



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 COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

I hereby give you Notice that a Meeting of the Community Engagement and Environment Committee of Bognor Regis Town Council will be held in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 3rd OCTOBER 2022.**

All Members of the Community Engagement and Environment 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 3rd October 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 27th SEPTEMBER 2022

TOWN CLERK

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcement 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 re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, 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 8th August 2022
 4. Adjournment for public questions and statements
 5. Clerk's Report
 6. Ward Allocation Environmental Projects Budget including:
 - Ratification of any spend and the utilisation of any remaining funds
 7. Flexible Community Fund including: - to ratify the decision to award £402.00 to Bognor Regis Woodwork and Craft Club; to receive an update following the recommendations made to the Policy and Resources Committee in relation to the application form
 8. To receive the Notes of the Online Community Open Forum Meeting held on 15th August 2022 and to agree the date and time for the next Online Meeting in October
 9. Youth Provision including: -
 - To consider the release of funds, agreed in principle, for Sussex Clubs for Young People subject to match-funding – Min. 28 of 8th August 2022 refers
 - To ratify the release of 50% of the funding agreed for Bognor Regis Youth and Community Centre subject to conditions being met – Min. 100 of 19th April 2022 refers
 10. To note that the next meeting of the Climate Emergency Focus Group will take place at 6.30pm on Tuesday 18th October 2022
 11. Bognor Regis in Bloom Working Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Non-Quorate Meeting held on the 21st September 2022 (if available)
 12. To receive an update in relation to setting up an award for businesses who can demonstrate good practice with regard to recycling and green issues – Min. 32 refers
 13. To consider a request for funding towards the installation of a bin, for dog owners, and budget implications
 14. Proposals and required budgets for 2023 to 2024 for recommendation to the Policy and Resources Committee including: Flexible Community Fund, Youth Provision, Playdays, Ward Allocation, Surgeries, Open Forums and Topic Teams and the Bognor Regis in Bloom Working Group
 15. Correspondence

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



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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 8th AUGUST 2022

PRESENT:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, H. Jones, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mr. M. Hall (Projects Officer)
Cllr. S. Goodheart in the public gallery
4 members of the public in the public gallery

The Meeting opened at 6.30pm

20. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

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

Apologies for absence were given by the Projects Officer, on behalf of Cllr. Miss. C. Needs who was on annual leave and Cllr. Mrs. S. Staniforth due to personal circumstances. No apologies were received from Cllr. Mrs. S. Daniells.

21. DECLARATIONS OF INTEREST

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

As noted on the Agenda, Members and Officers should make their declaration by stating:

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

Cllr. Stanley declared an Ordinary Interest in Agenda item 7 as he has been involved with BR Community Cleans CIC in an upcoming project with the organisation

22. TO APPROVE THE MINUTES OF THE MEETING HELD ON 13th JUNE 2022

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 13th June 2022.

There being no objections, the Committee **APPROVED** the Minutes of the meeting held on 13th June 2022, as an accurate record of the proceedings and the Chairman duly signed them.

23. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A member of the public, who had previously been the interim, voluntary appointed Secretary for the Bognor Regis Youth and Community Centre, spoke of personal concerns he presently had in relation to the Centre.

The Chairman stated that any conflict, as had been suggested by the member of the public were between the Trustees of the Bognor Regis Youth and Community Centre, was not an issue that the Committee could act upon. The Chairman also advised that he had been in close communication with the Trustees and Management of the Centre and advised the Committee that any concerns would be reported to this Committee.

The Projects Officer asked the member of the public to email the Town Clerk, as the Responsible Financial Officer, if he had cause for concern in relation to any funding provided by the Town Council to the Youth Centre.

A Member seated in the public gallery asked that when discussing Agenda item 14, that the Committee consider the potential of building reservoirs to protect the Town and District in the future, given the ever-changing climate.

The Chairman reconvened the Meeting at 6.54pm

24. CLERK'S REPORT

24.1 11th April 2022 – Min. 88 refers – To ratify Locality Subscription renewal for 2022/23

Following the Community Engagement and Environment Committee Meeting held on the 11th of April 2022, the Town Clerk successfully was able to cancel the Direct Debit with Locality for full Membership. The new free entry-level Network package, to which the Town Council are enrolled allows for Monthly newsletters, Members' only Facebook group and Members directory.

24.2 11th April 2022 - Min. 89 refers – To consider purchasing a hedgehog highway box, and identify a budget

On the 28th of June, The Town Mayor, the Projects Officer and the Committee and Events Support Officer welcomed two members of staff from Brent Lodge Wildlife Hospital. After a successful handover of the hedgehog highway box, the Town Mayor was invited to open the new Brent Lodge facility based on the outskirts of Chichester.

24.3 13th June 2022 – Min. 17 refers – To further consider investigating the condition of the existing water fountains in the town to establish if they are suitable for use and to further consider the installation of new fountains

At the Community Engagement and Environment Committee Meeting held on the 13th of June 2022, Members agreed that the Projects Officer should send a letter to Arun District Council to make preliminary enquiries into the Town Council taking on ownership of the water fountains. Despite several attempts via email and telephone there has yet to be a response from Arun District Council on this matter. The Projects Officer will continue to pursue this to provide a response at the next Committee Meeting.

Whilst the Committee await a response from Arun District Council, the Projects Officer has emailed this Committee with details of an organisation called Refill. Through the creation of a free-to-download app, residents and tourists of Bognor Regis can locate water refilling stations already signed up to the app such as Greggs, Costa, William Hardwick and EcoSwap CIC, as well as the water fountains situated within the Town and along the Esplanade. Furthermore, the Projects Officer could liaise with the BID to further promote this scheme to create further refill stations in Bognor Regis.

24.4 **13th June 2022 – Min. 18 refers – Further consideration of the WSCC initiative around community improvements**

Following the Community Engagement and Environment Committee Meeting held on the 13th of June 2022, the Projects Officer contacted a Senior Staff Member of West Sussex County Council to set up a meeting to gain further insight into the initiative. On the 4th August 2022, a response was received and a meeting shall take place with a report from the Projects Officer to be given at the Community Engagement and Environment Committee Meeting to be held on 3rd October 2022.

24.5 **Southern Rail Community Improvement Grant**

Southern Rail's improvement fund seeks to support local communities focusing on causes that are important to Govia Thameslink, one of which is environment and sustainability. With the support of Arun District Council, Bognor Regis Town Council have submitted an application for funding of £4,302 to install three public bike repair stands and pumps in the Town, with a view to encouraging cycling. Other parishes along the rail route, such as Littlehampton and Angmering were also encouraged by ADC to submit an application with a view to strengthening the cycling infrastructure in the district. The applications window closed on the 30th of July with the outcomes known in early 2023. If successful, then funding will be received in April 2023 and must be spent and fully committed by the 31st of March 2024.

25. **WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING: RATIFICATION OF ANY SPEND AND THE UTILISATION OF ANY REMAINING FUNDS**

Members **NOTED** the Projects Officer's report, including the related appendix.

26. **FLEXIBLE COMMUNITY FUND INCLUDING: - TO REVIEW THE CURRENT APPLICATION AND CRITERIA FORM FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE; TO RATIFY THE DECISION TO AWARD/NOT AWARD £276.38 TO BR COMMUNITY CLEANS CIC AND £717.00 SOUTH COAST SPORTS**

The Project Officer's report, including the related appendices, were **NOTED**.

26.1 Members discussed the current application form and **AGREED TO RECOMMEND** to the Policy and Resources Committee the following amendments and subject to agreement that the application and criteria form for the Flexible Community Fund as amended be adopted: -

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

Members discussed Limited Companies as part of the application and that they have many lines of credit. The purpose of the Flexible Community Fund

is to provide solutions for local community businesses where appropriate and that Limited do not fall under this category.

Recommendation to remove: Company Ltd. By Guarantee

Question 14. The Town Council is keen to hear about the impact and benefits arising from the Flexible Community Fund. Therefore, if your application is successful, the Town Council will be in touch with you to request feedback. Please indicate below whether you anticipate your event/project will be completed within 6, or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

Recommended amendments to Question 14. (in line with same question on Grant Aid Form)

The Town Council is keen to hear about the impact and benefits arising from the Flexible Community Fund. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms. Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

26.2 Members **RATIFIED** the decision not to support the application from BR Community Cleans CIC for £276.38 to fund Public Liability Insurance.

Members **RATIFIED** the decision not to support the application from South Coast Sports for £717.00 for reusable yogurt pots.

27. TO RECEIVE THE NOTES OF THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON 6th JULY 2022 AND TO AGREE ARRANGEMENTS FOR THE NEXT MEETING

The Project Officer's report, including the related appendix, was **NOTED**.

Members **AGREED** that an Online Community Open Forum Meeting should be arranged for 6.30pm on Monday 15th August 2022.

Members further **AGREED** that the Projects Officer should take the necessary steps to arrange a Councillor Drop-In Surgery in September 2022.

The Projects Officer confirmed he would investigate any costs or necessary applications in order for the Committee to offer the aforementioned Councillor Drop-In Surgery.

28. TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD ON 18th JULY 2022 INCLUDING; UPDATE ON WEST SUSSEX COUNTY COUNCIL'S DECISION TO CLOSE THE PHOENIX AND FIND IT OUT CENTRES (IF AVAILABLE); UPDATE ON BOGNOR REGIS YOUTH AND COMMUNITY CENTRE FROM CLLR. W. SMITH; APPOINTING A MEMBER OF THE COMMUNITY ENGAGEMENT COMMITTEE AS A NON-PARTICIPATING OBSERVER OF THE BOGNOR REGIS YOUTH & COMMUNITY CENTRE BOARD

The Projects Officer's report, including the update from Chris Cook on the current position with the Phoenix and Find It Out Centres and the Notes of the Youth Provision Steering Group Meeting held on 18th July 2022, were **NOTED**.

The Projects Officer advised the Committee that West Sussex County Council has confirmed that Sussex Clubs for Young People have been accepted, subject to terms, as the 25-year lessee. It is expected that the umbrella organisation for The Regis School, United Learning will be accepted as the preferred lessee for the Phoenix Centre.

The Chairman updated the Committee Members with the current progress of the maintenance and repairs at the Bognor Regis Youth and Community Centre building, which is being carried out by volunteers, except for regulated works which have been carried out by professional trades workers, all in the hope that the Centre will be opened by October 2022.

A Member commented on the objectives of the Youth Provision Steering Group, and that there is a perceived lack of engagement from key stakeholders, in particular schools as well as the voice of young people. The Member also stated that he was unsure of the direction Youth Provision should take, namely classroom-based group work or drop-in type of activities and that the representatives of the Youth Provision Steering Group should be evenly represented to give an even view from each group. The Member asked for some clarification surrounding the circumstances which led to the previously appointed Member of the Committee stepping down as a non-participating observer of the Bognor Regis Youth and Community Centre Board.

The final comment from the Member sought clarity over the decision this Committee made regarding the allocation of funding to Sussex Clubs for Young People and that he understood that the Committee agreed in principle to the proposal from Chris Cook, CEO of the organisation.

The Chairman advised that the Committee Member made the decision to step down from Bognor Regis Youth and Community Centre due to

potential conflict of interest due to their involvement with negotiations to operate a community café at the Youth Centre.

The Chairman understood that the £10,000 to Sussex Clubs for Young People (SCYP) had been agreed, and it has been held in order for SCYP to explore match-funding. The Chairman asked that the Projects Officer confirm to the Committee via email the decision that had been made regarding funding to SCYP.

The Projects Officer updated Committee Members that staff from The Regis School were invited to the Youth Provision Steering Group, however due to the fact the meetings were held during school hours and staff were on leave, they were unable to attend. The Governor of the school shall also be invited to future meetings.

The Chairman suggested that to address the concerns raised by the Member earlier that presentations, including a progress update and how the funds will be utilised from SCYP and BRYCC could be arranged. The Projects Officer suggested to the Chairman that the next Youth Provision Steering Group Meeting could be held in the evening to accommodate Members of this Committee to receive the presentations, which was **AGREED** by all.

Members **AGREED** the appointment of Cllr. Smith, as the Member of the Community Engagement and Environment Committee as a non-participating observer of the Bognor Regis Youth and Community Centre Board.

29. TO RECEIVE AN UPDATE ON THE BEACH & SEA ACCESS TOPIC TEAM

With no meeting having recently been held there was no update from the Beach and Sea Access Topic Team. However, a dual-hatted Councillor who is a member of the Topic Team and sits on Arun's Bognor Regis Beach Access Working Party was able to give a verbal update following the Party's Meeting held 6th July 2022. 588 responses to Arun's Beach Access online survey were received, which are currently being analysed with further information to be put to the next meeting held on 13th September 2022. The Member advised that BRBAWP are very supportive of this project and are looking into both small and large projects to provide access but that further funding may need to be sourced to implement.

The Chairman allowed a Councillor seated in the public gallery to speak, who asked if the ramp situated near Butlin's would be considered for access need. The dual-hatted Councillor, who had given the verbal update, advised that there is a concession which will be taking on the responsibility of this ramp, as well as clearing the shingle. However, they wanted to note that the ramp is not DDA compliant to allow for the use of wheelchairs.

A Member asked that the Projects Officer write a letter of thanks to Mr. Spencer, who was the Engineering Services Manager at Arun District Council who would soon be retiring, thanking him for his work relating to Beach Access. This was **AGREED** by Members.

30. TO RECEIVE THE NOTES FROM THE CLIMATE EMERGENCY FOCUS GROUP MEETING HELD ON 27th JULY 2022 AND CONSIDERATION OF ANY RECOMMENDATIONS

The Projects Officer's report, including the appended Notes of the Climate Emergency Focus Group Meeting held on 27th July 2022 were **NOTED**.

There were no recommendations to the Community Engagement and Environment Committee.

31. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 23rd JUNE 2022 AND 28th JULY 2022 (IF AVAILABLE)

The Projects Officer's report including the appended Notes of the non-quorate meetings of the Bognor Regis in Bloom Working Group held on 23rd June and 28th July 2022, were **NOTED**.

Members **RATIFIED** the cost of the two winners' plaques at a total cost of £18.00, the total cost of plants at £195.00, and the cost of winners' vouchers at a total cost of £30.00 for the Guides competition.

Members **RATIFIED** the final cost of £400.00 for the temporary floral display at the seafront beacon.

Members **RATIFIED** the donation of £100.00 to Bognor Community Gardeners for plants at Victoria Road South car park.

32. TO RECEIVE AN UPDATE RE: SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES: - 13th JUNE 2022 – MIN. 16 REFERS

Members discussed that the onus is on businesses to self-nominate in order to be considered for demonstrating good practice with regards to recycling and green issues, and that the Community Engagement and Environment Committee will decide an appropriate award, such as a diploma printed on recycled paper.

Members also discussed that while it may not be possible for a clinical waste business to recycle waste materials, Members stated that there may be alternatives to show good green practices, such as paper-free office

working, carpooling, electric vehicles, donating waste material, food, supplies to charity.

Members **AGREED** that the matter be **REFERRED** back to the Policy and Resources Committee with the **RECOMMENDATION** that a budget of £150.00, for the purchase of an award, be funded from an appropriate budget.

33. TO CONSIDER WRITING A LETTER TO SOUTHERN WATER REGARDING RAW SEWAGE, AS REFERRED BY THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE – MIN. 83 OF THE MEETING HELD 11th APRIL 2022 REFERS

Members **AGREED** that a letter should be sent to Southern Water, on behalf of Bognor Regis Town Council, in relation to the pumping of raw sewage into our waters.

34. CORRESPONDENCE

The Committee **NOTED** receipt of the correspondence list, previously circulated.

The Meeting closed at 7.49pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
3rd OCTOBER 2022

**AGENDA ITEM 6 – WARD ALLOCATION ENVIRONMENTAL PROJECTS
BUDGET INCLUDING: RATIFICATION OF ANY SPEND AND THE
UTILISATION OF ANY REMAINING FUNDS**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

The breakdown of the balances for the Ward Allocation budget for 2022/23 are appended to this report (**Appendix 1**).

There has been no spend, or utilisation of any remaining funds that need to be ratified by Members.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
3rd OCTOBER 2022

AGENDA ITEM 7 – FLEXIBLE COMMUNITY FUND INCLUDING: - TO RATIFY THE DECISION TO AWARD £402.00 TO BOGNOR REGIS WOODWORK AND CRAFT CLUB; TO RECEIVE AN UPDATE FOLLOWING THE RECOMMENDATIONS MADE TO THE POLICY AND RESOURCES COMMITTEE IN RELATION TO THE APPLICATION FORM

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
& DECISION**

Flexible Community Fund – Balance £4,250.00 – **Appendix 1.**

TO RATIFY THE DECISION TO AWARD £402.00 TO BOGNOR REGIS WOODWORK AND CRAFT CLUB

An application was received for funding of PPE for carpentry equipment to be used safely. Members are asked to ratify the decision to award the application from Bognor Regis Woodwork and Craft Club for £402.00, as agreed by the Town Clerk and Chairman under Delegated Authority and confirmed via email by the following Members: Cllrs: Barrett, Brooks, Smith and Stanley and Mrs. Staniforth.

DECISION

Members are asked to **RATIFY** the decision to support the application from Bognor Regis Woodwork and Craft Club for £402.00 to fund the purchase of PPE for carpentry equipment to be used safely.

UPDATE FOLLOWING THE RECOMMENDATIONS MADE TO THE POLICY AND RESOURCES COMMITTEE IN RELATION TO THE APPLICATION FORM

At the Community Engagement and Environment Committee Meeting held 8th August 2022, Members discussed the current Flexible Community Fund application form and agreed to recommend to the Policy and Resources Committee that 'Company Ltd. By Guarantee' be removed from the options in response to question 4, and that the wording of question 14 should read exactly as that written into the same question on the Grant Aid 2023 application form (Min. 26.1 refers).

Members of the Policy and Resources Committee considered these recommendations at the meeting held 26th September 2022 and disagreed that 'Company Ltd. By Guarantee' should be removed from question 4 but agreed that question 14 should be worded exactly as the same question on the Grant Aid 2023 application form. Therefore, the Flexible Community Fund application form has been updated accordingly (attached as **Appendix 2**).

CE&E Committee Meeting
3rd October 2022
Agenda item 7 - Appendix 1

FLEXIBLE COMMUNITY FUND APRIL 2022 - MARCH 2023

2022/23 Allocation	£5,000.00
Less	£750.00 Bognor Amateur Boxing Club
Total Available	£4,250.00



BOGNOR REGIS TOWN COUNCIL

**FLEXIBLE COMMUNITY FUND
APPLICATION FOR YEAR
1st APRIL 2022 to 31st MARCH 2023**

IMPORTANT NOTICE – Please note that before payment of any agreed funds are made, applicants may be required to submit **copies of current bank statements for all bank accounts and a signed copy of the Chairman's Report/Statement or Constitution**. Successful applicants will be advised in their notification letter of all requirements to enable payment. However, to speed up the process, applicants may provide these documents in advance and attach to this application. Please read questions carefully and provide a full answer.

1. Name and address of your organisation.

Name:

Address:

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

Name:

Address:

Postcode:

Daytime telephone number:

Position in Organisation:

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

Please tick

Yes

No

If no, please say why:

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

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

5. Please supply the following information:

When did your group/organisation start? (MM/YY)
How many members do you have?
How many people use this service?
How many are Bognor Regis residents?

6. Amount Applied for £.....

7. Description of what the funds are for (if the application is for new equipment that is over £100 in value, please supply at least two quotations).

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

--

9. Are current Bank Statements attached?

Please tick	Yes	No
If No, can you confirm that these will be made available should your application be successful?	Yes	No
If the Bank Statements will not be available, please give an explanation why.		

10. Is an up-to-date Child Protection/Vulnerable Groups Policy enclosed?

Please tick	Yes	No
If no, please explain why this is not required		

11. Please confirm the amount of unrestricted reserves that your organisation holds and an explanation as to why these cannot be used for the proposals/project.

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

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

13. What are your reasons for not applying to the Town Council's Grant Aid Fund for this funding?

14. The Town Council is keen to hear about the impact and benefits arising from the Flexible Community Fund. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms. Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

The Event/Project will be completed within:	6 mths	12 mths
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15. As part of the feedback process, the Town Council would like to hear whether the success criteria for your event/project were met. Please provide details of how the success of the event/project will be assessed.

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

Please complete Declaration overleaf

DECLARATION:

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

DATA PROTECTION:

By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application. You may request access to the information we hold on you by emailing bognortc@bognorregis.gov.uk You may request to be removed as a contact at any time bognortc@bognorregis.gov.uk Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy

Name Date.....

Position Email address.....

Organisation's website (If applicable)

Please complete this form fully and return [via email to the Town Clerk at bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

Checklist

To prevent unnecessary delay, please tick and ensure that you have:

Read the notes for applicants.

Answered all questions. It is not sufficient to simply attach documents in response to questions. Ensure you have entered the actual amount of grant requested.

Attached your most up-to-date bank statements for all bank accounts, or confirmed that these will be provided prior to payment, or an explanation as to why these are not available.

Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence.

Attached copy of your Constitution or Set of Rules.

Included additional supporting material, e.g. cuttings, reviews etc. (optional).

Attached copies of estimates for your proposals/project.

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE 3rd OCTOBER 2022

AGENDA ITEM 8 - TO RECEIVE THE NOTES OF THE ONLINE COMMUNITY OPEN FORUM MEETING HELD ON 15th AUGUST 2022 AND TO AGREE THE DATE AND TIME FOR THE NEXT ONLINE MEETING IN OCTOBER

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION & DECISION

Members are asked to receive the Notes from the Online Community Open Forum Meeting held on 15th August 2022 (**Appendix 1**).

As reported to Members at the last meeting, it had been agreed that face-to-face Councillor Drop-In Surgeries would be making a return alongside the continuation of Online Community Open Forum Meetings. Wherever possible, Drop-In Surgeries would be organised one month, and an Online Forum would be arranged for the following month.

During September, the Town Council's Climate Emergency Focus Group joined forces with the Bognor Regis in Bloom Working Group to take part in the 'Great Big Green Week' initiative. Three litter picks were organised by them, with members of the public invited to take part. Rather than organise a Councillor Drop-In Surgery for September, the litter picks were seen as a good opportunity for Councillors to also become involved as it provided an opportunity for them to engage with the community.

A date and time for the next Online Community open Forum, to take place in October, needs to be agreed. However, Members are asked to note that there are numerous meetings already taking place during October and only the following dates can be considered should an evening meeting be preferred: -

Wednesday 12th October
Thursday 13th October
Wednesday 19th October
Thursday 20th October
Wednesday 26th October
Thursday 27th October

DECISION

Members are invited to **AGREE** the date and time of the next Online Community Open Forum Meeting to take place in October 2022.

**Questions and Statements from the Online Community Open
 Forum Meeting held on 15th August 2022**

In attendance:

Bognor Regis Town Council

Councillors: Cllr. W. Smith (Chairman) (WS), Cllr. J. Brooks (JBr),
 Cllr. Mrs. S. Daniells, and Cllr. Mrs. J. Warr (JW)

Committee Clerk: Mr. M. Hall (MH)

Committee Host: Mrs. J. Davis (JD)

Before taking questions from Facebook, the Chairman stated that this was not an official Town Council Meeting but an opportunity for members of the public to pose questions or statements they might have. The Chairman also advised Members that should they wish to comment on any questions raised, that they answer with 100% accuracy to ensure members of the public are not misled. Questions and Statements were then taken from members of the public via Facebook.

Question from the public	Response	Cllr /Officer
Is there any news on the broken windows at the Picturedrome Cinema?	All details can be found via 'Quick Links' on the BRTC website. There is an update from the Picturedrome Tenant stating the windows are in the process of being replaced. This may take time due to the specialist nature of the materials being used and craftsmanship required to ensure all work is in keeping with the historical DNA of the cinema.	JD
Should 'tourism' come under Community Engagement and Environment Committee and not under Events, Promotion and Leisure Committee?	Terms of Reference for all Committees are to be reviewed and this suggestion could be considered. Whilst there are some overlapping areas between Committees, ultimately promotion should fall within the Events, Promotion and Leisure Committee.	JD JBr
N/A	The Chairman announced that Glenn Maher had joined the meeting. Cllrs. Brooks and Smith wanted to thank Mr Maher for all the work he does to clear up Bognor Regis Town	WS/JBr

	from mess made from foxes and seagulls and street refuse etc.	
Could people stop drinking outside the Railway Station?	<p>The Chairman advised that this is a slightly grey area between the Transport Police and Sussex Police regarding the overall responsibility of the Station Forecourt. Cllr Brooks stated that the Town Council had previously raised this matter with the Police & Crime Commissioner, who advised that she would bring both parties together to see how this issue could be addressed.</p> <p>JD advised that ADC are replacing the planting outside the front of the station and are replacing with low-level planting in an effort to take away the cosmetic barrier, that has been used to loiter/hide behind. She also advised that there has been a £1.5 billion cash injection to the Safer Streets funding, of which anti-social behaviour in Bognor Regis was one of the five projects highlighted as areas to improve.</p>	WS, JBr, JD, JW
Would Bognor Regis Town Council contact ADC asking them to put up a sign at the new splash area at Place St Maur asking people to be aware of taking pictures of children as this could be a safeguarding issue when sharing images across social media platforms?	The Chairman asked if this would be possible, to which the Clerk of the Community Engagement and Environment Committee advised this could be added to a future Agenda.	WS, MH
Why is drinking permitted at the train station but	The Chairman advised as the train station is not under the remit of the Town Council, ultimately, they have no jurisdiction.	WS

<p>not at Hotham Park? Can the Council make the train station a no-drinking area?</p>		
<p>Are the Council spending any more on CCTV cameras in the hotspots in Bognor?</p>	<p>The Town Council do not have any budget presently to spend on CCTV or the staff to monitor activities.</p> <p>The Projects Officer advised he would contact the Bognor Regis BID to ask whether they had received any additional funding for CCTV cameras.</p> <p>The Projects Officer also informed that there was £49,000 invested in CCTV cameras in the Town, approximately 3-4 years ago, with a further £15,000 from the Safer Streets Partnership, as was reported at the last Online Community Forum.</p>	<p>SD, JBr, MH</p>
<p>Can I ask why the people sleeping in tents on the beaches haven't been moved on?</p>	<p>The Chairman advised that this falls under the responsibility of Sussex Police and that of ADC as the landowners.</p>	<p>WS</p>
<p>The Arcade is a no-smoking and cycling area, why are staff and members of the public ignoring the signs?</p>	<p>The Chairman once again, stated as the Town Council do not own the property, this issue would be under ADC.</p> <p>The Committee Host stated that the issues raised in this Forum would be passed to ADC and Sussex Police. It was also suggested that they be raised at the BRTC/ADC Liaison Meetings.</p>	<p>WS, JBr JD, SD</p>
<p>How about the pier status as some of the planks are loose and could cause an accident,</p>	<p>The Chairman stated this is privately owned property.</p> <p>JBr stated he was surprised to hear this comment as the pier owner invests heavily to ensure the pier is safe as well as ADC also have a duty of care to pedestrians.</p>	<p>WS, JBr</p>

could the Council pursue this?		
Is there any updates on Beach Access?	There is a meeting in September at which ADC's Beach Access Group will be analysing the data from the recent poll online survey.	JBr
ADC do not appear to be enforcing the parking rules outside the Town Hall.	The Chairman advised that the area in question is in fact West Sussex County Council Highways land and is a public road and thus ADC have no power to enforce. However, this is under review.	WS
Is there an opportunity to explore concessions on the promenade?	The Chairman advised that this would be a question to raise with ADC to pursue.	WS
Are there any plans for a Christmas Market in the area?	The Chairman stated he could not confirm definitively, however, there is a possibility that this will be explored.	WS
N/A	The Committee Host advised that, going forward, monthly community engagement opportunities would alternate (weather permitting) between a face-to-face Councillor Drop-In Surgery, within the Town, and an Online Forum, with the first Surgery to be held in September 2022.	JD

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
3rd OCTOBER 2022**

AGENDA ITEM 9 - YOUTH PROVISION INCLUDING: - TO CONSIDER THE RELEASE OF FUNDS, AGREED IN PRINCIPLE, FOR SUSSEX CLUBS FOR YOUNG PEOPLE SUBJECT TO MATCH-FUNDING – MIN. 28 OF 8th AUGUST 2022 REFERS; TO RATIFY THE RELEASE OF 50% OF THE FUNDING AGREED FOR BOGNOR REGIS YOUTH AND COMMUNITY CENTRE SUBJECT TO CONDITIONS BEING MET – MIN. 100 OF 19th APRIL 2022 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Ahead of the Community Engagement and Environment Committee Meeting to be held 3rd October 2022, representatives from Sussex Clubs for Young People and the Bognor Regis Youth and Community Centre are invited to make a presentation to Members, at which verbal updates may be given.

To consider the release of funds, agreed in principle, for Sussex Clubs for Young People subject to match-funding - Min. 28 of 8th August 2022 refers

At the Community Engagement and Environment Committee Meeting held on 4th October 2021, Members unanimously **AGREED** to **SUPPORT**, in principle, Sussex Clubs for Young People's immediate plans as outlined in the report subject to; business plans/due diligence/support of the community and to further consider match-funding opportunities at a later stage to secure these valuable assets for the community (Min. 43 refers).

Following a presentation from SCYP at the Community Engagement and Environment Committee Meeting held on 6th December 2021, Members unanimously **RESOLVED** to **AGREE** in **PRINCIPLE** to exploring possibilities and further opportunities to support youth provision for Bognor Regis (Min. 53 refers).

To date, the agreement to award any of the £10,000 Youth Provision Budget available to SCYP has only been made in principle. Should Members agree to support SCYP through match-funding, up to £10,000, then evidence would usually be required from SCYP of the match-funding they have secured before any monies are released by BRTC.

On 26th September 2022, the Town Council received an invoice from The 39 Club for £5,000. It came with no covering letter but, given the reference to 'community asset transfer', it was assumed that it related to the request mentioned above from SCYP.

For clarification purposes, an email was sent to Chris Cook (CEO for SCYP) asking for confirmation from SCYP, on letterheaded paper, that this invoice from The 39 Club had been raised on behalf of SCYP (as it is SCYP that requested the support from BRTC that Members have agreed to in principle). Evidence of match-funding, to the value of at least £5,000, having been raised by SCYP was also requested.

In response to the email, the following reply was received from Chris Cook: -

"Dear Matthew

I will prepare my presentation for Monday 3rd October 2022.

On 20th July 2022 and again 15th August 2022 I emailed you and Wayne Smith seeking guidance for how we access these funds that were promised in support of the bid for the Findit Out Centre. I have kept you updated throughout of our progress.

We are in the position that we need to secure the lease to allow us to fundraise against the asset for further work which will take time and this condition of having all match-funding in place before any funds can be released was not explained to us. We will assess what we can do in the short term to meet this requirement.

In previous years an invoice for funds allocated in this manner has been sufficient and without any response from you I asked 39 Club to raise this invoice – it was unfortunate that an accompanying letter wasn't sent with it.

At this point – notwithstanding our fund raising efforts – we have invested significant time in bringing this project to conclusion which has been a cost for Sussex Clubs for Young People in supporting 39 Club to secure the asset for the town. Will that time be considered evidence of match-effort?

I look forward to your response.

Regards

Chris Cook"

This was followed up with an email sent to Chris Cook stating that the funds have not been formally promised, but that they were agreed in principle and were subject to certain conditions being met. The Partnership Funding/Youth Provision budget of £10,000 has been referred to as match-funding in relation to the request from SCYP and, since this is public money, there should be proof of match-funds being raised by any recipient in order for the Town Council to release their share.

At the Community Engagement and Environment Committee Meeting held 6th December 2021, Chris Cook stated that if the Town Council could support SCYP's request, in principle, then this would allow conversations to be had elsewhere. Furthermore, at the Committee Meeting held 19th April 2022 the Chairman, Cllr. Wayne Smith, advised that he had been in contact with Chris and that he had stated that the decision of match-funding would not be known until summer 2022, with no mention of SCYP needing to secure the lease to allow for match-funding to be raised.

In response to the question asked at the end of Chris Cook's email, in relation to whether the time invested to bring this project to conclusion would be considered evidence of match-effort, it was explained that this would be for Members to decide, in the event that he was unable to produce evidence of what match-funding SCYP have secured elsewhere.

Further information has now been supplied by Chris Cook and this has been uploaded to the Members Area as it is considered to contain sensitive information.

DECISIONS

Having previously agreed in principle to support Sussex Clubs for Young People's plans for youth provision in Bognor Regis, Members are now invited to **AGREE** whether they fully support the request for match-funding?

If so, having received evidence from Sussex Clubs for Young People of the match-funding they have raised, do Members **AGREE** to the release of £5,000 funding in support of youth provision in Bognor Regis;

OR

In the absence of evidence of match-funding raised by Sussex Clubs for Young People, do Members **AGREE** to the request that the time spent on bringing the project to conclusion be considered as evidence of match-effort, and further **AGREE** to the release of £5,000 funding in support of youth provision in Bognor Regis?

To ratify the release of 50% of the funding agreed for Bognor Regis Youth and Community Centre subject to conditions being met – Min. 100 of 19th April 2022 refers

At the Extraordinary Community Engagement and Environment Committee Meeting held 19th April 2022, Members **RESOLVED** to **RECOMMEND** to support the Bognor Regis Youth and Community Centre with a grant to the value of £5,000, and that the grant is to be released in two parts, 50% upon receipt of the Child Safeguarding Policy and confirmation that enhanced DBS Checks for all staff in contact with young people have been undertaken (Min. 100 refers).

This recommendation then went before the Policy and Resources Committee Meeting, at the Extraordinary Meeting held on 25th April 2022, and Members **RESOLVED** that, subject to the conditions previously identified by the Community Engagement and Environment Committee being met, £5,000 should be awarded to the Bognor Regis Youth and Community Centre from the 2021/22 budget underspends identified by the Clerk (Min. 162 refers).

To date, a copy of the Child Safeguarding Policy has been received, as has a list of names for whom enhanced DBS Checks will be carried out and a screenshot of an application submission.

However, in order to satisfy the conditions set by Members and to enable 50% of the grant to be released, Bognor Regis Youth and Community Centre have been advised that evidence of the total fees paid for enhanced DBS checks to be carried out is required (this should be in the form a receipt from the Disclosure and Barring Service, or alternative service provider). Furthermore, that confirmation that all staff coming into contact with children have been certified, following completion of the enhanced DBS checks process, is provided.

DECISION

Are Members satisfied that the conditions of awarding a grant to the value of £5,000 have been met and, therefore, **AGREE** to **RATIFY** the release of 50% of the funding?

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING
3rd OCTOBER 2022**

AGENDA ITEM 10 – TO NOTE THAT THE NEXT MEETING OF THE CLIMATE EMERGENCY FOCUS GROUP WILL TAKE PLACE AT 6.30PM ON TUESDAY 18th OCTOBER 2022

REPORT BY THE PROJECTS OFFICER

FOR NOTING

Members are asked to note that the next meeting of the Climate Emergency Focus Group will take place in the Council Chamber at Bognor Regis town Hall at 6.30pm on Tuesday 18th October 2022.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
3rd OCTOBER 2022

AGENDA ITEM 11 - BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE NON-QUORATE MEETING HELD ON THE 21st SEPTEMBER 2022 (IF AVAILABLE)

REPORT BY THE PROJECTS OFFICER

FOR NOTING

Please Note: the date for this Agenda item should read 22nd September 2022.

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 22nd September 2022 (if available).

DECISION

Members are invited to **NOTE** the Notes of the Bognor Regis in Bloom Working Group Meeting held on 22nd September 2022 (if available).

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
3rd OCTOBER 2022**

AGENDA ITEM 12 - TO RECEIVE AN UPDATE IN RELATION TO SETTING UP AN AWARD FOR BUSINESSES WHO CAN DEMONSTRATE GOOD PRACTICE WITH REGARD TO RECYCLING AND GREEN ISSUES – MIN. 32 REFERS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Having first approached the Policy and Resources Committee with a recommendation to allocate a budget of £300 for the purchase of plaques and trophies for awarding to businesses demonstrating good practice with regards to recycling and green issues, the matter was referred back to the Community Engagement and Environment Committee with a request that they consider a criterion upon which businesses will be evaluated, in view of the comments made about whether the award offers a level playing field and can be truly inclusive to all (Min. 43 of the Policy and Resources Committee Meeting held 1st August 2022 refers).

Having been referred back to them, the Community Engagement and Environment Committee reconsidered the matter at their meeting held 8th August 2022. In response to the feedback from the Policy and Resources Committee, Members discussed that the onus is on businesses to self-nominate in order to be considered for demonstrating good practice, and that the Community Engagement and Environment Committee will decide an appropriate award, such as a diploma printed on recycled paper. It was subsequently agreed that a recommendation for a budget of £150, for the purchase of an award, be made to the Policy and Resources Committee (Min. 32 refers).

The recommendation for a budget of £150 was considered at the Policy and Resources Committee Meeting held 26th September 2022. During discussions, the Assistant Clerk advised Members that, following a conversation with the Bognor Regis BID Co-Ordinator, it had been suggested that contact be made with Dr Jorge Gutic (Senior Lecturer in Sustainable Business at the University of Chichester). It is understood that he 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 withdraw the recommendation for a budget of £150 for the purchase of plaques and trophies for the time being.

DECISION

Do Members **AGREE** that contact be made with the University of Chichester to discuss the potential to work in collaboration with the Town Council in identifying local businesses who can demonstrate good practice with regard to recycling and green issues, with the view to setting up an award?

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
3rd OCTOBER 2022

AGENDA ITEM 13 - TO CONSIDER A REQUEST FOR FUNDING TOWARDS THE INSTALLATION OF A BIN, FOR DOG OWNERS, AND BUDGET IMPLICATIONS

REPORT BY THE PROJECTS OFFICER

FOR DECISION

A request has been received from West Sussex County Councillor, Keir Greenway, asking that Bognor Regis Town Council consider funding the installation of a bin 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. As we are currently mid-way through the Financial Year, should Members be in support of this request then consideration will need to be given as to whether the initiative proceeds immediately or be planned for 2023/24.

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.

DECISIONS

Do Members **AGREE** 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 so, and subject to permission being granted, do Members **AGREE** 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 this expenditure?

In the event that Members wished to proceed with this project this year, a further recommendation would need to be made to the Policy and Resources Committee to cover this expenditure from General Reserves.

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:-

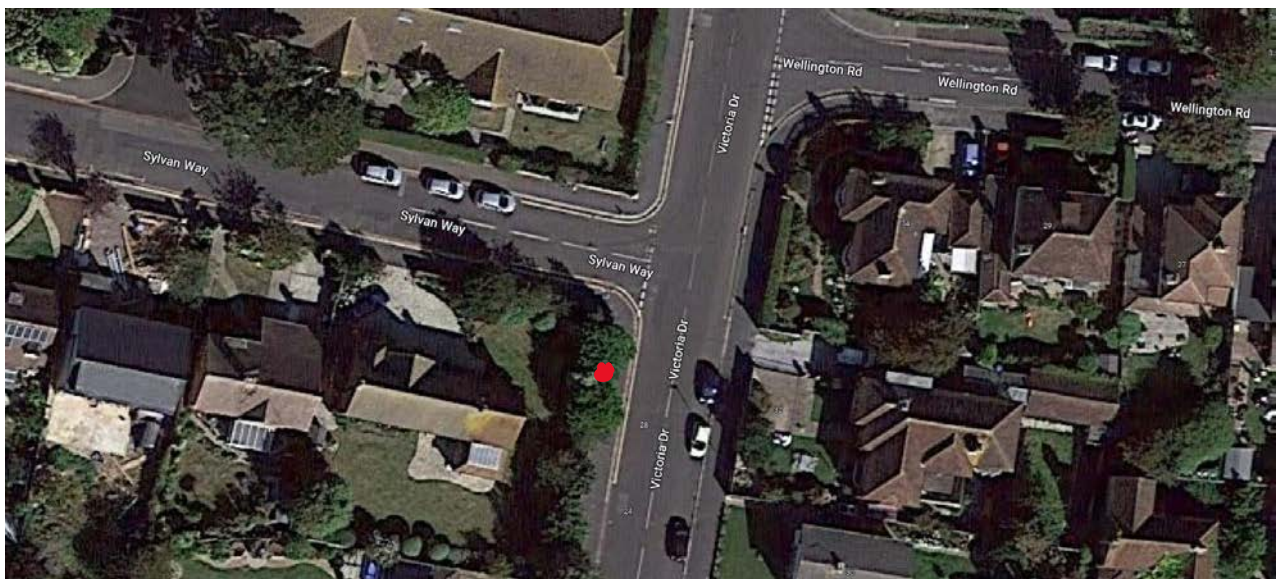
Supply of litter bin - **£345.77** (One off)

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

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
3rd OCTOBER 2022

AGENDA ITEM 14 - PROPOSALS AND REQUIRED BUDGETS FOR 2023 TO 2024 FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE INCLUDING: FLEXIBLE COMMUNITY FUND, YOUTH PROVISION, PLAYDAYS, WARD ALLOCATION, SURGERIES, OPEN FORUMS AND TOPIC TEAMS AND THE BOGNOR REGIS IN BLOOM WORKING GROUP

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Flexible Community Fund

Current Budget £5,000

Members may wish to consider their budget recommendation for the 2023/24 Flexible Community Fund.

DECISION

Members are invited to **AGREE** their **RECOMMENDATION** for the 2023/24 Flexible Community Fund budget.

Youth Activities including Youth Provision and Playdays

Youth Provision

Current Budget £10,000 (for match funding opportunities)

Members may wish to consider their budget recommendation for Youth Provision match funding opportunities.

Playdays

Current Budget £3,500

Members may wish to consider their budget recommendation for Playdays Provision.

DECISIONS

Members are invited to **AGREE** their **RECOMMENDATION** for the 2023/24 Youth Provision budget.

Members are invited to **AGREE** their **RECOMMENDATION** for the 2023/24 Playdays budget.

Ward Allocation

Current Budget £2,000

Members may wish to consider their budget recommendation for Ward Allocation for the 2023/24 municipal year.

Individual Ward Breakdown:

Hotham Ward	£500.00
Marine Ward	£500.00
Orchard Ward	£500.00
Pevensy Ward	£375.00
Hatherleigh Ward	£125.00

DECISION

Members are invited to **AGREE** their **RECOMMENDATION** for the 2023/24 Ward Allocation Fund budget for the 5 Wards in the 2023/24 municipal year.

SURGERIES, OPEN FORUMS AND TOPIC TEAMS

Current Budget £1,000

Members are asked to consider their budget recommendation for the 2023/24 Surgeries, Open Forums and Topic Teams of this Committee.

DECISION

Members are invited to **AGREE** their **RECOMMENDATION** for the 2023/24 Surgeries, Open Forum and Topic Teams budget.

BOGNOR REGIS IN BLOOM

Current Budget £1,750

Breakdown

Competition Expenses	£750
Environmental Projects	£1,000

Members are asked to consider the budgets for 2023/24 remain the same at £1,750 for the Bognor Regis in Bloom Working Group.

DECISION

Members are invited to **AGREE** that the Bognor Regis In Bloom Working Group budget for 2023/24 is as follows:

- * Competition Expenses £750
- * Environmental Projects £1,000

**BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
3rd OCTOBER 2022**

AGENDA ITEM 15 - CORRESPONDENCE

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

1. Environment & Climate Change eNewsletter – September 2022 edition