outflow) from Capital Activities			(42,768)	(3,468)
Net cash inflow before Financing			152,722	169,903
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(56,907)	(55,219)
			(56,907)	(55,219)
Net cash (outflow) from financing and liquid resources			(56,907)	(55,219)
Increase in cash	24		95,815	114,684

The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2022	2021
	£	£
Theatres & Public Entertainment	24,617	17,175
Allotments	2,230	2,347
Tourism Policy, Marketing & Development	1,012	1,660
Visitor Information	898	980
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	109,187	98,985
Community Development	110,811	85,645
Street Lighting	4,040	4,054
Off-street Parking	21,016	24,250
Other Services to the Public	(9,957)	(12,332)
Grants - Bognor Pier Company Ltd	-	47,400
Less: Grant-aid Expenditure	(61,247)	(80,915)
Total	204,607	191,249

Democratic, Management & Civic Costs

	2022	2021
	£	£
Corporate Management	90,969	72,741
Democratic Representation & Management	5,540	2,512
Civic Expenses	1,543	676
Mayors Allowance	3,000	3,000
Members' Allowances	8,392	8,732
Interest Payable	32,106	33,794
Total	141,550	121,455

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest and Investment Income

	2022	2021
	£	£
Interest Income - General Funds	1,206	1,661
	1,206	1,661

3 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

4 Related Party Transactions

The council entered into no material transactions with related parties during the year.

5 General Power of Competence

With effect from 5th September 2016 Bognor Regis Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 5th September 2016 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2022	2021
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	2,000	2,000

7 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2022	2021
	£	£
Recruitment Advertising	957	-
Other Advertising	-	118
Publicity	742	-
Newsletter	2,345	120
Town Guide Publication Costs	-	355
	4,044	593

8 Members' Allowances

	2022	2021
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
Councillors' Expenses & Allowances	8,392	8,732
	11,392	11,732

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

9 Employees

The average weekly number of employees during the year was as follows:

	2022	2021
	Number	Number
Full-time	12	12
Part-time	2	3
Temporary	-	-
	<u>14</u>	<u>15</u>

All staff are paid in accordance with nationally agreed pay scales.

10 Pension Costs

The council participates in the West Sussex Superannuation Fund Pension Fund.

The West Sussex Superannuation Fund Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

Financial Reporting Standard for Small Enterprises (FRSSE), for schemes such as West Sussex Superannuation Fund requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2022 was £65,611 (31 March 2021 - £67,690).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 20.20% of employees' pay with effect from 1st April 2022 (year ended 31 March 2022 – 20.20%).

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

11 Tangible Fixed Assets

	Vehicles and Equipment	Infrastructure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£
At 31 March 2021	232,142	237,761	69,774	1,405,607	1,945,284
Additions	43,768	-	-	-	43,768
Disposals	(11,516)	-	-	-	(11,516)
At 31 March 2022	264,394	237,761	69,774	1,405,607	1,977,536
Depreciation					
At 31 March 2021	(217,090)	(221,804)	(5,051)	(95,756)	(539,701)
Charged for the year	(17,789)	(5,607)	(413)	(47,878)	(71,687)
Eliminated on disposal	10,356	-	-	-	10,356
At 31 March 2022	(224,523)	(227,411)	(5,464)	(143,634)	(601,032)
Net Book Value					
At 31 March 2022	39,871	10,350	64,310	1,261,973	1,376,504
At 31 March 2021	15,052	15,957	64,723	1,309,851	1,405,583

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2003 by external independent valuers, Messrs at insurance values. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

12 Financing of Capital Expenditure

	2022	2021
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	43,768	3,468
	<u>43,768</u>	<u>3,468</u>
was financed by:		
Capital Receipts	1,000	-
Revenue:		
Equipment Replacement Reserve	42,768	-
Precept and Revenue Income	-	3,468
	<u>43,768</u>	<u>3,468</u>

13 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

Vans and Trucks – 4
Water Bowser and trailer
Sundry grounds maintenance equipment
Sundry office equipment
Metereological equipment
Floral planters and baskets
High Street Pea Lights

Infrastructure Assets

Street light - 32
Footpath/Esplanade lighting
Allotment and Met. Site fencing
Other street furniture

Community Assets

Millennium Clock
Victorian Bathing Machine
Sun Sculpture
Allotments
Council Regalia

Other Assets

Shares in Bognor Pier Co Ltd
Investment in Picturedrome Screen 4
Shares in Bognor Regis Ltd

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

14 Debtors

	2022	2021
	£	£
Trade Debtors	16,556	8,812
VAT Recoverable	10,373	4,655
Prepayments	12,655	10,786
Accrued Income	(13)	6,345
Accrued Interest Income	436	39
	<u>40,007</u>	<u>30,637</u>

15 Creditors and Accrued Expenses

	2022	2021
	£	£
Trade Creditors	7,807	17,755
Other Creditors	44,128	45,409
Accruals	19,633	20,513
Income in Advance	38,458	12,670
	<u>110,026</u>	<u>96,347</u>

16 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2022	2021
	£	£
Obligations expiring within one year	1,460	-
Obligations expiring between two and five years	-	1,460
Obligations expiring after five years	-	-
	<u>1,460</u>	<u>1,460</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

17 Long Term Liabilities

	2022	2021
	£	£
Public Works Loan Board	1,014,206	1,071,113
	<hr/> 1,014,206	<hr/> 1,071,113
	2022	2021
	£	£
The above loans are repayable as follows:		
Within one year	58,649	56,907
From one to two years	60,448	58,649
From two to five years	192,734	186,978
From five to ten years	363,076	352,156
Over ten years	339,299	416,423
	<hr/>	<hr/>
Total Loan Commitment	1,014,206	1,071,113
Less: Repayable within one year	(58,649)	(56,907)
	<hr/>	<hr/>
Repayable after one year	955,557	1,014,206
	<hr/>	<hr/>

18 Deferred Grants

	2022	2021
	£	£
Capital Grants Applied		
At 01 April	30,268	31,416
Released to offset depreciation	(1,148)	(1,148)
At 31 March	<hr/> 29,120	<hr/> 30,268
Total Deferred Grants		
At 31 March	29,120	30,268
At 01 April	<hr/> 30,268	<hr/> 31,416

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

19 Capital Financing Account

	2022	2021
	£	£
Balance at 01 April	304,202	306,873
Financing capital expenditure in the year		
Additions - using capital receipts	1,000	-
Additions - using revenue balances	42,768	3,468
Loan repayments	56,907	55,219
Disposal of fixed assets	(11,516)	-
Depreciation eliminated on disposals	10,356	-
Reversal of depreciation	(71,687)	(62,506)
Deferred grants released	1,148	1,148
Balance at 31 March	333,178	304,202

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

20 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2021	to reserve	from reserve	31/03/2022
	£	£	£	£
Capital Projects Reserves	298,000	-	-	298,000
Asset Renewal Reserves	89,013	60,000	(42,768)	106,245
Other Earmarked Reserves	159,521	28,733	(17,011)	171,243
Total Earmarked Reserves	546,534	88,733	(59,779)	575,488

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific and future projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2022 are set out in detail at Appendix A.

21 Capital Commitments

The council had no capital commitments at 31 March 2022 not otherwise provided for in these accounts.

22 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

23 Reconciliation of Revenue Cash Flow

	2022	2021
	£	£
Net Operating Surplus for the year	191,181	151,134
Add/(Deduct)		
Interest Payable	32,106	33,794
Interest and Investment Income	(809)	(2,067)
(Increase)/Decrease in debtors	(9,370)	15,092
Increase in creditors	13,679	7,145
Revenue activities net cash inflow	<u>226,787</u>	<u>205,098</u>

24 Movement in Cash

	2022	2021
	£	£
Balances at 01 April		
Cash with accounting officers	334	332
Cash at bank	<u>964,961</u>	<u>850,279</u>
	<u>965,295</u>	<u>850,611</u>
Balances at 31 March		
Cash with accounting officers	330	334
Cash at bank	<u>1,060,780</u>	<u>964,961</u>
	<u>1,061,110</u>	<u>965,295</u>
Net cash inflow	<u>95,815</u>	<u>114,684</u>

25 Reconciliation of Net Funds/Debt

	2022	2021
	£	£
Increase in cash in the year	<u>95,815</u>	<u>114,684</u>
Cash outflow from repayment of debt	<u>56,907</u>	<u>55,219</u>
Net cash flow arising from changes in debt	<u>56,907</u>	<u>55,219</u>
Movement in net funds in the year	<u>152,722</u>	<u>169,903</u>
Cash at bank and in hand	965,295	850,611
Total borrowings	<u>(1,071,113)</u>	<u>(1,126,332)</u>
Net (debt) at 01 April	<u>(105,818)</u>	<u>(275,721)</u>
Cash at bank and in hand	1,061,110	965,295
Total borrowings	<u>(1,014,206)</u>	<u>(1,071,113)</u>
Net funds/(debt) at 31 March	<u>46,904</u>	<u>(105,818)</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 14th June 2022), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council

Appendices

31 March 2022

Appendix A

Schedule of Other F earmarked Reserves

	<u>Balance at</u> <u>01/04/2021</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2022</u> £
<u>Capital Projects Reserves</u>				
Economic Development	298,000			298,000
	<u>298,000</u>	<u>0</u>	<u>0</u>	<u>298,000</u>
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	89,013	60,000	(42,768)	106,245
	<u>89,013</u>	<u>60,000</u>	<u>(42,768)</u>	<u>106,245</u>
<u>Other F earmarked Reserves</u>				
Civic Fund	5,407			5,407
Election Fund	8,187	5,000		13,187
Millenium Fund	0			0
Allotments	1,278	1,113		2,391
Promotions/Publicity	7,404	458	(617)	7,245
Events underspend		2,386		2,386
P & R Projects	5,645	5,000	(2,064)	8,581
E & L Projects	15,042	6,628	(750)	20,920
Grant Aid	30,960		(5,000)	25,960
Tourism & Events Support	1,328			1,328
Parking Scheme (Traders Contribution)	12,161			12,161
S East in Bloom	6,209	412	(1,054)	5,567
Events Sponsorship	1,922	2,500	(520)	3,902
BRTC Funding of SRB Projects	965			965
WSCC SRB Contribution	500			500
Street Scene Enhancement	33,757		(723)	33,034
Decking Areas	4,378			4,378
Ward Allocation - Orchard Ward	750	250		1,000
Ward Allocation - Marine Ward	49	250		299
Ward Allocation - Hotham Ward	174	250		424
Ward Allocation - Pevensey Ward	653		(400)	253
Website	1,477			1,477
Councillor Training	2,145	642		2,787
Town Force Equipment	966		(782)	184
Personal Safety Provision	698			698
Heritage Vision Board	4,206		(4,206)	0
Our Place	1,729			1,729
Staff Training	6,486	1,375	(895)	6,966
Town Crier	5,045	1,744		6,789
CIL 2020/21		725		725
	<u>159,521</u>	<u>28,733</u>	<u>(17,011)</u>	<u>171,243</u>
TOTAL EARMARKED RESERVES	<u>546,534</u>	<u>88,733</u>	<u>(59,779)</u>	<u>575,488</u>

Bognor Regis Town Council

31 March 2022

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	28,909	24,735
Open Spaces	1,276	(456)
Tourism	9,792	8,049
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	391,337	341,928
Street Lighting	3,850	4,040
Parking Services	21,000	21,016
Other Services to the Public	91,897	62,252
Net Direct Services Costs	550,061	463,564
Corporate Management	235,120	244,905
Democratic & Civic	27,873	17,822
Net Democratic, Management and Civic Costs	262,993	262,727
Interest & Investment Income	(2,000)	(1,206)
Loan Charges	89,013	89,013
Capital Expenditure	-	43,768
Proceeds of Disposal of Capital Assets	-	(1,000)
Transfers to/(from) other reserves	59,700	28,954
(Deficit from)/Surplus to General Reserve	(11,395)	62,552
Precept on Principal Authority	948,372	948,372

Bognor Regis Town Council

31 March 2022

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2022 £	2022 £	2022 £	2021 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	25,318	(583)	24,735	17,135
Open Spaces	2,230	(2,686)	(456)	(567)
Tourism	8,049	-	8,049	9,649
ENVIRONMENTAL SERVICES				
Community Safety (Crime Reduction)	2,000	-	2,000	2,000
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	287,552	(18,290)	269,262	285,183
Community Development	110,811	(38,145)	72,666	47,500
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	4,040	-	4,040	4,054
Parking Services	21,016	-	21,016	24,250
OTHER SERVICES				
Other Services to the Public	87,642	(25,390)	62,252	78,005
Investment Properties	-	-	-	47,400
CENTRAL SERVICES				
Corporate Management	281,630	(36,725)	244,905	235,757
Democratic & Civic	5,540	-	5,540	2,512
Civic Expenses	12,935	(653)	12,282	12,227
Net Cost of Services	848,763	(122,472)	726,291	765,105

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 14th JUNE 2022

AGENDA ITEM 12 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Licences vs. leases for BRTC Assets on the Promenade.

The Town Clerk received an update from ADC's Legal Team last week, to confirm that the draft Lease has now been discussed with colleagues and this would be sent to the Clerk next week.

Platinum Jubilee.

The team of three worked hard to get the summer bedding planted, hanging baskets and troughs installed in time for the Jubilee celebrations. Our annual re-planting schedule had to be brought forward by two weeks in order to achieve this. On top of this, there were extra projects to be completed and events to be supported:

1. Beacon planting on behalf of the In Bloom Working Group.
14 half-moon style baskets were attached to the nearby railings and 24 barrier sleeve troughs placed on the white wall in front of the railings (12 each side). These were planted up with red/white/blue Surfinia at a nursery and brought on in their greenhouse to ensure the plants were in bloom and of good size. Two planters were moved to the site once their new location was agreed with Arun DC and planted up with cordylines. Arun DC kindly built a small decking area to accommodate the planter to the right of the beacon and funded the two cordylines.
2. Installation of Union flags throughout the Arcade.
Although it was originally intended to attach the flags to the catenaries in the High Street, the idea had to be abandoned as the catenary wires are only stress tested for Christmas Lights and no other attachments. A request has been put to the current Christmas Lights contractor, through the Projects Officer, to get the catenary wires stress tested for banners when testing for Christmas Lights is undertaken. This will once again enable Town Force to attach banners to the catenaries as the demand from local event organisers is there.
3. Girl Guides Planting Competition.
Even though this was not directly linked to the Jubilee, the two seafront beds had to be planted up with the winning designs in time for the Jubilee celebrations. The In Bloom Working Group, supported by Town Force, held a small ceremony with the winners on 1st June.
4. Beacon Lighting on 2nd June.
Heras fencing around the bullnose was left in place until the day of the event to ensure the artwork on the bullnose was not defaced by graffiti. From a Town Force point of view, there were no issues to report on.

5. Carnival on Saturday 4th June: Town Force staff raised a number of serious concerns, mainly with regard to road closures. Please see the end of the report for further details.
6. Street Party on Sunday 5th June: Please see the end of the report for further information.

Although it was intended to run additional bunting along the top catenary wires in the High Street, it was not possible to implement this due to an issue with the cherry picker and unexpected staff absence. An exceptionally heavy workload meant it was not possible to re-schedule.

The team of three worked long days and weekends to make all of the above happen. In addition to my assistance, Cllr. Smith also offered to help and supported Town Force for 2 days. We were very grateful for his help.

The Skill Mill Ltd.

The Skill Mill Ltd. is a multi-award-winning social enterprise which provides employment opportunities for young people aged between 16 and 18 years old. The organisation employs only ex-offenders, actively reducing reoffending whilst increasing engagement, participation, employability and educational levels of the young people to increase their life chances. The Skill Mill Ltd. operates nationwide and focuses on watercourses and horticulture.

Having been approached by their West Sussex branch, a meeting was held with the Skill Mill Supervisor, Town Force Senior Member and myself. We were informed that the West Sussex team currently consists of 3 young people (2 living locally) who are guided and overseen by the Skill Mill Supervisor. They possess their own tools and can assist with horticultural activities (such as mowing, strimming, weeding) and graffiti removal. The cohort has recently undertaken jobs for Felpham Parish Council, Rustington Parish Council and regularly assists Chichester District Council. Their assistance is currently free of charge but this may change in future.

The meeting was very positive and it was felt that Town Force would benefit from their assistance during the busy summer season. It was therefore agreed The Skill Mill West Sussex could assist Town Force, subject to receipt of satisfactory Health and Safety documentation and Public Liability Insurance.

Town Force unit, vehicles and equipment.

Managing Agents are undertaking a routine inspection of the unit on 20th June.

The yard shutter door and the Karcher pressure washer have been serviced.

There have been a number of repairs needing to be done to TF vehicles, all can be classed as normal wear and tear.

Staffing.

Following successful recruitment in April, the team was joined by a 4th member of staff.

A member of staff is shortly returning to work following long term sickness having been cleared by Occupational Health. This is subject to certain conditions.

Seafront troughs on Arun DC railings.

Whilst the team was replacing the trough brackets due to extensive corrosion, a member of the public asked if these could be spaced out more to cover the whole length of the railing right up to the mini roundabout by Royal Norfolk Hotel. An email request has been sent to Arun DC, owners of the railings, and a decision is being awaited.

Seafront Showers.

Regrettably, turning on of the water has been delayed due to problems with accessing the Arun DC public toilets where the water connection is. Now this has been resolved, the shower valves were found to be leaking due to a missing part. New ones have been ordered and will be fitted as soon as they arrive.

Sponsored planters.

Aerial Dave and Henry Adams/AC Lettings have renewed their contracts for a further 3 years.

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

Graffiti Removal.

The BR BID has once again contributed £750 towards graffiti removal from their area in the current financial year. The organisation has been thanked for their continued support.

Arun DC have been sent a draft contract for graffiti removal in this financial year, which newly limits the amount of free graffiti removal undertaken from around Hotham Park. Town Force have been providing free graffiti removal service for several years now in return for free water from the Park. Unfortunately, due to the high levels of graffiti around Hotham Park (especially the Discovery Garden), this free service had to be capped as the removal cost has exceeded the cost of standpipe hire from Portsmouth Water. ADC's response is still awaited but regularly chased.

The levels of graffiti have slightly reduced. There seems to be a lot of small tags on various street furniture rather than big incidents.

Ongoing/regular contracted work this financial year.

- Hastoe Housing Association: Town Force were awarded a grounds maintenance contract for one of their estates for another year;
- Picturedrome Cinema: installation, maintenance and removal of hanging baskets;
- Friends of BR War Memorial Hospital: grounds and planter maintenance;
- Felpham Parish Council: maintenance of three planters;
- Arun DC: installation, maintenance and removal of the Arcade hanging baskets.

Odd Jobs completed for 3rd parties (extra revenue).

- Middleton-on-Sea Parish Council – bus shelter and notice boards repairs and maintenance;
- Pier Co – review of seagull damage to the cooling system with a contractor;
- Museum – Provision of scaffold tower.

Examples of other jobs.

In addition to the routine jobs, TF have also installed bunting through the town centre, changed the town centre banners, assisted with servicing of the High Street clock using the cherry picker, straightened out and re-concreted BRTC sign on Butlin's roundabout following a collision, inspected the Town Hall and High Street clocks, assisted with Beach Clean, removed seafront posters following damage, delivered a presentation to WI on several aspects of gardening and plants, replaced brackets on all seafront troughs, delivered Armed Forces Day banners to the organisers, serviced BRTC notice boards (and continue to do so), and completed a variety of jobs at the allotments.

Events Support.

Town Force supported the Seafront Lights Switch On, 10k Road Race, Jubilee Beacon Lighting, Carnival and Jubilee Tea Party.

The team will also assist with Armed Forces Day, Town Crier Competition and Rotary Day in the Park which are all happening on the same day, Saturday 18th June, and only two members of Town Force staff are available.

• *Feedback on the Carnival*

Following receipt and review of the application for Town Force time, the organisers were advised that it would be impossible for 2 Members of Town Force to place all road closure signage (road closed signs, road ahead closed signs, diversion signs and sandbags on each sign) as well as 117 crowd barriers at all road closure points along the route on the morning of the event. In previous years, the signage has always been done by a contractor for this exact reason. When this was brought to the attention of the organiser, I was informed the request for placement of the above signage along the route was made in error and that two volunteers would implement this on the day of the event.

Subsequently, a meeting was held between a representative of the organiser, Town Force Senior Member and me on 24th May to ensure all their requirements were included on the application for Town Force time that had been submitted on 23rd March. We were reassured that the two volunteers were dealing with the signage on the day of the event, as outlined above.

Correx advance warning signs informing the Public of the upcoming road closure were brought into the office for Town Force to install. These need to be placed at all junctions along the route and are road specific. No list or map of which sign was to go where was provided by the event organiser. In view of the team's heavy workload, staff shortage and a lack of information provided, the advance warning signs were installed by the Town Force Senior member and myself. We had to work out what sign should go where and this is quite involved due to the extent of the road closure, totalling 4 hours being spent on this. It soon became apparent that not enough signs had been supplied and that the signs had to be attached to WSCC street lights as there were no other suitable structures to attach these to anywhere along the route. Upon return to the office, an email was sent to the organiser with a list of additional signage we felt was required and bringing to their attention the fact that the advance warning signs had to be attached to street lights which was not permitted by Enerveo (previously SSE) as far as we were aware. It turned out the event organiser was not aware of the WSCC requirement to have permission issued by Enerveo for third party attachments to street lights. Now this has been

brought to their attention, it is expected this will be complied with in future years and a copy of the permit supplied with any application for Town Force time.

On the day of the Carnival, when Town Force started placing the crowd barriers along the route and met the two volunteers who were to place road closed signs, road ahead closed signs and diversion signs along the route, it turned out that the volunteers did not know where to position the signs. Town Force assisted as much as they could but were time restricted. More importantly, the volunteers did not have any any diversion signs or sandbags to weigh the A-frame signs down – this is a legal requirement when closing a road. If vehicles need to be diverted, diversion signing must be in place consisting of:

- * a diversion sign at the start of the diversion;
- * diverted traffic signs along the route;
- * a diversion end sign at the end of the diversion route.

The volunteers were also lacking road closed signs and road ahead closed signs.

There also appeared to be a lack of security staff on road closures. Each road closure point must be manned and it is the security staff that implements, guards and lifts the road closure. Town Force reported that some of the smaller roads were not closed (such as Stocker Road) and cars entered the road closure area. There seemed to be a lot of traffic built up in the Town Hall area, possibly arising from confusion caused by the signs put up by the Funfair organiser (their diversion signs were sending traffic into Belmont Street) and subsequent closure of Belmont Street for the Carnival procession. There appeared to be no synchronisation of temporary signage.

A written complaint has been received from a member of the public about being trapped in Belmont Street and unable to leave to get their insulin from the holiday accommodation which could have had serious consequences. This was forwarded onto the organisers to respond. The complaint also stated that *"...We also noticed there were no signs saying the roads would be closed on the 4.6.22 only signs we saw was for the 5.6.22. We love to come on holiday to Bognor and come most years but feel this time we were let down - very unhappy indeed"*. Please note that Belmont Street was one of roads where we said more advance warning signs were needed.

It is uncertain whether the organisers received any guidance on the signage requirements when their road closure permit was issued. However, this is not a new event for the organisation so some level of knowledge of the legal requirements was expected.

Please do note that this is not a criticism of the organiser. The event was well supported by the public, with crowds of people lining the whole route to West Park. However, the issues mentioned above are of significant importance and must be dealt with to ensure safety of the participants and members of the public and to minimise disruption to the traffic flow around the town in future years. The Town Force Senior Member has already made the organiser aware verbally on the day of the event. This was followed up by an email for ease of future reference.

It is also of concern that Town Force staff were unable to stop for a break until 5.30pm, having started at 6am. It is a legal requirement for employees to have a 20 minute break after 6 hours of work.

The Carnival had 45 man hours allocated, this includes the Saturday enhancement of time and a half. It is certain this has been exceeded and the excess hours will need to be charged to the organiser unless Members agree otherwise. The amount is yet to be calculated.

- ***Feedback on the Jubilee Tea Party***

Town Force implemented the road closures and supplied equipment, as per the organisers application. Unexpectedly, on the day their assistance was required with siting of a big screen on the Pier and some other minor jobs. It would appear that no prior consideration was given to whether the Pier would be strong enough to support a heavy screen as the weight of it caused the Pier deck to break. Town Force rushed back to the yard to find a piece of MDF as a temporary fix for the site and the organisers were advised to inform the Pier owner urgently so that a proper repair could be carried out as soon as possible.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 14th JUNE 2022

AGENDA ITEM 13 - BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: TO RECEIVE THE NOTES OF THE MEETING HELD ON 23rd MARCH 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 23rd March 2022, previously circulated to Members are attached as Appendix 1.

DECISION

Members are asked to NOTE the Notes of the Heritage & Arts Partnership Board Meeting held on 23rd March 2022.

BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD MEETING

HELD ON WEDNESDAY 23rd MARCH 2022

PRESENT:

Ken Blamires - Chairman
Sylvia Endacott - Local Historian
Irene Campbell - Community Volunteer
Paul Wells - Bognor Pier Trust C.I.C.
Howard Dicks - Bognor Regis Museum
Clive Mott
Cllr. Sandra Daniells – BRTC

IN ATTENDANCE:

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

APOLOGIES

Cllr. Jim Brooks – BRTC
Cllr. Steve Goodheart – BRTC

The Meeting opened at 6.08pm

1. **CHAIRMAN'S INTRODUCTION AND WELCOME**

The Chairman expressed his sympathies for the people of Ukraine, which was a sentiment echoed across the Board Members.

2. **TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING
HELD 9th FEBRUARY 2022**

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

3. **INVITATION TO PARTICIPATE IN JUBILEE CELEBRATION EVENT AT
THE POP! VENUE. GUEST CLIVE MOTT TO OUTLINE PROPOSAL**

Clive Mott introduced his proposal to have a Jubilee celebration event in Bognor Regis. This came to fruition after the BID Coordinator suggested that the Bognor Regis BID's POP! venue could be used as a suitable location free of charge from 2nd - 5th June 2022. This proposal has been supported by Cllrs. Brooks and Goodheart ahead of this meeting but they were unable to attend. In addition to this proposal, Mr. Mott also hoped that the Town would be suitably decorated to commemorate the occasion with a clean Town, bunting, flowers, Town Crier proclamation and a burning of the beacon, to which the Projects Officer advised at the Events, Promotion and Leisure Committee Meeting held on the 21st March 2022 an update of the Jubilee Celebrations were given from the Events Officer.

The following conversation centred around the layout of the proposed event which would include the Heritage trails leaflet, guides and boards, the A1 90th Book, artwork from the Girl Guides, Blue Plaques, and a 43" screen

showcasing digital information (donated by Greg Burt from the Bognor Regis Museum). The proposal was well received by the Board Members, although Sylvia Endacott and Paul Wells spoke of potential issues surrounding insurance, staffing and timescales, as the event will be in June 2022. Several Board Members offered to be on hand to support this proposal, however there were concerns over this event detracting from other Jubilee celebrations along the seafront as well as duplication of work from this event and other celebrations by the Museum.

4. UPDATE ON THE NEW GUIDE "BOGNOR REGIS AND ITS LINKS TO THE MONARCHY"

The Chairman gave an update on the new guide and its links to the monarchy, and whether it would be feasible to get it ready in time for the Jubilee celebration. He thanked Irene Campbell and Sylvia Endacott for their hard work on it.

For the purposes of the several Board Members absent at the previous meeting, the Chairman went through the chronological flow that the leaflet takes shape in. Since the images are black and white, the Chairman suggested, except for the colour front cover, a sepia tone might be appropriate. The budget for production of 2,000 copies has risen from £1,500 to £1,600 and Cllr. Mrs. Daniells did highlight that this seems quite expensive for a low volume, to which the Chairman advised it was to ensure consistency and design specifications were the same across all the guides.

The Board Members discussed the potential for donations to cover costs of production and other methods to create funds, including local businesses advertising in a 4-page pull-out placed within the guide and any grants available. Paul Wells stated he would be keen to place an advert and donate and would discuss the option for local businessman Matthew Reynolds to do the same and report back to the Board at the next meeting.

Cllr. Mrs. Daniells commended the good work and asked for clarification on the purpose of the new guides, whilst suggesting that perhaps the name could be more exciting to draw in a larger audience. The Chairman stated that the guide had been intended for education, promotion and consolidating all the royal ties in one place for the Jubilee celebrations, and that the name was in keeping with the other guides.

5. LEAFLET EXCHANGE EVENT IN CHICHESTER

As Margaret Murphy was unable to attend the event, the Chairman attended and distributed over 600 guides and gained the interest of 20 organisers such as Goodwood, Beaulieu, The Ramblers Association, The Theatre Association, Tourist Information, Heygates Bookshop, and local restaurants. The Chairman will also be following up with other potential locations such

as Butlin's and will visit Town Force stores, to see how many leaflets are left.

6. UPDATE ON THE ARRANGEMENTS FOR THE MARY WHEATLAND BLUE PLAQUE INSTALLATION

The Chairman will be contacting Sylvia Endacott and John Ayers' secretary to arrange a date for the Mary Wheatland Blue Plaque installation and will ensure that Town Force staff are available to assist.

It was at this time that Irene Campbell presented a picture she purchased depicting Bognor Regis seaside with several Bathing Machines in use, and declared that this would be donated to the Bognor Regis Museum when it reopens.

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

The Chairman advised that whilst he had been sent contact details from Cllr. Mrs. Daniells for Bognor Regis' Twinned Town he had not contacted them yet.

In addition to exploring funding for this item there was a discussion surrounding a suitable location for a statue, sculpture/artwork in Bognor Regis. Options included: Princess Charlotte, Sir Richard Hotham, King George V, The Bersted Warrior, and a two-way digital portal. All Board Members felt that each option had its limitations either financially or politically.

As an alternative option the Chairman shared the book bench option, which was well received, and Paul Wells stated now was a good time to approach Arun District Council for potential funding. It was also discussed that the option of a bench could lead to a cross-over in projects such as a bench trail, royal ties, and other Heritage ideas. The Chairman stated he would investigate further and report back with some quotations.

8. UPDATE ON OPTIONS FOR LITERATURE FESTIVAL IN 2022

Irene Campbell gave an update to the Board Members but advised that, with the evening timing, this may cause an issue to the 3 authors planned for the 11th September 2022, and that she would contact them to confirm. Sylvia Endacott suggested to have a back up option as one of the authors had been unwell.

9. BOGNOR REGIS RAILWAY SHEDS PROPOSAL FOR LISTED BUILDING STATUS

The Chairman informed the Board Members that Greg Burt was going to apply for this and will come back to the next meeting with an update.

10. RECOMMENDATIONS TO BOGNOR REGIS TOWN COUNCIL

There were no recommendations from Bognor Regis Heritage & Arts Partnership Board Members to be put forward at the Policy and Resources Committee Meeting to be held on 14th June 2022.

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

Howard Dicks advised that he would contact Greg Burt for an update to come back to the Board on the work at the Museum in relation to the Bathing Machine.

Paul Wells asked for confirmation of who administrates the Facebook page, and it was confirmed that Margaret Murphy performs this task. Cllr. Mrs. Daniells asked if others could have editor/admin rights so that others can add content.

The Board Members felt that it would be advantageous to have an additional Board Member, and that contact should be made with Chichester University or The Regis School to hear the views that younger people have of the work of this Board. The connotations of "heritage" were discussed and the possibility that this term may put younger audiences off. A final thought from Paul Wells was that this Board might contact U CAN Spray to do some artwork for the Jubilee celebrations.

The Chairman will liaise with the Projects Officer to confirm a date and venue for the next meeting.

The Meeting concluded at 7.45pm

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 14th JUNE 2022

AGENDA ITEM 14 - TO RECEIVE THE DRAFT NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 17th MAY 2022

REPORT BY TOWN CLERK

FOR INFORMATION

The draft Notes of the meeting of the Arun District Association of Local Councils held on 17th May 2022, are attached as Appendix 1.

DECISION

Members are invited to NOTE the draft Notes of the ADALC Meeting held 17th May 2022.

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: admin@wsalc.co.uk

Minutes of the Meeting of Arun District Association of Local Councils held on Tuesday 17th May 2022 commencing at 7pm via a Zoom video.

Present:

Nikki Hamilton-Smith	Angmering Parish Council
Michael Tu	Arundel Town Council
Steve Goodheart	Bognor Regis Town Council
Sarah Linfield	Clapham and Slindon Parish Councils
Steve Toney	East Preston Parish Council
Dave Smart	Felpham Parish Council
Stephen Abbott	Ferring Parish Council
Roger Wetherell	Kingston Parish Council
Jill Long	Littlehampton Town Council
June Hamilton	Pagham Parish Council
Alison Cooper	Rustington Parish Council
Stephen Haymes	Yapton Parish Council

Trevor Leggo (CEO, WSALC)
Anna Beams (Secretary)

1. Welcome and introduction

The Chairman welcomed those present. He explained that his objective as Chair of ADALC is to have a clear purpose within Arun and to engage and work closely with the District Council.

He added that, since his appointment in January, a Management Committee has been formed to work on the development of initiatives suggested by member councils and the reformation of ADALC. Current members of the Committee are Cllrs Michael Tu, Nikki Hamilton-Smith and Martin Beaton and he invited expressions of interest to join which would be dealt with under agenda item 5.

The Chairman suggested that at least one meeting of ADALC per year should be held in person.

2. Apologies for absence

Received and noted from Cllr Vawer (Walberton Parish Council) and Ford Parish Council. Chief Inspector Nick Bowman had also given apologies due to unforeseen circumstances, Trevor Leggo had invited an alternative guest from Sussex Police however, was unable to secure their attendance at short notice.

3. Sussex Police

As a representative from Sussex Police was unable to attend the meeting the invitation will be extended to the next meeting.

4. Financial Position

The Chairman reported that there had been no change to the bank balance which currently stands at £726.20. A WSALC grant is due to be paid bringing the balance to £1,226.20.

He advised that a subscription fee needs to be agreed and will need to be set at a level required to operate ADALC effectively. He suggested that an administrative support level of 2 hours per week would ensure the progression of objectives and the regeneration of ADALC.

The Chairman proposed a budget of c.£3,000 per year with 2022-23 being partly funded from the current balance and partly from subscriptions raised. He suggested a tiered option by precept broken down for year 1 as:

Precept over £500k – subscription rate of £150 per year

100-500k - £100

Under £100k - £70

Year 2 would increase as there would be no remaining balance in reserve.

He explained that the discussions are preliminary and welcomed the views of those present at the meeting.

Following a full and open discussion the Chairman agreed that the Management Committee would produce a proposal and briefing note to share with member councils.

5. Management Committee

Anna Beams stated that Cllr Stephen Abbott (Ferring PC) had previously expressed an interest in joining the Committee and was duly appointed and welcomed as a member by the Chair.

The Chairman reported that a meeting of the Committee and the Leader and CEO of ADC has been set for 23rd June and that he has had a lengthy discussion with the Leader in order to establish a relationship with him and the CEO. He added that a main objective of this meeting is to compile a list of key items to take to the meeting in June.

Following an open discussion, the following items were agreed:

- The reformation of the Arun Joint Action Group
- ADC engagement with parishes, how can ADC and the parishes communicate effectively?

- Shared Prosperity Fund, how will ADC administer the fund to include town and parish councils
- Resilience planning, can ADC assist parishes in the development of effective resilience plans
- How can parishes assist ADC with their objectives and areas of priority as adopted in their Council Vision
- Environment and recycling policy, should it be a national policy
- Youth Services and facilities
- Safer Arun Partnership, could ADC provide briefings to parishes regarding the function of the partnership
- Housing issues.

The Chairman advised that the list would be shared with ADC before the meeting on the 23rd June and that he had requested that any topics that ADC wished to discuss were also shared prior to the meeting.

6. ADALC Communications

The Chairman suggested that there is a need to share progress member councils to engage and communicate between meetings. He has carried out preliminary research along with Anna Beams and Trevor Leggo into methods of communicating and forums and has identified some potential options.

Anna Beams will carry out further research and draft a briefing note to be shared with member councils.

7. Recruitment of Town and Parish Councillors

Trevor Leggo explained the difficulties that have been experienced nationally in the recruitment of councillors. Approximately 10% of councils in the Sussex and Surrey region had contested elections in 2015 and 2019. Trevor welcomed suggestions and ideas to improve the current situation. He also asked whether any members present had vacancies within their councils that they are struggling to fill.

Two member councils shared that they have vacancies and are having difficulties attracting and recruiting councillors.

It was suggested that a national, modern method of attracting councillors could be beneficial as well as a local approach.

It was further suggested that ADALC could consider organising a form of roadshow across the district highlighting the purpose of parish and town councils and showcasing examples of achievements and that perhaps ADC could be approached as a joint initiative.

Trevor added that he had been involved in the creation of a new town council in East Sussex, Bexhill-on-Sea Town Council. As part of a campaign to recruit councillors, he had given briefings to potential members along with other key figures. The campaign resulted in a contested election and the appointment of the 3rd youngest councillor nationally at the time. He suggested that the campaign was a good example and could be used as a model.

Other suggestions included that NALC are approached to re-visit their national recruitment campaign, parishes highlight their work and achievements at events within their communities and meetings are streamed online to improve attendance thereby highlighting the work of the parishes.

8. Shared Prosperity Fund

Trevor Leggo explained that in April as part of the Levelling Up agenda, Government announced the Shared Prosperity Fund. A total of £2.6bn has been set aside for the next 3 years with £400m allocated at District Council level for 2022/23.

The fund will be administered at District Council level and Government expects those with fund management responsibilities to engage with local stakeholders. Parish and town councils are not named as stakeholders within Government guidance.

Trevor has been advised by the LGA that they are not issuing advice to the districts regarding engagement with town and parish councils and that it is a matter for the district councils.

Trevor suggested that ADC should be invited to attend a future ADALC meeting to explain how they intend to administrate the selection process and engage with local councils. The matter will be discussed at the meeting of ADC and the ADALC Management Committee on 23rd June.

9. WSCC Chargepoint Network

Trevor Leggo reminded members of the initiative being led by WSCC and asked whether any member councils have taken advantage.

Arundel Town Council are investigating sites.

East Preston Parish Council are considering the instillation of charging points. Cllr Steve Toney added that the council have queried whether the parking spaces can also be used by non-electric cars.

The Chairman advised that any further information or initiatives will be shared.

10. Housing issues

The Chairman confirmed that housing issues will be discussed with ADC on 23rd June.

A letter was written to Michael Gove MP by Aldingbourne Parish Council which has been circulated to members. Any response received will be shared.

Cllr Nikki Hamilton-Smith (Angmering PC) advised that the parish council have been successfully working with surrounding parishes and have employed the support of a planning consultant, which has led to recent refusals on some sites. She suggested that working closely with surrounding parishes as well as district councillors ensures that planning committees as well as residents have a greater understanding of issues and can make valid, informed objections.

Cllr Steve Goodheart (Bognor Regis TC) added that there have been many planning applications for houses of multiple occupancy which are difficult to object to.

11. Any other matters

- Please avoid May for future meetings as it is a particularly busy time for councils.
- Notes will be circulated following the meeting with ADC on 23d June.

12. Date of next meeting

To be advised

The meeting closed at 8.45 pm

Signed:

Dated:

DRAFT

DRAFT

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 14th JUNE 2022

AGENDA ITEM 15 - UPDATE ON CREATION OF A CORPORATE IDENTITY TO
FACILITATE AWARENESS OF THE TOWN COUNCIL'S WORK AND SUPPORT
IN THE COMMUNITY - MIN. 101 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Policy and Resources Committee Meeting, held on 29th November 2021, Members considered the creation of a corporate identity to facilitate awareness of the Town Council's work and support in the community (Min. 101 refers).

Bognor Regis Town Council are proud to provide a huge amount of support to community groups, enabling them to deliver services and events in the Town. This support can range from the free allocation of Town Force hours to financial funding through the Grant Aid process, for example. However, it is often not evident when these services or events are delivered that the Town Council have been involved in any way and this was something that the Town Council would be asking community groups it supports in the future to remedy.

Where acknowledgement of support from the Town Council is given however, through the use of either the Town Crest or 'Sunniest Bognor Regis' logo, the possibility that neither the Crest or logo are recognised by many to be indicative of Bognor Regis Town Council was of concern.

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. It was agreed that three graphic designers would be approached and asked to submit proposals for a corporate identity inspired by the Crest, to include the words 'Bognor Regis Town Council', restricted to two colours and easily photocopyable in black and white (copy of the design brief attached as Appendix 1).

Approaches were made to three local graphic designers with two quoting in the region of £750 - £1,080 to carry out the work. The third quote was from a company previously used by the Town Council to design and produce the annual Town Newsletter. This company were able to draft some designs at an extremely competitive rate of only £30.00 and instruction was subsequently given to carry out the work on design proposals for a corporate identity logo.

Four design proposals were submitted and are attached to this report as Appendices 2 to 5.

DECISIONS

Do Members AGREE to proceed with the creation of a corporate identity to facilitate awareness of the Town Council's work and support in the community?

If so, Members are invited to consider the designs proposed in Appendices 2 to 5 and either AGREE their preferred design or instruct Officers to seek submission of alternative designs.

BOGNOR REGIS TOWN COUNCIL

TO:

FROM:

SUBJECT: DESIGN BRIEF FOR CORPORATE

DATE: IDENTITY

CC:

To create a corporate identity for Bognor Regis Town Council, inspired by the Bognor Regis crest, to include the words 'Bognor Regis Town Council'.

The design should be easily photocopyable, in black and white, and restricted to only 2 colours.

Bognor Regis crest

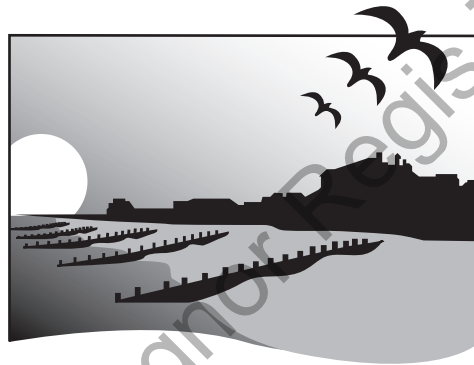


Examples of District and County Council





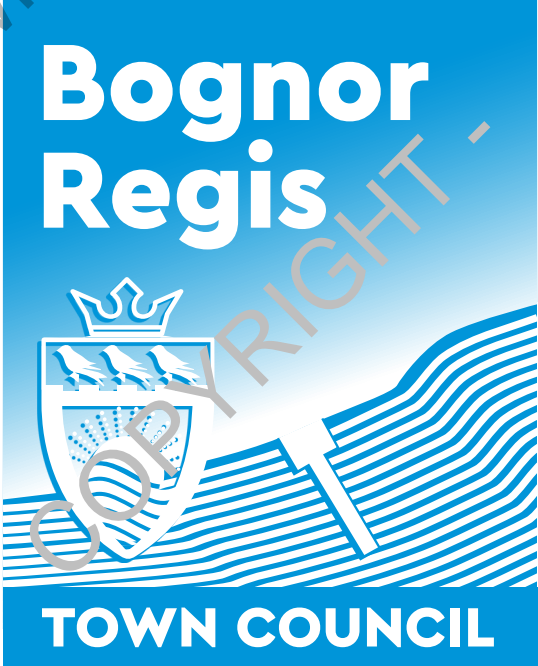
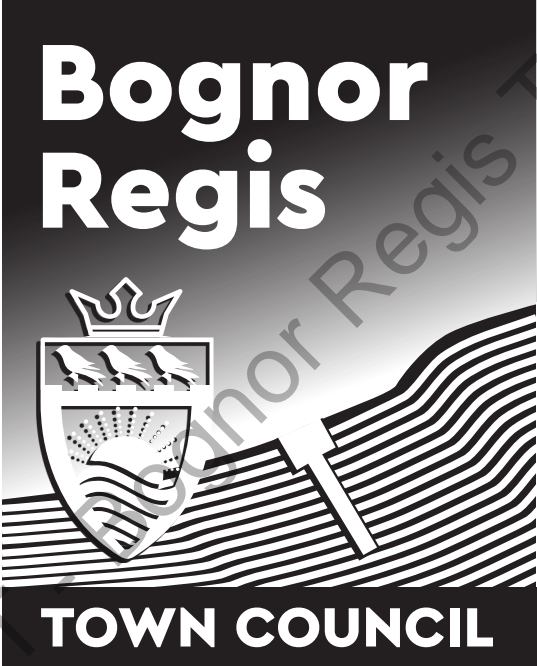
BOGNOR REGIS
TOWN COUNCIL



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TOWN COUNCIL



BOGNOR REGIS
TOWN COUNCIL







BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 14th JUNE 2022

AGENDA ITEM 16 - GRANT AID 2023 INCLUDING: -

- TO REVIEW CURRENT GUIDELINES/CRITERIA, APPLICATION FORM AND AMEND IF REQUIRED
- CONSIDERATION OF DATE FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH THE APPLICATIONS WILL BE CONSIDERED

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

The Council's Corporate Strategy identifies the Council's priority headings. These are used as part of the criteria for Grant Aid applications and organisations are required to show how their application will meet the following headings: -

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

In taking these priorities into account, applicants should have regard to the following supporting actions:

- Supporting local tourism and events
- Improving the Bognor Regis Town Environment
- Supporting alcohol reduction strategies
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Town Heritage and Regeneration projects
- Providing services and support for younger people

Members will recall that due to the Covid pandemic, it was agreed that Grant Aid 2021 should only accept applications via email, with an editable PDF created to accommodate this. This process has worked very well, streamlining the process and reducing the amount of paper used. It is therefore recommended that Members agree to continue with electronic submissions for all future Grant Aid processes.

Attached, as Appendix 1, is the most recent version of the Grant Aid paperwork.

During consideration of Grant Aid 2022 funding, at the Extraordinary Policy and Resources Committee Meeting held 8th November 2021, comment was made about the lack of credit often given to the Town Council by the recipients of Grant Aid funds when utilising the monies received (Min. 80 refers).

It was therefore suggested that the support of the Town Council be better promoted by future Grant Aid recipients, and that this requirement be included in the Grant Aid application form when it is reviewed. Furthermore, since the Town Council's adoption of the Town Values, in 2021, recipients will also be encouraged to incorporate elements from the Town Values Design Guide in any visuals promoting their event. This will be communicated to event organisers, and a copy of the Design Guide made available to them, when they are sent written confirmation that their application for Grant Aid has been successful.

At the meeting held in November, Members also discussed the feedback process and felt that the way in which this had been previously sought from recipients, as shown in question 19 on the application form attached as Appendix 1, could be better formatted and include the following: -

- The success of the event/initiative
- A breakdown of the budget
- Evidence of how the Town Council's financial support has been promoted
- An agreement to provide photographs showcasing events and initiatives that the Town Council can share on their social media platforms

Taking into account the points made above, the Grant Aid application form has been redrafted to include these suggestions and dates have been updated accordingly. The amendments proposed have been highlighted in the attached Appendix 2.

DECISIONS

Do Members APPROVE the changes to the current Grant Aid application forms and guidelines, as detailed in Appendix 2?

Do Members AGREE to continue with electronic submission of applications?

Members are invited to AGREE that an Extraordinary Meeting of the Policy and Resources Committee should be scheduled for Monday 31st October 2022 to consider the Grant applications. In recent years this Meeting has been held during the daytime, however, it may be more convenient for Members of this Committee to meet in the evening.

DECISIONS

Do Members AGREE the date for the Extraordinary Meeting of the Policy and Resources Committee as Monday 31st October 2022?

Furthermore, do Members AGREE to the meeting being held at midday or 6pm?



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

June 2021

Dear Sir/Madam

GRANT AID APRIL 2022

Thank you for expressing an interest in applying for Grant Aid funding from Bognor Regis Town Council. I would particularly draw your attention to the guidelines for completion of the application forms. The onus is upon you to ensure that all requirements are met by the due date. Failure to comply will result in disqualification.

In a change to previous years, as a result of the ongoing COVID-19 restrictions and as there is currently no access to the Town Hall, all applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.

Copies of the form and relevant documentation for this year are available to download from the Town Council's website at www.bognorregis.gov.uk if required. Please note changes have been made to the Application Guidance/Criteria. Please ensure you read this fully before completing your application. As you will probably be aware, rules regarding Data Protection have changed and with the implementation of GDPR we are obliged to obtain your consent to retain your details so that we may contact you in future years about the Grant Aid Scheme.

Please note that if the appropriate box on the application form is not ticked, we will be unable to contact you next year and provide an application form.

Please ensure that completed forms, together with all required documentation, are returned via email by no later than **5.00pm on Friday 24th September 2021**. All applicants will be advised of the outcome of their application and if successful may be requested to send a representative to a Council meeting or alternative Civic event to collect the grant. Funds for all successful grant applications will be awarded during April 2022, the next financial year.

Yours faithfully,

Glenna Frost
Town Clerk



APPLICATIONS FOR GRANT AID **FOR APRIL 2022**

GUIDELINES/CRITERIA AND CHECK LIST

1. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. Your project must help to meet the aims of the Town Council grant scheme.
2. The Bognor Regis Town Council Vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2019-2024 and organisations are required to show how their application would meet one or more of these: -

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

In taking these priorities into account applicants may have regard to the following supporting actions:

- Supporting local tourism and events
- Improving the Bognor Regis Town Environment
- Supporting alcohol reduction strategies
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Town Heritage and Regeneration projects
- Providing services and support for younger people

The Town Council will fund organisations:

- Whose activities and projects are for the benefit of Bognor Regis residents
- That are not providing activities that are of a political or religious nature
- That do not hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- That do not fundraise to support their head office for distribution to other areas

The Town Council will not fund organisations applying for:

- Retrospective funding - for something that has already taken place or been purchased
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
- Funding for loan payments or outstanding debt or interest

3. To ensure the safeguarding of public finance any organisation submitting a grant application will be required to demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities, insurance etc.

4. For your application to be processed, it is essential that a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc.
5. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
6. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
7. All applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
8. Applicants may be asked to provide additional information.
9. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
10. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the grant aid must be returned to the Council.
11. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
12. **Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.**
13. Applications for aid must be made on the form provided by this Council and must be emailed to the Town Clerk (in accordance with clause 7 above) to arrive not later than **5.00pm on Friday 24th September 2021**. Late applications will not be considered. Funds for all successful grant applications will be awarded during April 2022, the next financial year.

Please complete the enclosed Check List and return with your application form

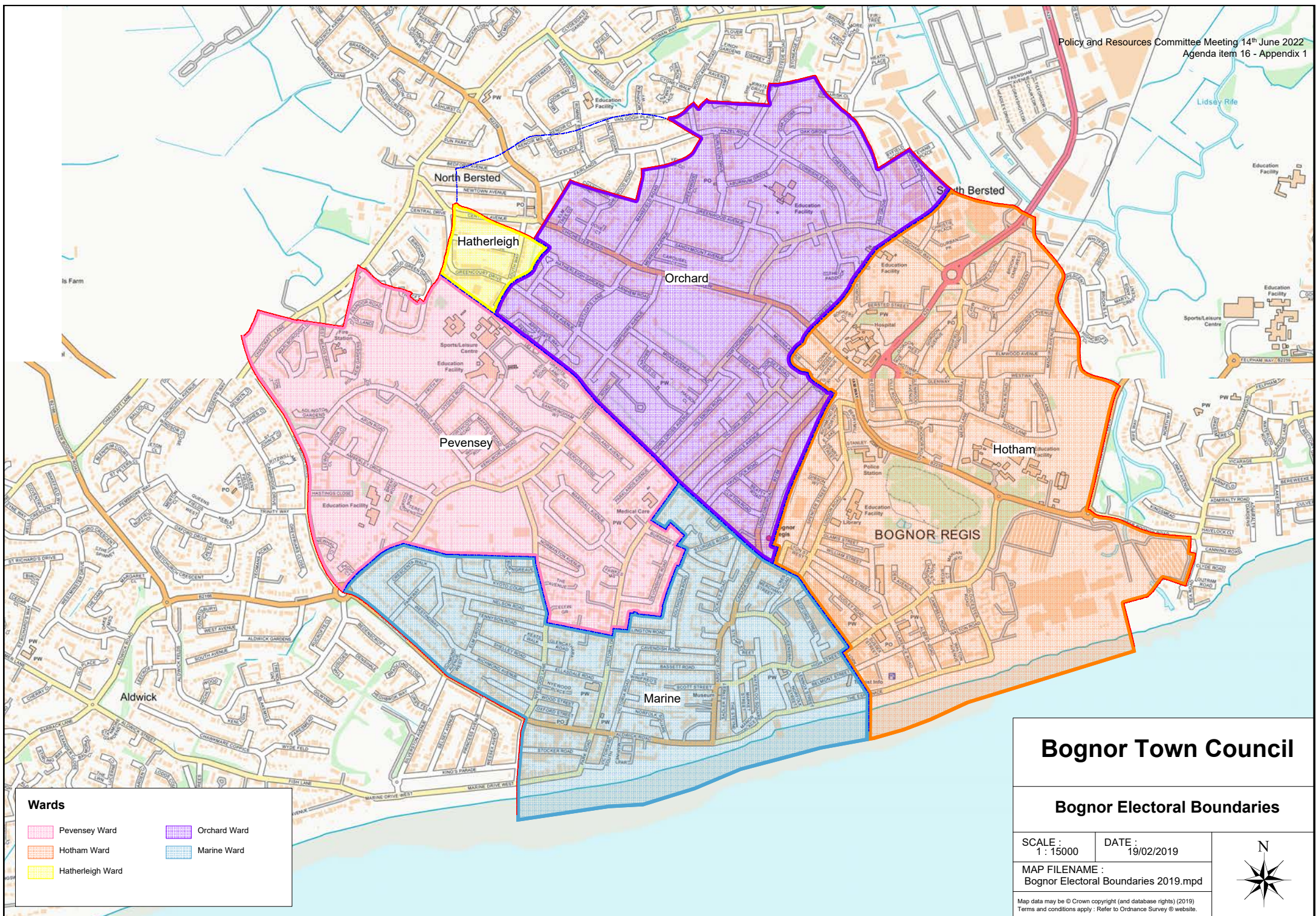
Check List

In order to prevent unnecessary delay, please tick and ensure that you have:

- ☐ Read the notes for applicants (overleaf).
- ☐ Answered all questions. It is not sufficient simply to attach documents in response to questions. Ensure you have entered the actual amount of grant requested.
- ☐ Attached your most recent audited or certified accounts, appropriately signed. (Chairman/Treasurer/Secretary and an independent signature) followed by the current year's accounts once these become available.
- ☐ **PLEASE NOTE:** audited or certified accounts are to be signed by an independent professional person not associated with your organisation.
- ☐ Provided a copy of your Policy Statement regarding Child Protection and/or Vulnerable Adults, (if applicable) or reason for absence.
- ☐ Attached your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report).
- ☐ Attached additional supporting material, e.g. cuttings, reviews etc. (optional).
- ☐ Attached copies of estimates for proposals/project.
- ☐ Attached a copy of your most recent bank statements for all bank accounts.

PLEASE NOTE: Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application.

PLEASE NOTE: Organisations in receipt of Grant Aid may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.





BOGNOR REGIS TOWN COUNCIL

GRANT AID APPLICATION FOR APRIL 2022

IMPORTANT NOTICE - ONLY applications received in **electronic format** by email can be accepted. Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please read questions carefully and provide a full answer.

1. Name of your organisation

--

2. If, following cancellation of your event/project in 2021 due to the COVID pandemic, you have Grant Aid 2021 funds for release in 2022 please provide an explanation of the material difference to your event/project that warrants these additional funds.

--

3. Name, address, postcode and daytime telephone number of person applying including position in organisation

Name:
Address:
Postcode:
Daytime telephone number:
Position in organisation:

4. Does your Group/Organisation have a constitution or set of rules? - Please enclose a copy if applicable

Please tick:	Yes	No
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5. Please tick the relevant information and supply the appropriate number

Registered Charity	Charity number:
Company Ltd. by Guarantee	Company number:
Other (please specify):	

6. Please supply the following information:

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)?	Yes	No
When did your group/organisation start? (MM/YY)		
How many members do you have?		
How many people use this service?		
How many are Bognor Regis residents located within the five Wards (as identified on the enclosed map)?		

7. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

8. Please tell us if you are a branch of, or related to a larger organisation

9. Does your organisation come into contact with children, or vulnerable adults?

Please tick: Yes No

If yes, please provide a copy of Child Protection Policy and/or Vulnerable Adult Policy.

If copy of policy is not available, please explain why:

10. Please confirm the amount of the grant requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

11. Please confirm the amount of unrestricted reserves that your organisation holds

12. Please give an explanation as to why, instead of applying for a grant, the reserves identified in 10 above, cannot be used by your organisation for the proposals/project

13. Purpose of the grant - please show how this will meet the Town Council's strategy and priority headings as listed in the Guidelines/Criteria and Check List. Please continue on additional sheet if necessary

14. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

15. Details of other grants/funding applied for/to be applied for/obtained

16. Are there any safety issues related to your project or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues:		
Public Liability Insurance:	Yes	No
Amount held:		

17. Have you applied for funding from Bognor Regis Town Council before? - If so please give details of applications below. Please continue on additional sheet if necessary

18. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

19. The Town Council is keen to hear about the impact and benefits arising from the Grant Aid awards. Therefore, if your application is successful, the Town Council will be in touch with you to request feedback. Please indicate below whether you anticipate your event/project will be completed with 6 or 12 months of the funds being awarded so that you are contacted at the appropriate time.

The Event/Project will be completed in 6 months ☐ 12 months ☐

20. As part of the feedback process, the Town Council would like to hear whether the success criteria of your event/project were met. Please therefore provide details of how the success of the event/project will be assessed.

DECLARATION: I declare that I have read and accept the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

Bognor Regis Town Council usually contact previous applicants regarding Grant Aid, regardless of whether the application was successful or not. Please tick here [] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy.

PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION

Name..... Position.....

Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Friday 24th September 2021**, with all required documentation as outlined to:

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL
bognortc@bognorregis.gov.uk



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

June 2022

Dear Sir/Madam

GRANT AID APRIL 2023

Thank you for expressing an interest in applying for Grant Aid funding from Bognor Regis Town Council. I would particularly draw your attention to the guidelines for completion of the application forms. The onus is upon you to ensure that all requirements are met by the due date. Failure to comply will result in disqualification.

Bognor Regis Town Council declared itself a Council of Climate Emergency in November 2019 and as a result of this, and the impact of Covid since 2020, all applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.

Copies of the form and relevant documentation for this year are available to download from the Town Council's website at www.bognorregis.gov.uk if required. Please note changes have been made to the Application Guidance/Criteria. Please ensure you read this fully before completing your application. As you will probably be aware, rules regarding Data Protection have changed and with the implementation of GDPR we are obliged to obtain your consent to retain your details so that we may contact you in future years about the Grant Aid Scheme.

Please note that if the appropriate box on the application form is not ticked, we will be unable to contact you next year and provide an application form.

Please ensure that completed forms, together with all required documentation, are returned via email by no later than **5.00pm on Thursday 22nd September 2022**. All applicants will be advised of the outcome of their application and if successful may be requested to send a representative to a Council meeting or alternative Civic event to collect the grant. Funds for all successful grant applications will be awarded during April **2023**, the next financial year.

Yours faithfully,

Glenna Frost
Town Clerk

TOWN MAYOR: **Councillor John Barrett**

DEPUTY MAYOR: **Councillor Matt Stanley**



APPLICATIONS FOR GRANT AID **FOR APRIL 2023**

GUIDELINES/CRITERIA AND CHECK LIST

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The Town Council will not fund organisations applying for:

- Retrospective funding - for something that has already taken place or been purchased
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
- Funding for loan payments or outstanding debt or interest

3. To ensure the safeguarding of public finance any organisation submitting a grant application will be required to demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities, insurance etc.

4. For your application to be processed, it is essential that a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc.
5. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
6. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
7. All applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
8. Applicants may be asked to provide additional information.
9. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
10. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the grant aid must be returned to the Council.
11. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
12. **Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.**
13. Applications for aid must be made on the form provided by this Council and must be emailed to the Town Clerk (in accordance with clause 7 above) to arrive not later than **5.00pm on Thursday 22nd September 2022**. Late applications will not be considered. Funds for all successful grant applications will be awarded during April 2023, the next financial year.

Please complete the enclosed Check List and return with your application form

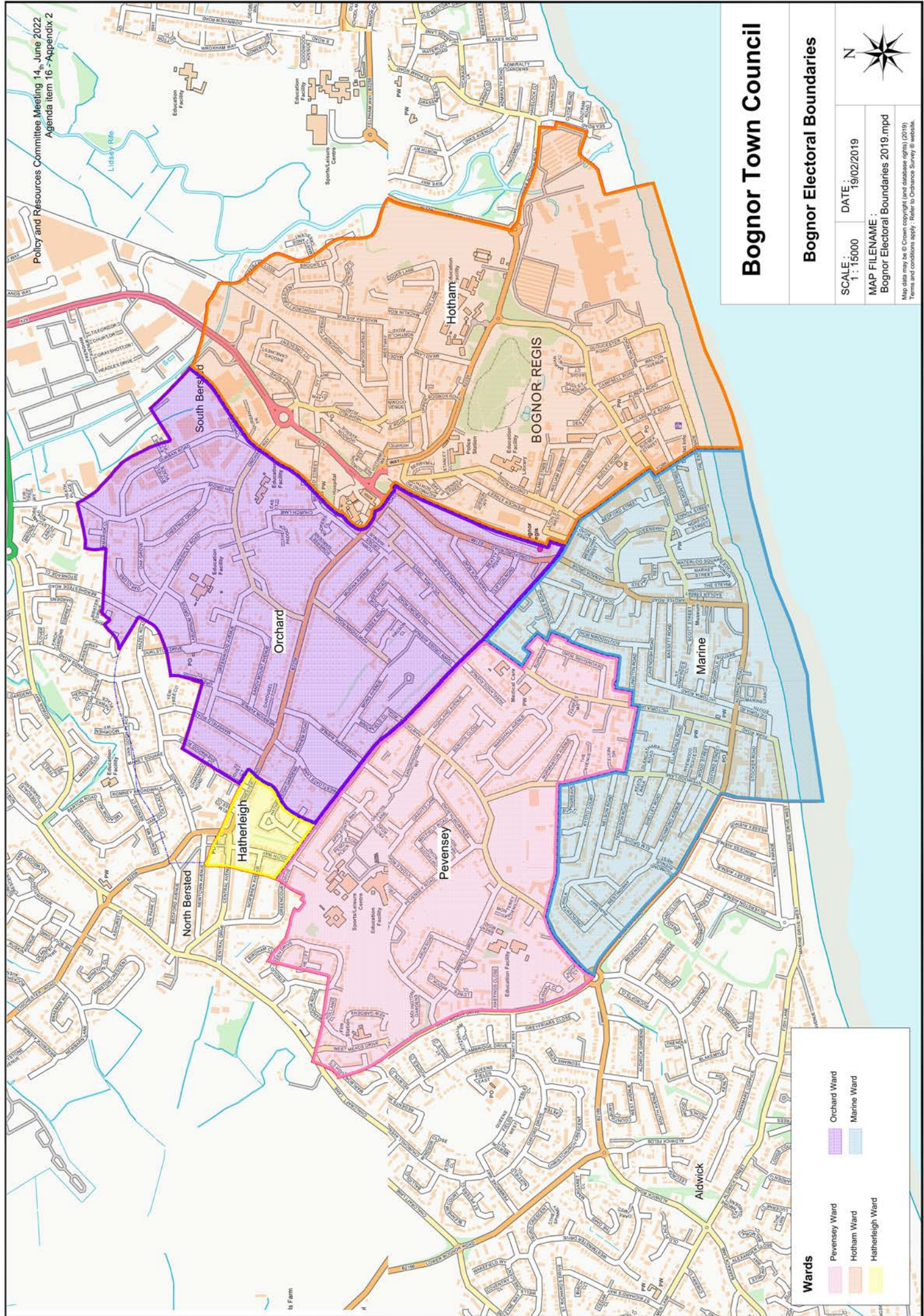
Check List

In order to prevent unnecessary delay, please tick and ensure that you have:

- ☐ Read the notes for applicants (overleaf).
- ☐ Answered all questions. It is not sufficient simply to attach documents in response to questions. Ensure you have entered the actual amount of grant requested.
- ☐ Attached your most recent audited or certified accounts, appropriately signed. (Chairman/Treasurer/Secretary and an independent signature) followed by the current year's accounts once these become available.
- ☐ **PLEASE NOTE:** audited or certified accounts are to be signed by an independent professional person not associated with your organisation.
- ☐ Provided a copy of your Policy Statement regarding Child Protection and/or Vulnerable Adults, (if applicable) or reason for absence.
- ☐ Attached your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report).
- ☐ Attached additional supporting material, e.g. cuttings, reviews etc. (optional).
- ☐ Attached copies of estimates for proposals/project.
- ☐ Attached a copy of your most recent bank statements for all bank accounts.

PLEASE NOTE: Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application.

PLEASE NOTE: Organisations in receipt of Grant Aid may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.



Bognor Town Council

Bognor Electoral Boundaries

SCALE: 1:15000
DATE: 19/02/2019

MAP FILENAME:
Bognor Electoral Boundaries 2019.mpd

Map data may be © Crown copyright (and database rights) (2019)
Terms and conditions apply - Refer to Ordnance Survey @ website.



Wards

- Pevensy Ward
- Hotham Ward
- Hatherleigh Ward
- Orchard Ward
- Marine Ward



BOGNOR REGIS TOWN COUNCIL

GRANT AID APPLICATION FOR APRIL 2023

IMPORTANT NOTICE - ONLY applications received in **electronic format** by email can be accepted. Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please read questions carefully and provide a full answer.

1. Name of your organisation

--

2. Name, address, postcode and daytime telephone number of person applying including position in Organisation

Name: Address: Postcode: Daytime telephone number: Position in organisation:
--

3. Does your Group/Organisation have a constitution or set of rules? - Please enclose a copy if applicable

Please tick:	Yes	No
--------------	-----	----

4. Please tick the relevant information and supply the appropriate number

Registered Charity	Charity number:
Company Ltd. by Guarantee	Company number:
Other (please specify):	

5. Please supply the following information:

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)? Yes No
When did your group/organisation start? (MM/YY)
How many members do you have?
How many people use this service?
How many are Bognor Regis residents located within the five Wards (as identified on the enclosed map)?

6. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

7. Please tell us if you are a branch of, or related to a larger organisation

8. Does your organisation come into contact with children, or vulnerable adults?

Please tick: Yes No

If yes, please provide a copy of Child Protection Policy and/or Vulnerable Adult Policy.

If copy of policy is not available, please explain why:

9. Please confirm the amount of the grant requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

10. Please confirm the amount of unrestricted reserves that your organisation holds

11. Please give an explanation as to why, instead of applying for a grant, the reserves identified in 10 above, cannot be used by your organisation for the proposals/project

12. Purpose of the grant - please show how this will meet the Town Council's strategy and priority headings as listed in the Guidelines/Criteria and Check List. Please continue on additional sheet if necessary

13. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

14. Details of other grants/funding applied for/to be applied for/obtained

15. Are there any safety issues related to your project or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues:

Public Liability Insurance: Yes

No

Amount held:

16. Have you applied for funding from Bognor Regis Town Council before? - If so please give details of applications below. Please continue on additional sheet if necessary

17. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

18. The Town Council is keen to hear about the impact and benefits arising from the Grant Aid awards. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council, particularly in any promotional material, and to provide feedback at the conclusion of your event/initiative. We will be in touch with you to request the following: feedback on the success of the event/initiative; a breakdown of the budget; evidence of how the Town Council's financial support has been promoted; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms. Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

6 months

12 months

DECLARATION: I declare that I have read and accept the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

Bognor Regis Town Council usually contact previous applicants regarding Grant Aid, regardless of whether the application was successful or not. Please tick here [☐] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy.

PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION

Name..... Position.....

Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Thursday 22nd September 2022**, with all required documentation as outlined to:

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL
bognortc@bognorregis.gov.uk

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 14th JUNE 2022

AGENDA ITEM 17 - TO CONSIDER A REQUEST TO RETURN TO PAPER
COPIES OF AGENDAS AND REPORTS

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

At the Annual Town Meeting of Electors held on the 18th March 2019, the Town Council was asked to consider declaring a climate emergency with an aim of becoming carbon neutral by 2030 (Min. 11 refers). This matter was considered at the Community Engagement and Environment Committee Meeting held on 23rd September 2019, at which a Councillor read the following statement: -

"Of 353 councils in England, 227 of them have declared a climate emergency. On 8th October 2018, the IPCC - Intergovernmental Panel on Climate, changed released a report on the state of Climate Science. Not climate opinion, climate science. It places responsibility on the individual, the family, the community, the Council and the Government - at every layer of accountability, the duty to take this emergency seriously, and address it with all appropriate measures. The Zero Carbon Britain Report set a target of reducing local climate impact by 2030 - and a significant number of the councils that have declared an emergency, have adopted similar targets. As elected representatives of our community, it is our duty to pay heed to the serious warnings and ensure that we as a Town Council are doing everything we can to safeguard the future of this community as best we can. At the appropriate time, following the debate, I would like to request that the vote be recorded."

A recorded vote was then taken with Members agreeing to recommend that the Town Council declare a Climate Emergency (Min. 42 refers).

This recommendation was considered at the Council Meeting held 4th November 2019 whereby discussions took place about ways in which the Town Council could support this movement and what possible changes in practice, that were both proportionate and reasonable, could be implemented. It was stated that there is a need for the Town Council to recognise the importance of climate change, with people's strength of feeling on the subject palpable at the recent Climate Change & Green Issues Forum organised by the Town Council (Min. 130.1 refers).

In preparedness for any discussions around possible changes in Town Council practices that could be implemented to address climate change, the document attached to this report as Appendix 1 was produced, showing the cost calculations for providing paper copies of agendas and reports to Councillors, by the former Deputy Clerk.

Asides from the financial cost involved with paper copies of agendas and reports, there is also the carbon footprint to consider. It is estimated that the approximate CO2 emitted from a posted letter is 29gm, compared to emissions of 4gm from an email.

Following a recent approach made by a Member to the Chairman of the Policy and Resources Committee, it was agreed that the matter of paper agendas and reports would be considered on a future agenda.

Should Members agree to support the request to return to paper copies of agendas and reports, then they may wish to suggest that these papers are not posted but that Councillors be required to hand collect them from the office on the Thursday before the meeting to allow time for their preparation and collation. Furthermore, in light of the Council's approval to declare a Climate Emergency, it may be prudent to only supply paper copies to those Members that feel they absolutely require them, rather than to all Members.

Regardless of the decision taken by Members at this meeting, the agenda will still be sent to all Members by email to comply with the legal requirements.

DECISIONS

Do Members AGREE or DISAGREE with the request to return to paper copies of agendas and reports for those that require them?

Should Members support the request to return to paper copies of agendas and reports for those that require them, do Members AGREE that, in an effort to reduce the Town Council's carbon footprint, these papers are not posted but that Councillors be required to hand collect them from the office on the Thursday before the meeting to allow time for their preparation and collation?

Committee	Ave. No of Sheets	No of Meetings	No of Cllrs	Total No of Sheets	Cost of paper	Cost of photocopy *	Cost of Envelopes (3p each)	Postage **	Total Costs
Council	115	6	16	11040	£55.20	£62.93	£2.88	£166.08 ***	£287.09
P&R	76	6	9	4104	£20.52	£23.39	£1.62	£93.42	£138.95
CE&E	40	6	9	2160	£10.80	£12.31	£1.62	£93.42	£118.15
P&L	23	18	9	3726	£18.63	£21.24	£1.62	£280.26	£321.75
EP&L	30	6	9	1620	£8.10	£9.23	£1.62	£93.42	£112.37
									<u>£978.32</u>

* Assume 10% are colour

** Assume £1.73 per agenda

*** Ave. weight .37kg = total weight to be carried to post office for each meeting = 5.92 kg

Resources

To photocopy, collate, envelope, label:

Council	:	3 man hours per meeting	x	6 meetings per year	18 hrs
P&R	:	1.5 man hours per meeting	x	6 meetings per year	9 hrs
CE&E	:	1.5 man hours per meeting	x	6 meetings per year	9 hrs
P&L	:	1.5 man hours per meeting	x	18 meetings per year	27 hrs
EP&L	:	1.5 man hours per meeting	x	6 meetings per year	9 hrs

72 hrs — 10 working days

Other considerations

To guarantee delivery by Tuesday and provide 3 clear days (Weds, Thurs & Fri) would have to be posted 1st Class on Monday at absolute latest and preferably on Friday- more than a week before the meeting

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 14th JUNE 2022

AGENDA ITEM 18 - TO CONSIDER MINOR ADJUSTMENTS TO THE POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY AS RECOMMENDED BY THE EVENTS, PROMOTION AND LEISURE COMMITTEE

REPORT BY TOWN CLERK

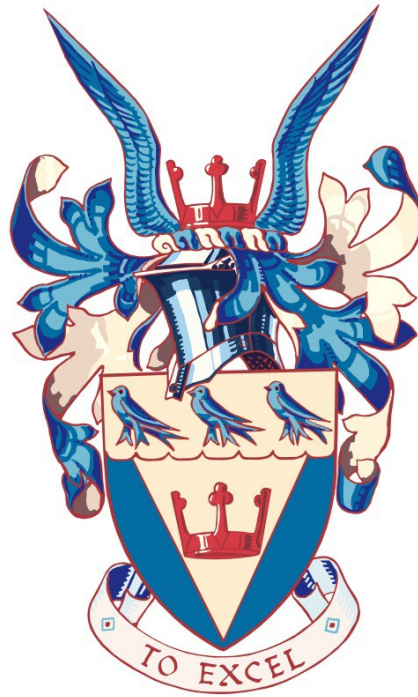
FOR DECISION

At the Events, Promotion and Leisure Meeting, held on 16th May 2022, Members considered a proposal from Cllr. Brooks to review the Poster, Banner and Outdoor Display Opportunities Policy.

Members agreed to recommend that the minor adjustments, as highlighted on the Policy attached as Appendix 1, be adopted.

DECISION

Do Members AGREE that the minor adjustments to the Poster, Banner and Outdoor Display Opportunities Policy, as detailed in the report, be adopted?



BOGNOR REGIS TOWN COUNCIL

POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY

Adopted by the Council at the Meeting of the Policy and Resources
Committee held on **19th January 2021**

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

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

With regard to Lamppost banner sites, other organisations may use the sites, but the Town Council Reserve the Right to recharge any associated costs.

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

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

The events suggested are: -

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

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

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 14th JUNE 2022

AGENDA ITEM 19 - MATCH-FUNDING AWARDS INCLUDING: -

- TO RATIFY REDUCTION IN AWARD AND RELEASE OF THE FUNDS TO THE BOGNOR REGIS CARNIVAL ASSOCIATION
- TO RATIFY RELEASE OF THE FUNDS TO SOUTHDOWNS MUSIC FESTIVAL 2022
- TO RATIFY RELEASE OF THE FUNDS TO ROX MUSIC AND ARTS

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

At the Extraordinary Meeting of the Committee, held on 25th April 2022, Members considered the applications received from the three organisations that had been identified by Members, as being potential recipients of a share of the £12.5K match-funding that had become available with proposals for new elements which, with additional funding, could enhance their events for 2022 (Min. 164 refers).

The agreed criteria that would need to be met to enable their organisation to be considered to receive a further Grant Aid award included: -

- The event is to have an impact on the town that the Council has confidence will happen and already be established and supported by the Town Council through its Grant Aid process to be eligible.
- The money is to be used to bring a new element to the existing event that will help promote tourism and increase footfall in the town for which they have already been awarded Grant Aid.
- The funding would not be for the purposes of supporting running costs such as security, first aid, insurance etc.
- The use of any additional funding awarded be solely used towards any new element of their existing event that is focused within the town only.
- Evidence of evaluation or feedback that has been received from previous years events that have been held by their organisation and details of the number of people attending is to be provided with the application. This will assist the Town Council in their evaluation of the benefits to tourism and increased footfall in the town by enhancing their event with additional match-funding.

TO RATIFY REDUCTION IN AWARD AND RELEASE OF THE FUNDS TO THE BOGNOR REGIS CARNIVAL ASSOCIATION

The Committee noted that with the various additions to the event already being planned and funding of these already identified from the Carnival reserves, Members were keen to identify the exact purpose of any award to ensure it fits within the criteria, as it was unclear from the application whether funding would be to facilitate the inclusion of the marching band from Germany or some of the other new elements identified in the application. It was noted

that one of the new elements included “Live” music at West Park, which would not fit the criteria as use of any additional funding awarded must be solely used towards any new element of the existing event that is focused within the town only. Members therefore requested that further clarification on the use of the monies should be sought.

As a result of further discussion, Members unanimously AGREED that £2,950 should be awarded to the Carnival Association for the provision of new elements to the existing event, subject to the following conditions: -

- That confirmation is provided as to exactly what this funding will be spent on, to ensure that this fits within the criteria agreed by the Policy and Resources Committee, which each applicant had been made aware of.
- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.
- One of the other conditions that applies to Grant Aid recipients of awards of £5,000 or over, which with this additional funding will now apply to Bognor Regis Carnival Association is that a non-voting Council representative may be appointed to participate at all meetings that are pertinent to finances. Any nominated representative will therefore be appointed and confirmed after the Annual Town Council Meeting, if required.

Following the meeting, the Clerk once again wrote to the organisation to seek further clarity on exactly what this funding was to be spent on, to ensure that this fits within the criteria previously agreed by the Committee. A breakdown of the total Town Centre costs for the new elements that were to be included within the Carnival event this year was subsequently received, which identified that the costs were now reduced to £1,270 to those previously estimated, as the German Marching Band were unable to attend and take part in the event this year.

Clrs. Waterhouse, Barrett, Erskine, Reynolds and Mrs. Warr, who had been present at the Extraordinary Meeting held on 25th April 2022, were contacted to seek their guidance on reducing the award to £1,270 in light of the new information provided, which was unanimously agreed by all. Members are therefore asked to now ratify this decision.

DECISION

Members are asked to RATIFY the decision to reduce the award to £1,270 and the subsequent release of the funds to the Bognor Regis Carnival Association in light of the new information provided.

TO RATIFY RELEASE OF THE FUNDS TO SOUTHDOWNS MUSIC FESTIVAL 2022

At the Extraordinary Meeting of the Committee, held on 25th April 2022, Members considered the application received from Southdowns Music Festival identifying two new elements that they wished to include in their 2022 event.

The application was considered in some detail and the £500 for security/stewarding identified for each new event was highlighted by the Committee as not fitting within the criteria set. Following further discussion, Members unanimously AGREED that £5,550 should be awarded to Southdowns Music Festival for the provision of the two additional events, namely the Seafront Music Stage and Southdowns Dance Festival as identified within their application, subject to the following conditions: -

- That this funding is not to be used to fund stewarding or security elements of the events, as per the criteria agreed by the Policy and Resources Committee, which each applicant had been made aware of. This element would therefore need to be covered from other sources of funding and confirmation of this provided.
- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

Following the meeting, the Clerk wrote to the organisation to advise that the funding had been awarded on the condition that it was not used to fund stewarding or security elements of the events. An email was received in return, confirming that the organisation were able to cover the shortfall for security/stewarding, included in their bid, from elsewhere and the funds were subsequently released.

DECISION

Members are asked to RATIFY the release of the funds to the value of £5,550 to the Southdowns Music Festival 2022 event following confirmation of their ability to comply with the condition to cover the shortfall for security/stewarding identified within their application from elsewhere.

TO RATIFY RELEASE OF THE FUNDS TO ROX MUSIC AND ARTS

In considering the application from Rox Music & Arts, Members unanimously AGREED that £4,000 should be awarded to enable the organisation to invite Grayson Perry and his wife (or an alternative TV personality should Grayson not be available) to open the art exhibition, subject to the following conditions: -

- That confirmation is provided that Grayson Perry's attendance/appearance (or an alternative TV personality) is focused within the town only, to ensure that this fits within the criteria agreed by the Policy and Resources Committee, which each applicant had been made aware of.

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.
- One of the other conditions that applies to Grant Aid recipients of awards of £5,000 or over, which with this additional funding will now apply to Rox, is that a non-voting Council representative may be appointed to participate at all meetings that are pertinent to finances. Any nominated representative will therefore be appointed and confirmed after the Annual Town Council meeting, if required.

Following the meeting, the Clerk wrote to the organisation to advise that confirmation was required that Grayson Perry's attendance/appearance (or an alternative TV personality) would be focused within the town only. An email was received in return, confirming that this would be the case and the funds were subsequently released.

DECISION

Members are asked to RATIFY the release of the funds to the value of £4,000 to Rox Music and Arts for the 2022 Rox Art Trail event following confirmation that Grayson Perry's attendance/appearance (or an alternative TV personality) would be focused within the town only.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 14th JUNE 2022

AGENDA ITEM 20 - TO CONSIDER WHETHER GRANT AID AWARDED TO THE 2020 PRIDE EVENT AND NO LONGER NEEDED, SHOULD BE RETURNED TO GENERAL RESERVES OR REMAIN EARMARKED (MIN. 138.5 REFERS)

REPORT BY TOWN CLERK

FOR DECISION

At the Meeting of the Committee, held on 28th March 2022, Members were advised in the Clerks Report (Min. 138.5 refers) that notification had been received from the Chairman of Pride, Bognor Regis as follows: -

"Due to it being such a busy year I will not be running the large, planned event this time, instead I will probably do a Pride on the Pier event later in the year. Because of this, and the fact that Pride has enough funds for the smaller event, I feel it would be inappropriate to take the kindly gifted grant aid on this occasion as I feel there are others that may be able to use it in a better way.

I wanted to let you know prior to the presentation and look forward to applying for a grant in future years."

The Clerk confirmed that as the £4,000 grant was currently held in Earmarked Reserves following the event being cancelled in 2020 due to Covid, this matter would be referred to the next meeting for consideration of whether the funds should be returned to General Reserves or remain earmarked to be added to 2022 Grant Aid pot for allocation in 2023.

DECISION

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

- (a) Return the £4,000 grant to General Reserves
- (b) The £4,000 grant to remain earmarked to be added to the 2022 general Grant Aid pot for allocation as part of the budget in 2023.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 14th JUNE 2022

AGENDA ITEM 21 - TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2022

REPORT BY TOWN CLERK

FOR INFORMATION AND NOTING

A list of the Town Council's Earmarked Reserves as at 31st March 2022 is attached at Appendix 1.

Members are reminded that expenditure identified for various specific projects by the Council's committees, which cannot be funded by the end of the financial year for whatever reason, are placed in Earmarked Reserves until the funding can be released. If it is established that the funds are no longer required for this specific purpose, then the funds are to be returned to General Reserves instead of being used for an alternative proposal.

FOR INFORMATION AND NOTING

The Committee is invited to NOTE the Earmarked Reserves as at 31st March 2022.

EARMARKED RESERVES AS AT 31st MARCH 2022

Rolling Capital Programme (315)	105,245.25
Economic Development (320)	298,000.00
Civic Fund (321)	5,407.00
Election Fund (322)	13,187.10
Allotments (325)	2,391.00
Promotions & Publicity Committee (326)	7,245.05
Events Underspend 2021 for Kidszone DTT Event (328)	2,386.25
P&R Projects (330)	8,581.00
E&L Projects (331)	20,920.00
P&R Grant Aid (Museum & Birdman and Others) (333)	25,960.41
Tourism & Events Support (334)	1,328.00
Parking Scheme (335)	12,161.00
South East in Bloom (337)	5,567.21
Events Sponsorship (339)	3,902.00
BRTC funding of SRB (340)	964.56
SRB WSCC Contribution (341)	500.00
Street Scene Budget savings (342)	33,033.95
Decking Areas Maintenance (343)	4,378.58
Ward Allocations Orchard (345)	1,000.00
Marine (346)	299.00
Hotham (347)	424.00
Pevensey (348) - £3 Hatherleigh - £250	253.00

Website (349)	1,476.50
Councillor Training (350)	2,787.00
Town Force Equipment (351)	183.82
Town Force H&S Personal Safety Provision (354)	698.00
Our Place Project (358)	1,728.57
Staff Training (361)	6,966.00
Town Crier (362)	6,789.00
CIL 2020-21 (364)	725.00

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 14th JUNE 2022

AGENDA ITEM 22 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

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

The financial reports for the month of April 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 MARCH AND APRIL 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 March and April 2022.

DECISIONS

To NOTE receipt of the financial reports for the month of April 2022.

To NOTE verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 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
14th JUNE 2022

AGENDA ITEM 23 - CORRESPONDENCE

FOR INFORMATION

1. VAAC weekly E-bulletin - news and updates from the local voluntary sector 28.04.2022 – Circulated to all Councillors
2. Neighbourhood Alerts - What do you think of Neighbourhood Watch – Circulated to all Councillors 28.05.2022
3. Parish Online Newsletter - April Edition
4. The Regis News 29.04.2022
5. Arun Weekly Bulletin 29.04.2022 – Circulated to all Councillors and on Social Media
6. CHIEF EXECUTIVE'S BULLETIN 29.04.2022 – Circulated to all Councillors
7. The Sussex Police & Crime Commissioner 29.04.2022 - We take stalking seriously in Sussex – Circulated to all Councillors
8. Clerks & Councils Direct May 2022 issue 141
9. VAAC Funding Focus - May 2022
10. URGENT! Change of film 9th May – Circulated to all Councillors
11. NALC Job listings 02.05.2022
12. Neighbourhood Alerts Going online when you're out and about 02.05.2022 – Circulated to all Councillors and on Social Media
13. NALC Events – Circulated to all Councillors 03.05.2022
14. St Wilfrid's Hospice E-News: May 2022 – Circulated to all Councillors 03.05.2022
15. Neighbourhood Watch newsletter May Edition - Circulated to all Councillors 03.05.2022
16. Weekly news and updates from VAAC – 05.05.2022
17. NALC NEWSLETTER 04.05.2022
18. NALC EVENTS Extra Tickets available Climate Control online event – Circulated to all Councillors 05.05.2022
19. WSALC Launching Safe Space App by PCC – Circulated to all Councillors and on Social Media 05.05.2022
20. NALC Star Councils Awards 05.05.2022
21. Parish Online The Charity Walk n Talk need your help – 05.05.2022
22. WSALC Mulberry Training Programme - dates in May – Circulated to all Councillors 06.05.2022
23. Bognor Regis BID Safer Streets Funding Request – Circulated to all Councillors 06.05.2022
24. ADC Travellers in Chichester – Circulated to all Councillors 06.05.2022
25. WSCC Regeneration plans for Bognor Regis seafront get another boost – Circulated to all Councillors 06.05.2022
26. NALC Chief Executive's Bulletin – Circulated to all Councillors 06.05.2022
27. ADALC - Notice of Meeting - 17th May 2022 – Circulated to all Councillors 06.05.2022
28. WSCC Cabinet - 17 May 2022 – Links for the Agenda – Circulated to all Councillors 06.05.2022
29. The Sussex Police and Crime Commissioner Funding opportunities for community projects – Circulated to all Councillors 06.05.2022
30. NALC Job listings 09.05.2022

31. WSCC Proactive countywide action on potholes – Circulated to all Councillors 09.05.2022
32. WSCC Free events scheduled to raise awareness during Dementia Action Week – Circulated to all Councillors 09.05.2022
33. Travellers in Chichester update – Circulated to all Councillors 10.05.2022
34. NALC Events – Circulated to all Councillors 10.05.2022
35. Arun Weekly Bulletin – Circulated to all Councillor and on Social Media 10.05.2022
36. BRBID Update – Circulated to all Councillors 11.05.2022
37. VAAC Weekly E-bulletin 12.05.2022
38. WSCC Shared history of West Sussex and United States to be explored at June symposium – Circulated to all Councillors 12.05.2022
39. WSCC Disruption to County Council online services this weekend 12.05.2022 – Circulated to all Councillors
40. NALC LOCAL ELECTIONS 2022 12.05.2022
41. NALC National Network: Climate Emergency Meeting Minutes 12.05.2022
42. Sussex Police Summer Road Safety Update 13.05.2022 – Circulated to all Councillors
43. The Sussex Police and Crime Commissioner - Tackling organised crime through partnership working – Circulated to all Councillors 13.05.2022
44. VAAC Case for Support Bootcamp 16.05.2022
45. Bognor Coastal Arts Trail Exhibition invitations – Circulated to all Councillors 16.05.2022
46. NALC CHIEF EXECUTIVE'S BULLETIN 13.05.2022 – Circulated to all Councillors
47. Twinning Association Coffee Morning 28th May 2022 – Circulated to all Councillors 15.05.2022
48. Bognor Regis Town FC AM Golf Tournament – Circulated to all Councillors 17.05.2022
49. WSCC volunteers needed for this year's Summer Reading Challenge – Circulated to all Councillors and on Social Media 16.05.2022
50. Arun Weekly Bulletin 17.05.2022 – Circulated to all Councillors
51. NALC EVENTS 17.05.2022 – Circulated to all Councillors
52. NALC EVENTS additional tickets available – Circulated to all Councillors 17.05.2022
53. NALC NEWSLETTER 18.05.2022
54. NEIGHBOURHOOD WATCH WEEK with John Bishop – Circulated to all Councillors and on Social Media 18.05.2022
55. WSCC Next round of County Local Forum's start in June – Circulated to all Councillors and on Social Media 18.05.2022
56. WSCC Next Arun County Local Forum – Circulated to all Councillors and on Social Media 18.05.2022
57. Stonepillow Summer Newsletter 2022
58. VAAC Weekly update 19.05.2022
59. WSCC News Release - New reminiscence packs added to West Sussex Library Service collection during Dementia Action Week – Circulated to Councillors and on Social Media
60. BRBID Summer Food & Drink Promotions Update – Circulated to all Councillors 20.05.2022
61. WSCC May County Council meeting on 27.05.2022 – Circulated to all Councillors 20.05.2022
62. ARUN NEWSLETTER 30 – May 2022 – 20.05.2022
63. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 20.05.2022

64. Local Councils Update Issue 262
65. The Sussex Police and Crime Commissioner - We can all #ShopKind – Circulated to all Councillors 20.05.2022
66. NALC Job Listings 23.05.2022
67. WSCC News Release - County Council ready to celebrate the Platinum Jubilee – Circulated to all Councillors and on Social Media 23.05.2022
68. Paul Legrave WSCC-next Lord-Lieutenant of West Sussex will be Lady Emma Barnard, DL from end of July 2022 – Circulated to all Councillors
69. Arun Weekly Bulletin – Circulated to all Councillors and on Social Media
70. NALC events – Circulated to all Councillors 25.05.2022
71. WSCC Town and Parish Council News May 2022 – Circulated to all Councillors 25.05.2022
72. VAAC Weekly updates from the voluntary sector – Circulated to all Councillors 26.05.2022
73. BR BID Platinum Jubilee Celebrations – Circulated to all Councillors 26.05.2022
74. Arun & Chichester Citizens Advice May 2022 Newsletter – Circulated to all Councillors 26.05.2022
75. WSCC Jubilee Celebrations, help for carers, and more – Circulated to all Councillors 26.05.2022
76. The Regis News 27.05.2022
77. West Sussex Mind May 2022 news update 27.05.2022
78. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 27.05.2022
79. The Sussex Police and Crime Commissioner-Putting victims at the heart of the criminal justice system – Circulated to all Councillors 27.05.2022
80. West Sussex County Council supports calls for fund to help reduce harm caused by smoking 30.05.2022
81. West Sussex County Council-Two great events to celebrate Sussex Day 31.05.2022
82. Bognor Regis BID - Absolutely Sussex: July feature on Bognor Regis and advertising opportunity – Circulated to all Councillors 31.05.2022
83. NALC NEWSLETTER 01.06.2022
84. WSCC Cabinet – 21 June 2022 cancelled – Circulated to all Councillors 01.06.2022
85. VAAC E-bulletin - happy volunteers' week! 01.06.2022
86. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 01.06.22
87. St Wilfrid's Hospice Newsletter June 2022 – Circulated to all Councillors 01.06.2022
88. Next international film at the Picturedrome Monday 13th June – Circulated to all Councillors 03.06.2022
89. The Sussex Police and Crime Commissioner - A time to say thank you – Circulated to all Councillors 03.06.2022
90. NALC JOB LISTINGS 06.06.2022