



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of Bognor Regis Town Council will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 21st NOVEMBER 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 Monday 21st November 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 14th DAY of NOVEMBER 2022

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To Approve the Minutes of the Meeting held on 26th September and the Extraordinary Meeting of 31st October 2022
 4. ADJOURNMENT for public question time and statements
 5. Clerk's report from previous Minutes
 6. To receive the Town Force Report
 7. To receive and if acceptable recommend to Council the Dignity at Work Policy (new)
 8. To note recommended Terms of Reference including: -
 - Bognor Regis Heritage Partnership Board
 - To note any recommendations from the Events, Promotion and Leisure Committee made at their meeting on 27th September 2022 (Min. 38 refers)
 9. To consider the Internal Audit Report 2022-2023 (First Interim)
 10. To consider the recommendation from the Community Engagement and Environment Committee to allocate a budget towards the costs to install, and for ongoing maintenance, of a bin - Min. 47 refers
 11. To receive any update from Joint Action Group (JAG) following the meeting held on 22nd September 2022 (if available)
 12. To consider a request from the Bognor Regis Twinning Association for joint funding towards the design and production of artwork for an interpretive signage board and installation for Place Saint-Maur
 13. To receive the notes of the AGM of the Arun District Association of Local Councils on 27th October 2022 (if available)
 14. Consideration of input from the Committee for the content of the 2023 Town Newsletter – Min. 68 refers
 15. To appoint 'Outside' Bodies Representatives to the relevant Grant Aid 2023 recipients
 16. Financial Reports including: -
 - To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the month of September 2022, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
 17. Correspondence
 18. To resolve to move to Confidential Business (S.O. 3d) - (contractual and staffing)
 19. Town Force: Note of outstanding debtors
 20. To ratify any decision from the Joint Consultative Sub-Committee (Staffing) Meeting held 26th October 2022

Agenda items 19 and 20 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



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 26th SEPTEMBER 2022

PRESENT: Cllr. B. Waterhouse (Chairman); Cllrs: A. Cunard (from Min. 55), J. Erskine, W. Smith, and Mrs. J. Warr

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Ms. H. Allen (Bognor Regis BID) (part of meeting)
Cllr. P. Woodall in the public gallery
3 members of the public
1 member of the Press

The Meeting opened at 6.32pm

51. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence were received from Cllr. Barrett due to a Mayoral engagement, Cllr. Mrs. Daniells who was on annual leave and Cllr. Goodheart who was unwell. No apologies had been received from Cllr. Stanley.

52. 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
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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

53. TO APPROVE THE MINUTES OF THE MEETING HELD ON 1st AUGUST 2022

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 1st August 2022 and these were signed by the Chairman.

54. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A local business owner spoke of the recent rise in anti-social behaviour in the Town Centre and stated that businesses are struggling, particularly the independent ones. He believed that more police are needed, not Community Wardens, in the Town Centre. A lot of the problems are caused by homeless people, of which the business owner had counted 14. Apparently, Stonepillow have not been conducting outreach work in the Town Centre for 10 weeks.

A fellow local business owner echoed the comments and described the Town Centre as a ticking time bomb. There is concern that drug users have the potential to lash out, Station Square is a "hell hole", and too many alcohol licences are being issued within the Town Centre which exacerbates the anti-social behaviour issues. It is felt that there is a lack of acknowledgement from Sussex Police that there is a problem. Business Wardens tackle anti-social behaviour effectively and it was suggested that there be more of them.

The Chairman reconvened the Meeting at 6.50pm

55. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllr. Cunard arrived at the Meeting

55.1 1st August - Min. 35.1 - Terms of Reference for the Events, Promotion and Leisure Committee

Members had noted at the last meeting that the Events, Promotion and Leisure Committee had agreed to defer the review of their Terms of Reference until the next meeting following questions that had been raised by a Member.

The Clerk had reported to Members that a review of all the Terms of Reference would be undertaken by the Clerk working with Pete Cooper over the next few months. This would be following further liaison with individual Members on their proposals for changes to be made thus enabling these to be updated with draft amended documents considered by each Committee later in the year for approval before recommendation to the Policy and Resources Committee and Council.

Subsequently, to the last Policy and Resources Committee meeting, it had been suggested that a face-to-face meeting with Members and Pete Cooper would be the preferred way forward. The Town Clerk will be liaising with Pete Cooper to establish if this is possible and will report back with some possible dates for this to take place in due course.

55.2 2nd August 2021 – Min. 42 Notice of Motion regarding lowering of the legal voting age to 16

At the Policy and Resources Committee Meeting on 2nd August 2021, the Motion regarding lowering of the legal voting age was carried, and it was agreed to write to the relevant Minister and the local Member of Parliament requesting that due consideration is given to lowering the legal voting age to 16, urging swift action on this matter with a view to 16-year olds being given the opportunity to vote at the 2023 local elections.

Upon receipt of the Town Council's letter, the Local MP, Nick Gibb wrote to Paul Scully MP, as the Minister of State at the Department for Levelling Up, Housing and Communities and Minister for London and the following response was received in early August 2022, which was subsequently forwarded on to the Town Clerk.

"Thank you for your correspondence of 9 September 2021, sent on behalf of Bognor Regis Town Council, regarding lowering the voting age in England. Please accept my sincere apologies for the delay in responding.

The Government has no plans to lower the voting age, having been elected on a manifesto commitment to retain the current franchise at 18. The age of 18 is recognised in the vast majority of democratic countries as the age at which an individual becomes an adult. Accordingly, the vast majority of liberal democracies worldwide consider 18 the right age to enfranchise young people.

While it is true that young people are able to do certain things at the ages of 16 and 17, including working and paying taxes, full citizenship rights are not accrued until an individual reaches their 18th birthday. For example, citizens are not called upon to participate in jury service until the age of 18 or above. Those under the age of 18 also require parental consent in order to join the armed forces reserves. Young people in the reserves cannot be sent into action before the age of 18. Likewise, taxation has never been formally connected to democratic representation in our country in modern times.

The Scottish and Welsh Governments are responsible for the franchise for local elections in Scotland and Wales, as well as elections to the Scottish and Welsh Parliaments.

Thank you for taking the time to share Bognor Regis Town Council's concerns."

55.3 28th March 2022 - Min 138.1 - Fishermen's Huts

The last update from ADC regarding this matter that was reported to Members indicated that ADC were struggling to get the Bognor Fisherman's Association to engage with them.

The situation appeared to improve in July when a further update was received from ADC confirming that the lines of communication appeared to be opening. I therefore confirmed from the Town Council's point of view that once the lines of communication were open between the BFA and ADC as far as the legal side of things is concerned with agreement reached between them both regarding the BFA continuing to operate from the units and how this will happen, then it would be good to get the showers reconnected for the summer period. This would clearly need proper documentation identifying the individual responsibilities and suggested a site visit be arranged with reps from BRTC, ADC and BFA to clarify the current position once they could confirm that ADC are happy with BFA continuing to operate from the site.

As no further response was forthcoming, I emailed for a further update and received the following response: -

"Sorry no progress yet. BFA not engaging so we are looking at other options. If your members raise this with you or in public can you encourage your members to use any influence they have to get the BFA to engage with us."

56. TO RECEIVE THE TOWN FORCE REPORT (IF AVAILABLE)

Owing to staff sickness, there was no Town Force report available.

57. TO CONSIDER A REQUEST FROM A MEMBER OF THE PUBLIC ASKING THAT THE TOWN COUNCIL LOOK AT WAYS TO REDUCE THE PRECEPT 2023/24 IN LIGHT OF THE COST-OF-LIVING CRISIS (REFERRED FROM COUNCIL MEETING HELD 5th SEPTEMBER 2022)

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

A brief discussion took place around ideas such as reducing the budgets for events, or grants, for example but these were not favourable as events organised by the Town Council provide free entertainment, and grant applicants would be facing their own difficulties. A Member commented that reducing budgets may only result in a negligible decrease in the precept, whereas cutting services would be evident to residents.

The Chairman asked the Town Clerk what the timetable for budget setting was. The Clerk advised that liaison work with the Town Council's Accountant begins mid-October, whilst Committees consider their budget requirements for the coming year in readiness to be recommended to the Policy and Resources Committee Meeting to be held 28th November 2022.

The Town Clerk reminded Members that, as requested in the report, any suggestions in relation to the draft budget should be emailed to her, copying in the Chairman of the Policy and Resources Committee, as soon as possible.

58. TO CONSIDER FUTURE PROVISION OF THE BOGNOR REGIS 2-HOUR FREE PARKING DISCS INCLUDING REQUEST TO ADC FOR EXTENSION TO A FIVE-YEAR AGREEMENT FOR THE SCHEME GOING FORWARD

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

Members were in full support of the continuation of provision in relation to the Bognor Regis 2 Hour Free Parking Scheme and were in favour of looking at a five-year agreement with Arun District Council.

It was **AGREED** by Members that ADC are not requested to undertake a review of the Town Council's financial contribution to the scheme.

In considering the proposals submitted to the Town Council, the Bognor Regis BID Co-Ordinator was invited by the Chairman to address Members and respond to any questions. Discussion about payment methods, and paperless discs, took place with the BID Co-Ordinator thanking Members for their feedback and stating that the suggestions made would be researched.

Members unanimously **AGREED** to support the following recommendations, submitted to the Town Council by the Bognor Regis BID Co-Ordinator, in relation to the 2 Hour Free Parking Disc Scheme for 2023-2028 (subject to agreement by ADC): -

- 58.1** At the earliest opportunity, and to support ongoing investment in the viability of Bognor Regis Town Centre, Bognor Regis Town Council join Bognor Regis BID in formally committing to the ongoing provision of the 2 Hour Parking Disc Scheme.
- 58.2** Prior to budgets being set for 2023/24, all partners at Bognor Regis Town Council, Arun District Council and Bognor Regis BID commit to the principle of a five-year agreement and commence negotiations for ongoing provision covering the period 2023-2028 (for discs sold in 2024-2029).
- 58.3** While mindful of Arun District Council's duty to maximise and prudently manage income from commercial enterprises for the benefit of the whole district, Bognor Regis Town Council and Bognor Regis BID jointly approach Arun to cap partner contributions at the current rate.
- 58.4** Mindful of the economic and environmental impact of over-production, parking disc production be capped at 27,000 per annum, reflecting realistic volumes of sales based on monitoring, and minimising wastage.
- 58.5** To support all partners' economic ability to participate in the ongoing provision of the scheme at the proposed capped rates, no changes are made to the number of Bognor Regis car parks included in the scheme.
- 58.6** As an agreement in principle, the face value charged for the 2 Hour Parking Disc be increased from £2 to £3 for the duration of the period 2023-28 to support additional production costs, the continuation of Town Centre events and activities and, mindful of current economic pressures impacting businesses, to allow an increase in the small gross profit on sales by retailers from 40 pence to 50 pence per disc (an uplift in 25%).
- 58.7** That profits generated by disc sales to retailers are ringfenced for the specific purpose of contributing to the delivery of an annual, high-quality event in a central location in Bognor Regis, with all associated promotion, to be delivered by Bognor Regis BID, with equal branding and credit assigned to Bognor Regis Town Council.
- 58.8** That, to maintain the quality of the offer and promote positive messaging, the disc remains unsponsored, featuring only the logos of the participating partners to emphasise the investment of key local stakeholders in the ongoing viability of Bognor Regis.
- 58.9** That the rear of the disc be used to inform consumers that their purchase directly contributes to the delivery of a high-quality annual event for Bognor Regis, thus contributing to resident/visitor engagement and the development of pride in place through information sharing.

59. FURTHER CONSIDERATION OF PROPOSAL FOR COMMUNITY WARDEN SCHEME IN BOGNOR REGIS, AS A JOINT INITIATIVE BETWEEN THE TOWN AND DISTRICT COUNCILS, AND TO AGREE ANY NEXT STEPS – MIN. 30 REFERS AND TO NOTE LETTER FROM BOGNOR REGIS BID

The Assistant Clerk's report, including the draft bespoke model, letter from the BID Co-Ordinator and Warden overview, were **NOTED**.

The Chairman asked for an update and the Town Clerk reiterated the feedback provided in the report. Town Council Officers had worked with the Bognor Regis BID Co-Ordinator, as instructed by Members, to draft a bespoke model of the Community Warden scheme for Bognor Regis. The proposal had included three Wardens covering the five Wards, categorised into Zones 1-3, with one of the Wardens focused on Zone 1 to support businesses (Hotham and Marine Wards). However, at a follow-up meeting, Arun District Council were keen to point out that any Community Warden scheme operated by them would not provide a direct 'Business Warden' service.

Community Wardens, in general, were then discussed with several Members stating that they were not in support of financially supporting a Community Warden scheme in Bognor Regis, with comment made by one Member that they would be more in favour of paying for dedicated police presence instead. A Member expressed disappointment that Officers had been asked to put so much work into this proposal when it had not been evident that there was strong support for the proposal when Members first considered it.

Members unanimously **DISAGREED** to entering into partnership with Arun District Council for a Community Warden scheme in Bognor Regis to be jointly funded by the Town and District Council.

Discussion then turned to the current Warden provision in the Town Centre, managed by the Bognor Regis BID, which Bognor Regis Town Council have supported in recent years through partnership funding of £10,000 per year. As outlined in a letter to the Town Clerk from the BID, which was **NOTED** by Members, should the BID achieve a second term at ballot, then they would fund a dedicated Business Crime Reduction Partnership Co-Ordinator, providing 5 day a week presence in and around the Town Centre. They could not, however, also afford to support with funding for Business Wardens but would offer to manage the scheme on behalf of the Town Council if they took on the provision of Wardens with full funding of £36,000 per year.

Whilst some Members felt that businesses would suffer if there was no Warden provision in the Town Centre, a Member disagreed and felt that there was no justification for the Town Council to fund it, particularly if it was necessary to cut other service budgets or raise the Precept in order to find the money. The Member stated that a proportion of Council Tax goes towards Sussex Police, and he was concerned that the more provision supplied by the Town Council, the more the Police would pull back from the

Town Centre as they would think it was already covered. With approval from the Chairman, a local business owner seated in the public gallery, spoke in support of the comments made and believed that the police needed to step up. In his opinion, the Sussex Police and Crime Commissioner had no reality of what is going on in the Town Centre.

Ultimately, it was felt that Warden provision for the Town Centre in Bognor Regis should be looked at seriously and it was agreed to include the matter when budgets for 2023/24 are considered at the Policy and Resources Committee Meeting to be held 28th November 2022.

60. TO CONSIDER AMENDMENTS TO THE FLEXIBLE COMMUNITY FUND FORMS AS RECOMMENDED BY THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE – MIN. 26.1 REFERS

The Assistant Clerk's report, including the appended current application form/guidelines detailing the recommended amendments was **NOTED**.

- 60.1** In considering the recommendation from the Community Engagement and Environment Committee, to exclude Limited Companies from being eligible to submit an application for the Flexible Community Fund, Members disputed that such companies had many lines of credit available to them.

Members, therefore, **DISAGREED** with the recommendation that 'Company Ltd. By Guarantee' should be removed as an option to select in response to question 4 of the Flexible Community Fund application form.

- 60.2** Members did, however, **AGREE** with the recommendation from the Community Engagement and Environment Committee that the wording in question 14 of the Flexible Community Fund application form should be amended so that it is in line with the wording agreed in question 18 of the Grant Aid application form.

61. TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE TO ALLOCATE A BUDGET OF £150, FOR THE PURCHASE OF PLAQUES AND TROPHIES FOR AWARDED TO BUSINESSES DEMONSTRATING GOOD PRACTICE WITH REGARDS TO RECYCLING AND GREEN ISSUES – MIN. 32 REFERS

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

Having first considered this award at the Policy and Resources Committee Meeting held 8th August 2022, and subsequently deferring the matter back to the Community Engagement and Environment Committee, Members continued to be concerned as to how businesses would be evaluated without a criterion agreed as to how prizes would be awarded.

The Assistant Clerk advised that, as a result of a conversation she'd had with the Bognor Regis BID Co-Ordinator earlier that day, it had been suggested that the Town Council contact Dr Jorge Gutic, Senior Lecturer in Sustainable Business at the University of Chichester. It was understood that Dr Gutic has students who are working with local businesses on environmentally friendly and sustainable working practices. It was felt that this could be an opportunity for the Town Council to work in collaboration with the University by involving the students in the nomination process for businesses demonstrating good practice with regards to recycling and green issues.

The Chairman of the Community Engagement and Environment Committee, Cllr. Smith, was present at the meeting and agreed that he was happy to take the suggestion back to his Committee Members and **WITHDREW** the recommendation for a budget of £150 for the purchase of plaques and trophies for the time being.

62. TO RECEIVE ANY UPDATE FROM JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 22nd SEPTEMBER 2022 (IF AVAILABLE)

There was no update available from the Joint Action Group Meeting held on 22nd September 2022. It was, therefore, **AGREED** to **DEFER** this item to the next meeting.

63. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETINGS HELD ON 27th JULY AND 8th SEPTEMBER 2022

The Assistant Clerk's report, including the appended Notes of the Heritage Partnership Board Meetings held on 27th July and 8th September 2022 were **NOTED**.

64. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD (IF AVAILABLE)

With no reports available, it was **AGREED** to **DEFER** this item to the next meeting.

65. TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO COUNCIL THE FOLLOWING UPDATED DOCUMENTS: -

- **Equality Policy Statement**
- **Equality, Diversity and Inclusion Policy (New) – Min. 44 refers**
- **Modern Slavery Policy (New) – Min. 44 refers**

The Assistant Clerk's report, including the three appended documents, was **NOTED** and Members **AGREED** to **RECOMMEND** to Council, with no amendments, the adoption of the documents as listed above.

A vote of thanks was recorded to the Assistant Clerk for her work on these policies.

66. CONSIDERATION OF SIGNING UP TO THE CIVILITY AND RESPECT PLEDGE

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

A Member stated that they were very much in favour of signing up to the Civility and Respect Pledge as it supports Officers and shows the Town Council to be committed to its employees.

Members unanimously **AGREED** to sign up to the Civility and Respect Pledge.

67. TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE

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

Comment was made by Members on what a huge success the Bognor Regis Town Crier had been, with good publicity and a pinnacle role played in both the Queen's Platinum Jubilee and following the passing of Her Majesty.

Members **AGREED** to make no changes to the Town Crier role.

68. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2023 TOWN NEWSLETTER

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

In order to monitor uptake of the full edition of the Town Newsletter on the Town Council's website, a Member suggested that the condensed hard copy of the Newsletter could be used as a teaser to encourage readers to sign up to the Town Council's E-Bulletin in order to access a link to download the full edition. Another Member highlighted that not everyone uses the internet, so the condensed hard copy needed to have some meaningful content.

Owing to the Officer suggestion that an article about the Picturedrome Cinema be included in the 2023 Town Newsletter, Cllr. Cunard declared a Disclosable Pecuniary Interest as the Tenant of the Cinema

Members **AGREED** to the production of a condensed A4, 4-page version for the 2023 Town Newsletter with a full version available for download on the Town Council's website. It was further **AGREED** that Members would bring any further suggestions for the final content of the 2023 Town Newsletter to the next meeting of the Policy and Resources Committee. The item will, therefore, be included on the next Agenda.

69. FINANCIAL REPORTS INCLUDING: -

69.1 To note Committee I&E Reports for the month of August 2022 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of August 2022.

69.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 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**.

70. CORRESPONDENCE

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

71. 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 21 and 22 (contractual and staffing).

72. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

73. TO RATIFY ANY DECISION FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 1st SEPTEMBER 2022

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

Members **AGREED** to **RATIFY** that the vacancy for a 'Committee and Event Support Officer' be advertised with immediate effect.

The Meeting closed at 8.17pm



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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 31st OCTOBER 2022

PRESENT: Cllrs: J. Barrett, A. Cunard S. Daniells, J. Erskine,
S. Goodheart, M. Stanley and Mrs. J. Warr

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Cllrs. J. Brooks and P. Woodall in the public gallery
1 member of the public

The Meeting opened at 6.40pm

74. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

In the absence of the Chairman of the Committee, Cllr. Waterhouse, the Vice-Chairman, Cllr. Erskine, took the Chair. Cllr. Cunard was nominated and seconded, to fill the role of Vice-Chairman for this Meeting.

The Chairman welcomed everyone present and read the Council's opening statement, with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence were received from Cllr. Smith, due to personal reasons, and from Cllr. Waterhouse who was unwell.

75. 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:

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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. Barrett declared an Ordinary Interest in Agenda item 4 for any discussion relating to 4Sight Vision Support and Bognor Regis Foodbank, as his chosen Mayoral charities

Cllr. Cunard declared an Ordinary Interest in Agenda item 4 for any discussion relating to Arun Arts, as a voting member, and the Bognor Regis Twinning Association, as a member

Cllr. Mrs. Daniells declared an Ordinary Interest in Agenda item 4 for any discussion relating to Arun Arts, as a member, and the Bognor Regis Twinning Association, as a member and President of the Association

Cllr. Erskine declared an Ordinary Interest in Agenda item 4 for any discussion relating to the Regis School of Music and the West Sussex Guitar Club, which are both run by family members

Cllr. Goodheart declared an Ordinary Interest in Agenda item 4 for any discussion relating to the Bognor Regis Twinning Association and the Bognor Coastal Arts Trail

Cllr. Stanley declared an Ordinary Interest in Agenda item 4 for any discussion relating to Bognor Community Cleans CIC and the Bognor Regis Carnival Association, as he has volunteered for both organisations within the past twelve months

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda item 4 for any discussion relating to the Bognor Regis Seafront Lights, as a member

76. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS***The Chairman adjourned the Meeting at 6.47pm***

A member of the public expressed disappointment that the ice rink, being temporarily installed in the Town over the Christmas period, will not be in its usual location on the Place St Maur but at the London Road Lorry Park. The member of the public felt that this was a big loss to the Town Centre during the festive period and will affect many businesses who benefit from its usual presence in a more central location.

Members shared in the disappointment of the ice rink not being on Place St Maur this year, particularly as assurances had been given by Officers at Arun that following the refurbishment of the site, it would still be a suitable location for the ice rink.

A Councillor seated in the public gallery expressed concern that many organisations who had been successful in their previous application for Grant Aid funding, and who were subsequently appointed a Town Council representative, had not invited their nominated Representative to their meetings. He therefore asked that the requirement to invite Town Council appointed Representatives to meetings once again be made clear to recipients of Grant Aid 2023.

The Assistant Clerk assured the Councillor that plans were in place to make certain that this condition would be pivotal in the organisations, to whom this applied, receiving their grant. Town Council Representatives are to be appointed at the Policy and Resources Committee Meeting to be held 21st November 2022 and organisations subsequently advised of the contact details for their appointed Representative. Before Grant Aid monies are released to organisations in April 2023, a review will be carried out to establish whether an organisation has been inviting their appointed Representative to meetings. If they have not, then the organisation will be asked to provide a satisfactory explanation or be at risk of having the award withdrawn.

The Chairman reconvened the Meeting at 7.05pm**77. CONSIDERATION OF GRANT AID FUNDING 2023**

Members noted that owing to many planned events for 2021 not taking place because of the presence of Covid-19, the demand for Grant Aid funding had been significantly lower last year than normal. As had therefore been expected, the number of applicants seeking Grant Aid for 2023 seemed dramatically higher in comparison to 2022. With the amount of funding requested totaling £94,401.62, this was more than double the Grant Aid Budget available to be awarded.

Before moving to review the applications, Members were reminded that as noted in the Grant Aid Guidelines/Criteria, 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 Grant Aid applicants were therefore asked 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.

Members considered each application for Grant Aid, with regard given to the criteria set and the document checklist, which detailed what documents had been supplied with each application.

- 78.** Members **RESOLVED** to **APPROVE** an extension to the Meeting of 15 minutes as per S.O. 3(aa).

Having carried out an initial review of all the Grant Aid 2023 applications, Members then revisited each application before then reaffirming their decisions.

- 79.** Members **RESOLVED** to **APPROVE** an extension to the Meeting of a further and final 15 minutes as per S.O. 3(aa).
- 80.** Members **RESOLVED** to **APPROVE** the Grant Aid 2023 awards as summarised to Members by the Civic & Office Manager, and as attached to the Minutes as **Appendix 1**. Specific conditions were imposed for some grants as detailed (appended to file Minutes).

Cllrs. Barrett and Mrs. Warr left the meeting

N.B. In line with the Council's current policy, as a condition of funding the Council may appoint a non-participating observer as a representative to any organisations receiving Grant Aid at the Committee's discretion. These appointments will be considered at the Policy and Resources Committee Meeting in November 2022

Members **AGREED** to **RECOMMEND** to Council that any unspent monies from the Grant Aid 2023 Budget is returned to General Reserves at the end of the financial year.

The Meeting closed at 9.12pm

Applicant		Amount requested Grant Aid 2023	P&R decision for Grant Aid 2023	Comments
1	4 Sight Vision Support	£6,481.80	£0.00	
2	60 Minutes of Classical Music	£2,800.00	£1,000.00	
3	Arun Arts Ltd	£12,000.00	£6,000.00	Conditional
4	Bognor and Arun Chess Club	£500.00	£250.00	Conditional
5	Bognor Coastal Arts Trail	£7,525.00	£1,000.00	Conditional
6	Bognor Community Cleans CIC	£330.48	£330.48	
7	Bognor Regis Armed Forces Day	£1,500.00	£1,500.00	
8	Bognor Regis Carnival Association	£4,500.00	£4,500.00	Conditional
9	Bognor Regis Foodbank	£10,561.02	£10,000.00	Conditional
10	Bognor Regis Shopmobility	£5,000.00	£1,800.00	
11	Bognor Regis Twinning Association	£700.00	£350.00	
12	Chichester Information Shop for Young People	£1,806.00	£0.00	
13	Family Support Work	£1,500.00	£750.00	
14	Girlguiding Bognor Regis Division	£500.00	£500.00	
15	Girlguiding Bognor Regis South District	£200.00	£200.00	
16	Grandads Front Room CIC	£8,663.82	£8,663.82	Conditional
17	Making Theatre Gaining Skills	£6,000.00	£0.00	
18	My Sisters' House CIO	£928.00	£0.00	
19	Read Easy Chichester & Arun	£1,000.00	£500.00	
20	Regis School of Music CIO	£2,700.00	£2,700.00	
21	Southdowns Music Festival	£12,000.00	£3,000.00	Conditional
22	St. Mary's Parochial Church Council Food Table	£300.00	£0.00	
23	St. Wilfrid's Hospice (South Coast) Ltd	£1,000.00	£0.00	
24	The Salvation Army	£1,000.00	£0.00	
25	UK Harvest	£3,605.50	£1,500.00	Conditional
26	West Sussex Guitar Club	£1,000.00	£1,000.00	
27	West Sussex Mediation Service	£300.00	£0.00	
Total Amount Awarded			£45,544.30	
			£455.70	(unallocated)

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 21st NOVEMBER 2022**

AGENDA ITEM 6 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Licence to place MEWP on Highway Land.

Negotiations with WSCC resulted in the licence fee being waived. However, an application to place the cherry picker on Highway land still needs to be made 5 working days in advance.

Skill Mill Ltd.

The Skill Mill team continues to support Town Force on an ad hoc basis, assisting mainly with grass cutting and graffiti removal.

Town Force Training.

Two members of staff have passed the following courses: graffiti removal, manual handling practical, NPTC safe use of mowers, strimmers and hedge cutters.

Town Force Vehicles.

All vehicles including the cherry picker have received their annual service. The Escort passed its MOT. The MEWP passed its 6 monthly LOLER inspection. Regrettably, there have been a few breakdowns over the last few weeks which disrupted the plan of works and combined with high winds, led to delays. The changeover of banners throughout the Town Centre has been particularly difficult to complete.

Town Force Accommodation.

Landlords Managing Agents organised an EPC assessment of the unit which took place on 17 October. Landlords have carried out a rent review in line with the lease.

Horticultural Activities.

The Jubilee planting display was removed at the end of August when the bedding plants started to die off.

One of the Yucca planters located by Highfield Road was written off following a car collision. Sussex Police advised that they had been unable to identify any suspects involved in the matter.

Planting of winter bedding was delayed by a week on the advice of the supplier as some of the bedding plants needed one more week in the greenhouse. Plant changeover itself went smoothly and winter bedding as well as bulbs have now been planted in all areas. Winter hanging baskets have been installed at the Railway Station and at the Picturedrome cinema.

Sponsored Planters.

Southernbrook Lettings Ltd. renewed all 3 sponsorship agreements for another year.

Sussex Safer Road Partnership arranged relocation of the LUV Sweeties sign closer to the Tesco traffic lights as it was obstructing a mobile speed camera.

Vacant planters: Upper Bognor Road/Felpham Way planter, Chichester Road planter, 2 x Durban Road planters.

Graffiti Removal.

It has come to our attention that Arun DC contractor Biffa have started removing more graffiti, especially small incidents that require no more than a quick, simple wipe off. It is also understood that ADC Parks Department has a team that carries out graffiti removal from their parks and greenspaces. Despite this, Town Force continue to be contracted by Arun DC for removal of major graffiti incidents as and when required.

The team was recently contracted by Pagham Parish Council to remove graffiti from their two bus shelters.

The table below details time spent on graffiti removal in the last 6 months:

Month	Man hours
October	30.50
September	75.25
August	53.50
July	47
June	37.5
May	3.75

Bathing Machine Filming & Relocation.

Following an approach by a production company filming an episode of The Great British Dig, Town Force facilitated relocation of the Bathing Machine from the yard onto the Promenade and assisted with crowd control to allow for filming to take place. The Bathing Machine was subsequently moved into its permanent location at the Museum. Feedback received from the Production team read: *"I wanted to say just how amazing your support was for our shoot - we could never have achieved the filming of the Bathing Machine without your and Town Force's support - a special thanks to Chris and his team for their help in the lead up and on site."* The Town Council will be getting a special "with thanks" in the credits when the programme is broadcast.

Seafront Decking Areas x 3.

Having been advised by Arun DC that no clearance of shingle from the BRTC decking areas could be undertaken due to a lack of resources, a quote for a one-off hire of a digger and a driver was obtained. This coincided with receipt of the long-delayed draft lease from Arun DC which demands the areas are kept free of shingle. This has budgetary implications. Consideration was given to building decking surrounds to prevent substantial shingle build up and remove the need to hire a digger, but the cost was prohibitive given that the lease term is only 3 years, and this option will therefore not be progressed at this time.

Events Support.

Town Force supported Funshine Days, BRSFL Illuminations Gala, Kite Festival, Proms in the Park, Folk Festival, Bognorphenia and Remembrance Sunday.

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

- Hastoe Housing Association - Garden clearance;
- Clymping Parish Council - Cleaning of gateway signs and support structures;
- Pagham Parish Council - Removal of graffiti from two bus shelters;
- Middleton on Sea Parish Council - Misc. jobs around Shrubbs Field;
- Arun DC - Bognor Town cemetery graffiti removal;
- Museum - Car park drainage channels clearance;
- Picturedrome - Removal of weeds from around the building;
- Pier Co. - To investigate water ingress at the Cinema.

Examples of other jobs.

In addition to the routine jobs, TF have also put up/removed posters from seafront shelters (and continue to do so), adjusted timer on the Town Hall balcony lights, delivered/collected In Bloom trophies from Engravers, assisted with servicing of the Town Hall clock, removed bunting from the Town Centre, assisted with setting up/packing up of the In Bloom Awards Evening, installed Mary Wheatland plaque on the side of the Pier, measured all allotment plots, delivered/collected allotment trophies from Engravers, investigated a fault on the Council Chamber projector, turned water off to the seafront showers and allotments and serviced BRTC noticeboards (and continue to do so).

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 21st NOVEMBER 2022**

**AGENDA ITEM 7 - TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO
COUNCIL THE DIGNITY AT WORK POLICY (NEW)**

REPORT BY ASSISTANT CLERK

FOR DECISION

At the Policy and Resources Committee meeting held 26th September 2022, Members agreed to sign up to the Civility & Respect Pledge - Min. 66 refers.

By signing up to the Pledge, Bognor Regis Town Council commit to having good governance arrangements in place including a Dignity at Work Policy.

This new Policy has been based on a NALC model and is attached to this report as **Appendix 1**.

DECISION

Do Members **AGREE** to **RECOMMEND** to Council the Adoption of the Dignity at Work Policy, subject to any alterations or amendments agreed at this Meeting?



BOGNOR REGIS TOWN COUNCIL DIGNITY AT WORK POLICY

Adopted by the Council on ???

Bognor Regis Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Bognor Regis Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, Bognor Regis Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#).

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Bognor Regis Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Bognor Regis Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the Chair of the Council the complaint should be raised to the Council's Joint Consultative Sub-Committee (Staffing).

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the Council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Bognor Regis Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the Code of Conduct, Civility & Respect Pledge, Equality Policy, Equality, Diversity & Inclusion Policy, and all other policies and procedures set by the Council. We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result. False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equality, Diversity and Inclusion Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague): If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your Line Manager in the first instance or, with the Town Clerk. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the Town Clerk or the Chair of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal.

The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to be harassment or bullying: If you witness such behaviour, you should report the incident in confidence to the Town Clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the Town Clerk, your Line Manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own Line Manager, you should raise the issue with the Chair of the Council. If your concern relates to the Chair, you should raise it with the Chairman of the Joint Consultative Sub-Committee (Staffing). The Chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as an extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the Town Clerk or the Chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Town Clerk or the Chair of the Council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

DRAFT

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 21st NOVEMBER 2022**

AGENDA ITEM 8 - TO NOTE RECOMMENDED TERMS OF REFERENCE INCLUDING: -

- **Bognor Regis Heritage Partnership Board**
- **To note any recommendations from the Events, Promotion and Leisure Committee made at their meeting on 27th September 2022 (Min. 38 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.

Sub-Committee or Working Group/Topic Team Terms of Reference are also 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.

BOGNOR REGIS HERITAGE PARTNERSHIP BOARD

A copy of the current Bognor Regis Heritage Partnership Board Terms of Reference is attached at **Appendix 1**.

There are no Officer recommendations for amendment.

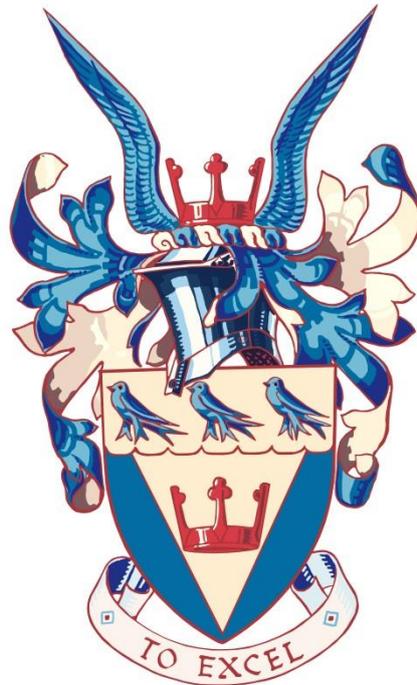
EVENTS, PROMOTION AND LEISURE COMMITTEE

A copy of the Events, Promotion and Leisure Committee Terms of Reference, considered by the Committee at the meeting on 27th September 2022 (Min. 38 refers), with no amendments recommended, is attached at **Appendix 2**.

As outlined above, it is standard practice for Terms of Reference to be recommended to the Policy and Resources Committee for consideration, and then recommended to the Council. However, with all Terms of Reference to be reviewed at a Members Briefing on 15th November 2022, there is little point in recommending either of the above Terms of Reference to the Council at this moment in time.

DECISION

Members asked to **NOTE** the Terms of Reference for the Bognor Regis Heritage Partnership Board, and Events, Promotion and Leisure Committee, attached as appendices 1-2.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS HERITAGE PARTNERSHIP BOARD

Adopted by the Council at its Meeting held on **1st July 2019**

BOGNOR REGIS TOWN COUNCIL

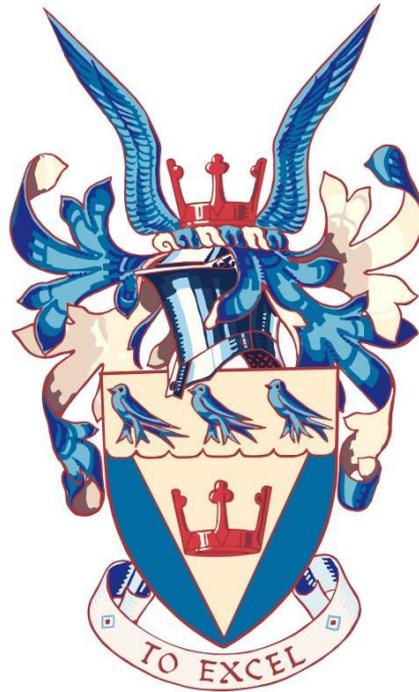
TERMS OF REFERENCE: BOGNOR REGIS HERITAGE PARTNERSHIP BOARD

This is a Working Group of the Policy and Resources Committee

Membership: Nominated representatives of the Bognor Regis Town Council and representatives of Community Stakeholders and interested parties.

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To create and promote an exciting, informative and accessible heritage offer for all2. To establish a strong heritage sector in Bognor Regis by partnership working3. To develop, protect and promote a greater understanding of Bognor Regis heritage4. To liaise and comply with all statutory legislation and other requirements imposed by the Principal Authority, Arun District Council	<ul style="list-style-type: none">• Board to make recommendations the 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 • Town Clerk

<p>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 overriding consideration when determining whether an event proceeds</p> <p>1.9. Develop and deliver a marketing strategy for all Town Council events, ensuring that an appropriate marketing budget is allocated</p> <p>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</p>	<ul style="list-style-type: none"> • Town Clerk
<p>2 Entertainment & the Arts outdoors</p> <p>2.1 Power to provide entertainment and support of the arts, Local Government Act 1972, S145</p> <p>2.2 Power to promote lotteries, Gambling Act 2005</p>	<ul style="list-style-type: none"> • Committee within policy • Grants to Policy and Resources Committee • Committee within policy • Operational management to Town Clerk
<p>3. Markets</p> <p>3.1 Any matters concerning markets including power to operate markets. Food Act 1984 s50-61 or any charters</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within policy & budget • Operational management to Town Clerk
<p>4. Leisure & Recreation</p> <p>4.1 Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10</p> <p>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</p> <p>4.3 Management & enhancement of Play areas</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management • Acquisition to Council • Strategic Management & development to Committee within budget & policy • Town Clerk for operational management • Strategic Management & development to Committee within budget & policy • Town Clerk for Operational management •
<p>5. Allotments</p> <p>5.1 To provide and manage allotments, improve land and let rights under S 23, 26, & 42 of the Small Holding & Allotments Act 1908.</p>	<ul style="list-style-type: none"> • Operational Management to Town Clerk • Strategic overview & development to Committee
<p>6. Christmas Lights</p> <p>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</p>	<ul style="list-style-type: none"> • Committee within budget for overview • Town Clerk for operational management • Grants to Policy & Resources Committee
<p>7. Meteorological Office</p> <p>7.1 Maintenance of the Town Meteorological Office</p>	<ul style="list-style-type: none"> • Committee within budget • Operational management to Town Clerk
<p>8. Power to market the Town</p>	<ul style="list-style-type: none"> • Committee within Policy and Budget

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 21st NOVEMBER 2022

AGENDA ITEM 9 - TO CONSIDER THE INTERNAL AUDIT REPORT 2022-2023 (FIRST INTERIM)

REPORT BY TOWN CLERK

FOR INFORMATION

A copy of the Internal Audit Report 2022-23 (First Interim) is attached for Members' consideration - **Appendix 1**.

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

FOR INFORMATION ONLY

The Committee is invited to **NOTE** the Internal Audit Report 2022-23 (First Interim).



Bognor Regis Town Council

Internal Audit Report 2022-23 (First interim)

Stuart J Pollard

*Director
Auditing Solutions Limited*

Background

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

This report sets out the work undertaken in relation to the 2022-23 financial year undertaken both remotely at our offices in advance of and during our on-site visit on 1st November 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 to date: we will update this report following our interim update visit, the date of which has yet to be determined, but is likely to be in February 2023.

Internal Audit Approach

In commencing 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 and surplus funds held in a CCLA Public Sector Deposit Fund (PSDF) account.

We have to date: -

- Verified the accurate carry forward of opening balances in the financial ledger for 2022-23 to the detail in the 2021-22 Balance Sheet, Statement of Accounts and certified AGAR;
- Ensured that a comprehensive, meaningful and appropriate cost centre and nominal coding structure remains in place;
- Checked and agreed transactions in the main account cashbook to the underlying bank statements for April & September 2022;
- Checked and agreed the full financial year transactions on the CCLA PSDF and Mayor's Charity accounts to 30th September 2022; and
- Verified the content and accuracy of bank reconciliations at 30th April & September 2022, 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 at future visits examining two further months' main account transactions, including those for March 2023 and the remainder of the year transactions on the other two accounts. We shall also, following completion of the contract accountant's preparation of the year-end Statement of Accounts, ensure 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 both the SOs and Financial Regulations (FRs), together with the "Standing Orders for

Contracts”, have been reviewed and adopted in September 2022. We have examined the resultant documents and consider them appropriate for the Council’s present requirements.

We have also reviewed the minutes of Full Council and Standing Committee meetings (except Planning and Licensing) reading those for the year to date 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.

Finally in this area, we are also pleased to note that the 2021-22 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 previously 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 record that they continue to operate effectively and in line with good working practice. Consequently, we have selected a sample of 30 payments processed in the financial year to date including one NNDR payment to Arun DC. The test sample totals £213,930 equating to 59% by value of non-pay related payments in the year to date including all payments in excess of £4,000 plus every 40th payment as recorded chronologically in the Omega cashbooks.

We note that VAT returns continue to be submitted quarterly filing them via the Omega software and have agreed detail of the final 2021-22 and first quarterly reclaim for 2022-23 to the Omega accounts noting appropriate repayment by HMRC.

Conclusions

We are pleased to record that no issues or concerns have been identified in this area currently warranting formal recommendation. We shall extend our review of payments covering the remainder of the financial year based on the same criteria at future visits and report our findings accordingly. We shall also examine the remaining quarterly VAT reclaims for the year.

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 were pleased to note in our final 2021-22 report 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 understand that the document will be again reviewed and presented to Council for adoption prior to the current financial year-end and will ensure such action takes place, also reviewing the resultant document.

The Council is insured by Hiscox with cover effective to 23rd August 2023 and have examined the 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 also examining the updated risk register, ensuring its adoption prior to 31st March 2023.

Budgetary Control & Reserves

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

This review has taken place in advance of the Council's formal consideration and adoption of its budgetary and precept requirements for 2023-24. Consequently, we will consider the outcome of members' deliberations at our interim update review ensuring that both the budget and precept are formally minuted as approved.

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 position with no unidentified or unanticipated variances arising warranting further enquiry or explanation: we note that at mid-October 2022 expenditure equates to 52% of the approved budget whilst income stands at 98%.

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 continued 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 have approved appropriate fees / charges and allotment rents for 2022-23.

At this first visit for 2022-23, we have examined the spreadsheet register of allotment holders, with rents falling due on 1st October 2022. A very detailed allotment register is in place in spreadsheet format: we are pleased to note that, at the time of our review, only three tenants have still to pay their rents with a further four tenants advising that they were not renewing their leases. We will revisit the position at our next visit.

We have made previous reference (2021-22 IA report) to an apparent imbalance between the value of plot deposits held as recorded in the allotment register (currently standing at £4,560) and that recorded in the Omega accounts (£4,760). We note that the recently appointed "Allotments and In Bloom Officer" is actively examining this position with the aim of ensuring that both records are synchronised: we will similarly check on his progress at our next visit.

We have also reviewed the Sales Ledger "Unpaid accounts by date" report at the present date noting a few unpaid debts dating back to February 2022, some of which appear to be subject to repayment by instalments: we also note the existence of a few "unmatched" receipts. We shall undertake further work in this area at our next visit and, whilst not considering a formal recommendation as appropriate currently, ask that the situation in relation to these should be examined to determine the reason for their existence and whether further action is necessary to pursue the few relatively long-standing unpaid debts and the exact status of the "unmatched" receipts.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation at present: we shall focus attention on the recovery of income due to the Council at our next visit, including Town Force rechargeable work and the status of any unpaid debts / "unmatched" receipts existing at that time.

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-imburement. We have checked and agreed the expenditure incurred and repaid for a sample period ending in September 2022 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT has been separately identified for periodic recovery.

We have also checked the physical cash holding, together with un-reimbursed vouchers, on the day of this first review visit and are pleased to record that, after rechecking, the combined value of cash and vouchers matches the £300 imprest 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, the approved point on the NJC pay scale and contracted weekly working hours: -

- Agreed the gross salaries paid to each employee in October 2022;
- 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, noting that one or two employees have opted to contribute at the 50% rate; and
- Where staff are paid for overtime hours worked, agreed the payments made in October 2022 to the underlying timesheets, which we are pleased to note are signed by both staff and an independent certifying officer.

Conclusions

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

We have, subsequent to our visit, been advised of settlement of the national pay award for 2022-23 and will ensure its appropriate application at our next review visit.

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 CCLA 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 and appropriate Treasury Management Policy in place.

We have checked and agreed the first half-yearly PWLB loan repayment instalment as part of the previously referenced supplier payment test sample.

Conclusions

No issues arise in this area currently. We shall 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, the accurate disclosure of the residual loan liability at 31st March 2023 by reference to the detail recorded in the UK Debt Agency website.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 21st NOVEMBER 2022**

AGENDA ITEM 10 - TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE TO ALLOCATE A BUDGET TOWARDS THE COSTS TO INSTALL, AND FOR ONGOING MAINTENANCE, OF A BIN - MIN. 47 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Background

At the Community Engagement and Environment Committee Meeting held on 3rd October 2022, Members were invited to consider a request from West Sussex County Councillor, Keir Greenway, asking that Bognor Regis Town Council consider funding the installation of a bin in the Victoria Drive vicinity and entering into an agreement with Arun District Council for ongoing maintenance (see letter from Cllr. Greenway attached to this report as **Appendix 1**).

The cost for purchasing a litter bin and having it installed is currently £395.77 (exc. VAT). The annual service charge, including future maintenance, is currently £290.22 (exc. VAT). Therefore, currently the total Year 1 cost would be £685.99 (exc. VAT) and ongoing yearly costs would be £290.22 (exc. VAT), until such time that the Town/Parish Council requests that the agreement be terminated.

However, the Agreement Form (attached as **Appendix 2**) states that all charges are subject to VAT and will increase on 1st April each year. Some forecasts predict that UK inflation will hit 18% in early 2023 which has the potential to see the costs for purchasing and installation quoted above increase to approximately £800 in Year 1, and the service charge and maintenance to £340 per year thereafter. The Agreement Form also stipulates that the billing year shall run from 1st April to 31st March.

It should be noted that one of the conditions of the agreement is that the Parish/Town Council will be responsible for arranging permission for all bin fittings with proof of permission required by Arun District Council. Members should also be mindful that if this request is met, then it has the potential to lead to further requests for the Town Council to fund the installation of bins elsewhere and the precedent will already have been set.

Members of the Community Engagement and Environment Committee agreed to entering into an agreement in principle with Arun District Council for the provision of a bin on Victoria Drive, subject to the necessary permissions being granted. If permission is granted, Members wished to proceed with this project immediately and agreed to recommend to the Policy and Resources Committee that the Year 1 costs be covered from General Reserves. Members further agreed for a recommendation to be made to the Policy and Resources Committee for a provisional sum to be allocated within the 2023/24 Budget to cover ongoing annual maintenance of the bin (Min. 47 refers).

Officer Recommendation

However, the provision of a litter bin meets the spending criteria of the Community Infrastructure Levy (CIL) of which the Town Council currently has £1,934.80 of funding available to spend within 5 years of receipt. It should be noted that CIL income cannot be guaranteed from one year to the next so, therefore, cannot be utilised where ongoing costs are involved.

Therefore, rather than asking for Year 1 (2022/23) costs to be covered from General Reserves, it was proposed to ask Members of the Planning and Licensing Committee (with whom CIL sits, under their Terms of Reference) to pay for the purchase, installation, and annual service charge of the bin, for 2022/23, from CIL monies. Unfortunately, the meeting due to be held 1st November 2022 did not go ahead as it was not quorate. Instead, it is intended to be taken to the next Committee Meeting on 22nd November 2022.

Should Members of the Planning and Licensing Committee be agreeable to covering the Year 1 costs from CIL funding then the remaining recommendation to the Policy and Resources Committee is that the costs for annual maintenance of any bin approved be considered when setting the budget for 2023/24.

Members should be mindful that any agreement for the Town Council to meet the request for funding the installation of a bin in the Victoria Drive vicinity, may set a precedence and lead to requests for more bins.

DECISION

Do Members **APPROVE** the **RECOMMENDATION** from the Community Engagement and Environment Committee that a budget to cover annual maintenance costs for a bin in the vicinity of Victoria Drive be considered when setting the budget for 2023/24?

Litter Bin Proposal, Victoria Drive – by Cllr Keir Greenway

Dear Community Engagement and Environment Committee,

I have received a request for a bin to be located on Victoria Drive, due to the lack of provision in the area.

I have been speaking to Arun Cleansing about an appropriate place for a bin on Victoria Drive and Arun have suggested the location on the map below.

Finance

As the committee will be aware, Arun have held a long term policy not to fund any new bins in the district. Surrounding Parish Councils, for example, Bersted Parish Council, have taken it upon themselves to fund new bins following residents requests and due consideration of such requests. The costs are as follows:-

Supply of litter bin - **£345.77** (One off)

Fee to fit the bin - **£50.00** (one off, unless moved)

Annual service charge – **£290.22** (yearly fee) – this includes future maintenance of the bin, collection and disposal of waste.

Thank you for your time in considering this proposal and I look forward to hearing your feedback.

Proposed Location (Red dot)





AGREEMENT FOR THE PURCHASE AND COLLECTION OF LITTER BINS

	Invoice Name and Address	Litter bin location
I/We
Parish/Town
Address
Postcode
Tel. No.
E-Mail

Hereby make an application to Arun District Council to have a litter bin provided and emptied from the above location and agree to pay the appropriate charges as follows:

£345.77p - to supply a litter bin (One off)

£50.00p - to pay for fitting of said bin (One off, unless moved)

£290.22p – annual service charge incl future maintenance (Yearly fee) of bins fitted subject to this agreement.

These prices may be subject to change due to any inflation or service requirements. We will inform you of any changes and advise when reviewing at the end of each calendar year if any are predicted.

I / We have read and understood the conditions set out in this agreement.

I confirm that I am authorised to enter into this agreement on behalf of:

.....

Authorised Signature

Name in Block Capitals

Position in Council

Dated

CONDITIONS OF AGREEMENT

1. This agreement will remain in force and the applicant shall continue to remain liable for all charges, until such time as the applicant informs Arun District Council of the intention to terminate this agreement in writing upon giving one months notice.
2. Application for the collection of litter bins must be made on this form, which must be completed in full in duplicate and dated and signed by an authorised person.
3. The billing year shall run from 1st April to 31st March.
4. All charges are subject to VAT and will increase on 1st April each year. This is increased by inflation as measured by the increase in the RPI (all items excluding mortgage interest).
5. Accounts are due on receipt of invoice.
6. The Council undertakes that £20.43 per bin shall be placed into a separate reserve account to use for future maintenance costs for this bin and this contribution is included in the annual service charge.
7. Arun District Council will empty the bins on an as required basis, this would normally average around twice per week, but maintain the right to decrease or increase frequency of emptying as required.
8. The Parish/Town Council will be responsible for arranging **permission** for all bin fittings and **providing** a location **map** to Arun District Council and proof or permission as required.
9. Any issues the Parish/Town Council have with this bin must be reported to the Council either by phone using the Councils Call Centre, Arun Direct on 01903 737754 or by emailing cleansing@arun.gov.uk

AGENDA ITEM 11

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 21st NOVEMBER 2022**

AGENDA ITEM 11 - TO RECEIVE ANY UPDATE FROM JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 22nd SEPTEMBER 2022 (IF AVAILABLE)

REPORT BY PROJECTS OFFICER

FOR INFORMATION

Due to the sensitive nature of the content, the notes and action plans of the meeting held on 22nd September 2022 are available at the office if Members wish to see them.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 21st NOVEMBER 2022**

**AGENDA ITEM 12 - TO CONSIDER A REQUEST FROM THE BOGNOR
REGIS TWINNING ASSOCIATION FOR JOINT FUNDING TOWARDS THE
DESIGN AND PRODUCTION OF ARTWORK FOR AN INTERPRETIVE
SIGNAGE BOARD AND INSTALLATION FOR PLACE SAINT-MAUR**

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

Bognor Regis Twinning Association have been considering how to incorporate information about our twin towns into the refurbished Place St Maur. They strongly feel that the public and holidaymakers should be made aware of the reasons for the name of the square and have access to information about all three of our twin towns. At a meeting back in April, the Twinning Association discussed various ideas with Arun District Council about how this could be achieved, with one suggestion being the installation of an interpretation board on Place St Maur, similar to those along the promenade.

Through the Bognor Regis Heritage Partnership, the Twinning Association have sourced an interpretation board, free of charge. They have an approximate quote for the design of the artwork, of around £200 (exc. VAT), and an indication of printing charges, in the region of £60. Town Force would be able to install the board on Place St Maur, subject to permissions from Arun District Council as the Landowners.

The Twinning Association are willing to make a contribution to these costs, however, they are unable to meet them in full and are, therefore, asking the Town Council to help with the funding of this project.

DECISION

Members are invited to consider supporting the Bognor Regis Twinning Association and, in doing so, **AGREE** the amount of any funding that they might contribute towards the costs to install an interpretation board on Place St Maur, subject to permissions from Arun District Council as Landowners.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 21st NOVEMBER 2022**

**AGENDA ITEM 13 - TO RECEIVE THE NOTES OF THE AGM OF THE ARUN
DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 27th OCTOBER 2022
(IF AVAILABLE)**

REPORT BY ASSISTANT CLERK

FOR INFORMATION

At the time of publishing this report, the Notes of the AGM of the Arun District Association of Local Councils held on 27th October 2022 had not been released. However, as soon as these are available, they will be circulated to Members and noted at a future meeting.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 21st NOVEMBER 2022**

**AGENDA ITEM 14 - CONSIDERATION OF INPUT FROM THE COMMITTEE
FOR THE CONTENT OF THE 2023 TOWN NEWSLETTER – MIN. 68 REFERS**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Policy and Resources Committee Meeting held 26th September 2022, Members received the following suggestions for articles to be included in the 2023 Town Newsletter: -

- Message from the Mayor, including a focus on the Mayor's Charities
- Report from Chairman of the P&R Committee
- Events diary
- Royal Regis – reflecting on the life and legacy of Her Late Majesty Queen Elizabeth II, commemorating the 95th anniversary of King George V convalescing in the Town, and looking forward to celebrating the coronation of King Charles III
- Picturedrome Cinema – completion of refurbishment works
- Regeneration – including the Alexandra Theatre project for which work is due to begin in Spring 2023
- Seaside Classics – a look at the history of Punch and Judy shows, 60 years after the release of The Punch & Judy Man film, filmed in Bognor Regis

It was agreed that Members would bring any further suggestions for the final content of the 2023 Town Newsletter to the next meeting of the Policy and Resources Committee (Min. 68 refers).

DECISION

Members are invited to **AGREE** the final content for the 2023 Town Newsletter.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 21st NOVEMBER 2022**

**AGENDA ITEM 15 - TO APPOINT 'OUTSIDE' BODIES REPRESENTATIVES
TO THE RELEVANT GRANT AID 2023 RECIPIENTS**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

It is usual practice for organisations in receipt of Grant Aid funds of £5,000 and above to have a Town Council Representative appointed to attend meetings as an observer. There are instances where, for other reasons, Representatives are also appointed to organisations in receipt of less than £5,000 in Grant Aid funds. These appointments are typically made at the Annual Town Council Meeting in May.

Bognor Regis Town Council as a local authority is funded by the Public Purse. The income received by the Town Council to run our services comes largely through the Precept, which is paid by the residents of the five wards of Bognor Regis through their Council Tax payments. It is, therefore, imperative that the Town Council be proactive in ensuring that funding awarded to organisations is being utilised for the purposes intended and in the best interests of the community, hence the need for a Representative with certain Grant Aid recipients.

Lately, there has been concern amongst some Members that Town Council Representatives are not being invited to meetings of the Grant Aid recipient organisations to which they have been appointed.

Therefore, at the Extraordinary Policy and Resources Committee Meeting held 31st October 2022, Members were informed that relevant recipients of Grant Aid 2023 funds would have Representatives appointed at the next Policy and Resources Committee Meeting, rather than waiting until May. This would then allow those Grant Aid recipients more time to invite their appointed Representative to meetings.

The Grant Aid 2023 recipients required to have a Town Council Representative are: -

Arun Arts Ltd
Bognor Regis Carnival Association
Bognor Regis Foodbank
Grandads Front Room CIC
Southdowns Music Festival
UK Harvest

Cllr. Miss. Needs is currently the Representative for the Bognor Regis Carnival, having been appointed at the Annual Town Council Meeting in May, as is Cllr. Mrs. Daniells for the Southdowns Music Festival, and these appointments will remain in place until the end of the municipal year.

As nominations for Representatives to 'Outside' Bodies are usually open to all Members, those Councillors that do not presently sit on the Policy and Resources Committee have been invited to submit an Expression of Interest to be the Representative for those remaining Grant Aid recipients that require one. To date, Cllr. Woodall has requested to be the Representative appointed to Grandads Front Room, and any other Expressions of Interest will be shared with Members at the meeting.

DECISIONS

To **AGREE** the appointed Councillor Representative for the remainder of the 2022/23 municipal year for Arun Arts Ltd.

To **AGREE** the appointed Councillor Representative for the remainder of the 2022/23 municipal year for Bognor Regis Foodbank.

To **AGREE** the appointed Councillor Representative for the remainder of the 2022/23 municipal year for Grandads Front Room CIC.

To **AGREE** the appointed Councillor Representative for the remainder of the 2022/23 municipal year for UK Harvest.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 21st NOVEMBER 2022**

AGENDA ITEM 16 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTH OF SEPTEMBER 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 month of September 2022.

DECISION

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the month of September 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 COMMITTEE MEETING - 21st NOVEMBER 2022**

AGENDA ITEM 17 - CORRESPONDENCE

FOR INFORMATION

1. Neighbour Alerts - What you think you're buying: What you might actually be buying online – Circulated to all Councillors and on Social Media 31.10.2022
2. VAAC Funding Focus - November 2022 – Circulated to all Councillors 01.11.2022
3. NALC EVENTS – Circulated to all Councillors 01.11.2022
4. Hidden Disabilities November news from the Sunflower – Circulated to all Councillors 01.11.2022
5. Neighbourhood Watch Cybercrime Survey 01.11.2022
6. Notice of WSALC Annual General Meeting forwarded to Outside Reps for this organisation 02.11.2022
7. Neighbour Alerts - Trading Standards warning about rise in energy scams – Circulated to all Councillors and on Social Media 02.11.2022
8. Neighbour Alerts - Fraud Newsletter - November 2022 Watch out for Fraudsters working on Black Friday – Circulated to all Councillors and on Social Media 02.11.2022
9. NALC NEWSLETTER 02.11.2022
10. Census 2021 demography and migration results published today 02.11.2022
11. VAAC Coffee Connections for people working with volunteers – Circulated to all Councillors 02.11.2022
12. VAAC News and updates – Circulated to all Councillors 03.11.2022
13. NALC WHITE RIBBON DAY 03.11.2022
14. Neighbourhood Alerts - The Winter Weekly - NHS Sussex – Circulated to all Councillors and on Social Media 03.11.2022
15. WSCC news release 'Funding success for creative businesses in West Sussex' – Circulated to all Councillors 04.11.2022
16. Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 04.11.2022
17. The Regis News 04.11.2022
18. CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 04.11.2022
19. The Sussex Police and Crime Commissioner Innovative Sussex policing programme goes national – Circulated to all Councillors 04.11.2022
20. October PSDF Factsheet 07.11.2022
21. Census 2021 ethnic group, national identity, language and religion topic summary to be published 07.11.2022
22. NALC JOB LISTINGS 07.11.2022
23. PROGRESS Littlehampton Town Council's Newsletter Winter 2022
24. Neighbourhood Alerts OUR NEWS - Neighbourhood Watch national newsletter for England and Wales – Circulated to all Councillors and on Social Media 07.11.2022
25. Condolence letter to Mrs Jenny Jones from Cllr John Barrett 08.11.2022
26. Sussex by the Sea Business News 07 November 22
27. NALC EVENTS 08.11.2022 – Circulated to all Councillors
28. MOS Consultant Neighbourhood Development Plan 08.11.2022

- 29.** Arun & Chichester Citizens Advice October 2022 Newsletter – Circulated to all Councillors 08.11.2022
- 30.** West Sussex Mind November 2022 news update 08.11.2022
- 31.** Neighbourhood Alerts Scams – Circulated to all Councillors and on Social Media 08.11.2022
- 32.** The Snowdrop Trust Festive Shopping Opportunities – Circulated to all Councillors 08.11.2022
- 33.** Arun Early Help Partnership Board Updates - November 2022 forwarded to Steve Goodheart as Rep
- 34.** Parish Online Newsletter 09.11.2022
- 35.** NALC NEWSLETTER 09.11.2022
- 36.** VAAC E-bulletin – Circulated to all Councillors 10.11.2022
- 37.** NALC newsletter Utility Aid 10.11.2022
- 38.** Neighbourhood Alerts Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 11.11.2022
- 39.** Up to £1.8million awarded to further spread the West Sussex Electric Vehicle Chargepoint Network – Circulated to all Councillors 11.11.2022
- 40.** The Sussex Police and Crime Commissioner Eye in the sky: the importance of police helicopters – Circulated to all Councillors
- 41.** Email from Cllr. Keir Greenway complimenting the Remembrance Day Service, at the Town Hall 14.11.2022
- 42.** Census 2021 - updates on Welsh language skills and UK armed forces veterans 14.11.2022