



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 the Bognor Regis Town Council will be held in the John Parry Room 1, University of Chichester Bognor Regis Campus, Upper Bognor Road, Bognor Regis at 6.30pm on MONDAY 2nd AUGUST 2021

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.)

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

DATED this 26th day of JULY 2021

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 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 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, 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 28th June 2021
 4. ADJOURNMENT for public question time and statements
 5. Clerk's report from previous Minutes
 6. To review Terms of Reference and make any recommendations on proposed changes to the Town Council including: -
 - Events, Promotion and Leisure Committee
 - Allotments Sub-Committee
 - Community Engagement and Environment Committee
 - Bognor Regis in Bloom Working Group
 - Beach & Sea Access Topic Team
 - Youth Provision Steering Group
 - Climate Emergency Focus Group
 7. To receive the Town Force Report including consideration of the Town Council funding removal of non-obscene/non-racist graffiti from WSCC owned assets - Min. 12.2
 8. To note the Joint Action Group (JAG) meeting held on 19th July 2021
 9. To consider any recommendation to Council on the adoption of a new Code of Conduct, following the report circulated for the previous meeting - Min. 23 refers
 10. To consider supporting NALC's campaign for the Government to allow Parish Councils to meet remotely
 11. To consider the request from the Bognor Regis Seafront Lights to use their Grant Aid 2020 award for an alternative use
 12. To consider a request from South Coast Sports for emergency funding of £2,064 for Active Tots Programme
 13. Notice of Motion (S.O. 9.0) proposed by Cllr. M. Stanley and referred to this Committee by Council (Min. 53 refers):
"This Council supports the principle of 16yr old's being given the opportunity to vote and agrees to write to the relevant minister and the local member of parliament requesting the due consideration is given to lowering the legal voting age to 16. This Council urges swift action is taken on this matter with a view to 16yr old's being given the opportunity to vote at the 2023 local elections."
 14. To receive a report on Promotions Training - Min. 6.3 refers
 15. To consider a policy for agreeing changes to the dates of scheduled Meetings - Min. 6.6 refers
 16. To consider the appointment of reserve Members to Committees - Min. 6.6 refers
 17. To consider a change of policy to permit Committees to appoint their Chairman and Vice-Chairman rather than Council noting that this would require a change to the Standing Orders - Min. 8.1 refers
 18. To consider the **commissioning of a new Town Crier's** regalia for The **Queen's** Platinum Jubilee celebrations in June 2022
 19. To note the disbanding of the Joint Arun Area Committees by WSCC

20. Rolling Capital Expenditure - to ratify expenditure of £1,333.33 plus VAT for a new mower
21. Financial Reports including: -
 - To note Committee I&E Reports for the month of [June](#) 2021 – previously copied to Councillors. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, **click on 'Our Council', then 'Financial Information'**, where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 - To note verification of bank reconciliations with the Town Council's Current account and **Mayor's** Charity account for the month of June 2021, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's **Financial** Regulations
22. Correspondence
23. Picturedrome Site update - Director's report, any urgent actions taken for ratification
24. To resolve to move to Confidential Business (SO. 3d) - (contractual)
25. To note any recommendations from the Joint Consultative Sub-Committee (Staffing) Meetings held 29th April and 2nd August 2021
26. Town Force: Note of outstanding debtors

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



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 28th JUNE 2021

PRESENT: Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard (exc. Mins. 26 to 28), S. Goodheart, Mrs. J. Warr and P. Woodall

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mr. D. Kemp (DCK Accounting Solutions Ltd) (part of meeting)
0 members of the public
1 Councillor in the public gallery: Cllr. Brooks (part of meeting)

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 4th MAY 2021

It was NOTED that Cllr. M. Stanley was elected Chairman and Cllr. J. Erskine was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 4th May 2021.

2. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllrs. J. Erskine due to childcare issues, H. Jones due to another appointment and W. Smith due to a family emergency.

3. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary 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 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 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 Interests 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. Cunard declared a Disclosable Pecuniary Interest in Agenda item 26 as tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 26 was discussed

Cllr. Goodheart declared an Ordinary Interest in any discussions relating to the Young Persons Award as referred to under Min. 236 of the previous Committee meeting Minutes as a Trustee of the 39 Club

4. TO APPROVE THE MINUTES OF THE ONLINE MEETING HELD ON 29th MARCH 2021

The Committee RESOLVED to APPROVE the Minutes of the Online Meeting held on 29th March 2021 and these were signed by the Chairman.

The Chairman reminded Members that should they have any queries on the previous Minutes these should be emailed to the Town Clerk.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Whilst there were no public present, the Chairman invited a Councillor in the public gallery to state any questions.

Meeting adjourned at 6.36pm

Statements were made regarding the use of the emergency delegated authority to the Town Clerk, as had been agreed by Council for use during

the pandemic, and also the merits of holding the Council Meeting to approve decisions from this Committee Meeting, immediately after.

Meeting reconvened at 6.38pm

The Town Clerk reminded Members that the Special Council Meeting which would follow was only to approve the Annual Accounts and AGAR for the 2020/21 year. The Minutes of this evening's meeting, together with any other recommendations, will be referred to the next scheduled Council Meeting on 5th July 2021.

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 29th March 2021 - Min. 224.1 - Clerk's Report regarding COVID Seminar

As was noted at the last meeting, this matter is to be deferred until further guidance was available from central Government and following the recent extension to the restrictions, this has been delayed further.

6.2 29th March 2021 - Min. 224.2 - Clerk's Report regarding Grant to West End Traders

As required as part of the grant conditions, the WEST Traders have now provided copy invoices advising that a total of 62 trees were installed along Aldwick Road at a total cost of £5,580.

6.3 29th March 2021 - Min. 231 - Promotions Training

Emails were sent to five seaside towns, similar in size to Bognor Regis, asking if there was any interest in a Zoom meeting with tourism officers. Only two have so far responded with one saying they would not be interested, as it is the Tourism Office that promotes the area, and another saying that they may. The matter will therefore be on the next Agenda for this Committee when details of these and any further responses received will be circulated and Members may agree how to proceed.

6.4 26th October 2020 - Min. 161.4 - Treasury Management Report

This policy has once again been considered by the Town Council's Accountant who has confirmed that no changes are necessary at the current time.

6.5 Town Council Meeting 8th June 2020 - Min. 227 - Grant Aid 2020

Following the decision to permit the Southdowns Folk Festival to earmark their 2020 Grant Award, the organisers have confirmed that they intend to proceed with the 2021 event and, having provided the Town Council with copies of the Event Management Plan, risk assessments and potential COVID protocol procedure, a cheque for £5,000 has been sent to them.

6.6 Town Council Meeting 8th March 2021 - Min. 367.1 - Policy for changes to scheduled meeting dates and the appointment of reserves to Committees

Due to the length of tonight's Agenda, this will be considered at a future Meeting.

6.7 Remembrance Sunday

Members are advised that, as is usual at this time of year, a meeting has been arranged with local partners to discuss the arrangements for the Parade on Remembrance Sunday which ties into the Service and Wreath Laying as organised by the Town Council. Members may recall that in 2020, the arrangements were affected, and subsequently reduced dramatically at the last minute, due to the imposing of the second Lockdown in November and the Government's stay at home order.

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

Joint Consultative Sub-Committee (Staffing)

Members unanimously RESOLVED to APPROVE the appointments of Cllrs: S. Goodheart, J. Barrett, J. Erskine, A. Cunard, Mrs. S. Staniforth, M. Stanley and the three senior Officers.

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

- Policy and Resources Committee
- Joint Consultative Sub-Committee (Staffing)

The Deputy Clerk's report was NOTED.

8.1 A Member suggested that consideration be given to Committee's rather than Council appointing the Chairman and Vice-Chairman. It was therefore AGREED that this should be a matter for a future Agenda.

8.2 A Member suggested that the Policy and Resources Terms of Reference should be reviewed in depth as he felt that some items should fall into the remit of other Committees and proposed that a Working Group be formed to make recommendations in time for the Terms of Reference review in 2022. Following a tied vote, and the use of the Chairman's Casting Vote (S.O. 3u) the proposal was rejected.

8.3 The Committee reviewed the Terms of Reference for the Policy and Resources Committee and Joint Consultative Sub-Committee (Staffing) and it was RESOLVED to RECOMMEND to Council that these be adopted with no amendments.

9. TO NOTE THE INTERNAL AUDIT REPORT 2020-2021 (FINAL UPDATE)

9.1 The Town Clerk's report and Internal Audit Report 2020-2021 (Final) were NOTED, and Members acknowledged that once again, no significant issues had been raised. Members did note that the minor issues identified in relation to uncleared cheques had already been identified by Officers prior to this review and was being addressed with cheque recipients.

- 9.2 A Member asked that consideration be given to the holding of a finance workshop for Councillors.
- 9.3 A Member queried why there was a paragraph in the Overall Conclusion reminding the Clerk and Council of the website publication requirements in relation to the AGAR. Mr. Kemp informed Members that this would be a standard coverall statement included for the avoidance of any doubt, as the incorrect publication was a common error that the External Auditors encountered. However, Members were advised that Bognor Regis Town Council has never made such a mistake, with all correct procedures regarding the AGAR followed each year.

10. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANTS, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2020/21

The Chairman welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2020/21.

Mr. Kemp advised Members that he did not intend to go through the Accounts line by line but invited any questions that Members had, having reviewed the paperwork online.

It was noted that in, spite of the COVID pandemic, the projected budget for 2020/21 had been very accurate. The surplus projected for the year was £35,104 with the actual surplus being £34,941 - a difference of only £163.

A question was also raised about any rebate on rent for the Town Hall and the use of the Council Chamber as the building had not been used by the majority of Town Council staff since March 2020. The Town Clerk confirmed that this is an issue that she would be taking up at the next BRTC/ADC Liaison Meeting.

The Councillor in the public gallery stated that he felt the duplication of terminology on the budget heading names complicated the issue for Members.

Mr. Kemp stated that he would be willing to run a workshop for Members regarding the Accounts.

The Chairman thanked Mr. Kemp for his attendance and input to the meeting.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2021 INCLUDING:

The Town Clerk's report was NOTED.

- 11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for

2020/21 (Page 3 of the AGAR) and to recommend approval to Council

Members RESOLVED to formally NOTE the Annual Internal Audit Report for 2020/21 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd. In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and unanimously RESOLVED to RECOMMEND to Council that the systems that the Council has in place are effective.

- 11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2020/2021 (Section 1 of the AGAR)

Having considered the Town Clerk's report, Members unanimously RESOLVED to RECOMMEND answering 'Yes' to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

- 11.3 To Recommend Approval to Council of the Annual Governance Statement for 2020/2021 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk

Members unanimously RESOLVED to RECOMMEND to Council APPROVAL of the Annual Governance Statement for 2020/2021 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

- 11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2021 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk

Members unanimously RESOLVED to RECOMMEND to Council APPROVAL of the Financial Statements for year ended 31st March 2021 and RESOLVED that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

- 11.5 To consider the Accounting Statements for 2020/2021 (Section 2 of the AGAR)

Members considered the Accounting Statements for 2020/2021 as detailed in Section 2 of the AGAR.

- 11.6 To Recommend Approval to Council of the Accounting Statements for 2020/2021 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

Members unanimously RESOLVED to RECOMMEND to Council APPROVAL of the Accounting Statements for 2020/2021 and unanimously RESOLVED

that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members further unanimously RESOLVED to NOTE that the Accounting Statements for 2020/2021 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

Mr. Kemp left the Meeting

12. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was NOTED.

12.1 Members RATIFIED expenditure of £1,007.32 for planning permissions for the Town Council owned boundary signs.

12.2 Members discussed the increase in graffiti and that WSCC Highways now only funded removal of obscene and racist graffiti from their assets. It was therefore AGREED that this matter be placed on a future Agenda for further discussion with consideration given an increase in liaison with the principal authority.

12.3 A Member queried the reason for the removal of the Sun Reader from the Butlin's roof. The Deputy Clerk explained that the readings had been lost during much of 2020 due to the pandemic and resulting closure of the resort. Furthermore, the extremely remote location posed Health & Safety considerations and therefore a new location was actively being sought.

Cllr. Cunard, as the tenant at the Picturedrome Cinema, suggested that there may be a suitable location on the roof the cinema building and it was AGREED that this would be investigated further, with any necessary permissions from the Met Office taken into consideration.

13. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 14th JUNE 2021

The Deputy Clerk's report, including the notes of the Heritage Partnership Board Meeting held 14th June 2021, was NOTED.

13.1 A Member asked for confirmation of the situation of the Bathing Machine, currently stored in the Town Force Lock-Up. The Deputy Clerk informed Members that this was not Town Council property and had been stored on behalf of the owner whilst discussions with Bognor Regis Museum took place about their displaying of the item. The owner was charged for the insurance costs for the storage of the item and had advised that, as arrangements with the local museum had not progressed, they were now actively looking for a permanent home elsewhere. It was noted that the structure is in need of maintenance and occupies a large space in the Town Force yard. Furthermore, Members were advised that the item is stored

without the wheels attached as with them attached, it would not fit through the roller doors.

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

The Projects Officer's report was NOTED.

14.1 Members unanimously AGREED to support the proposal from the Bognor Regis BID for the creation of a dedicated "Town Centre Task Force", the remit of which was detailed in the BID's letter to the Town Council dated 8th June 2021, as appended to the Agenda and published on the website.

14.2 Having agreed to support the Town Centre Task Force, Members subsequently AGREED to RECOMMEND to Council that one of Cllrs. Cunard, Goodheart or Stanley be appointed as the representative of this Committee to the Strategy Group and furthermore, AGREED with Officer attendance at the Delivery Group meetings.

15. TO NOTE THE JOINT ACTION GROUP (JAG) MEETING HELD ON 10th JUNE 2021

The Projects Officer's report, including confirmation that notes from the meetings could be made available to Members, was NOTED.

16. GRANT AID 2022 INCLUDING:

The Deputy Clerk's report was NOTED.

16.1 A Member suggested that, to make things fairer and more accountable, the process be streamlined for smaller grants but for those larger applications more detail is requested with a business style breakdown of the expenditure to be funded by the grant and follow up enquiries to ascertain whether the expectations were met. It was noted that this would be too late to implement for the 2022 round, but that consideration be given in plenty of time to implement in 2023.

16.2 To review current guidelines/criteria, application form and amend if required
Members unanimously APPROVED the guidelines/criteria and application form with no amendments from the 2021 issue and furthermore AGREED that submission of applications should continue to be on an electronic basis.

Members further REJECTED the promotion of the Grant Aid Scheme on the Bognor Regis Observer website.

16.3 Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered
Members AGREED that an Extraordinary Committee Meeting should be held on the afternoon of the 8th November 2021 at which the applications will be considered.

16.4 Review of the guidelines for the Flexible Community Fund
Members APPROVED the guidelines/criteria and application form with no amendments from the 2021 issue and furthermore AGREED that submission of applications should continue to be on an electronic basis.

It was NOTED that only those serving on the Community Engagement and Environment Committee received details of applications to the FCF as it is this Committee that determines the awards.

17. TO NOTE THE REVISED HEALTH & SAFETY POLICY MANUAL WITH THE POLICY STATEMENT SIGNED BY THE CHAIRMAN OF THE COMMITTEE

The Deputy Clerk's report, including the circulated updated version of the Health & Safety Policy Manual, was NOTED.

Members also NOTED that the Policy Statement would be signed by the Chairman of the Policy and Resources Committee.

18. TO NOTE THE CHANGE OF DATE FOR THE NEXT POLICY AND RESOURCES COMMITTEE MEETING TO MONDAY 2nd AUGUST 2021

The Town Clerk's report, including confirmation that the next Meeting of the Committee would be held on Monday 2nd August 2021, was NOTED.

19. TO RECEIVE A REPORT ON THE TOWN COUNCIL'S POSITION REGARDING THE FISHERMEN'S HUTS ON THE SEAFRONT AND AGREE ANY ACTION - MIN. 226.1 REFERS

The Town Clerk's report and Appendix, together with a verbal report of an email received from a member of the public already involved with this matter, was NOTED.

Following discussion, it was AGREED that a letter be sent to ADC to query the legal standing regarding any agreement between ADC and the fishermen, and that further discussion be deferred until a response is received which it is hoped will clarify the position.

20. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2021

The Town Clerk's report, including the circulated summary of the Earmarked Reserves as at 31st March 2021, was NOTED.

21. TO CONSIDER THE PURCHASE OF A BUSINESS STARTER PACK FOR THE HIDDEN DISABILITIES SUNFLOWER SCHEME FOLLOWING THE PRESENTATION TO COUNCIL BY CLLR. D. EDWARDS - MIN. 225 REFERS

The Town Clerk's report was NOTED, and Members were updated further that any expenditure for this would have to come from the Civic Fund. In addition, Members were advised that consideration should be given to the purchase of a Corporate Pack which included the white lanyards which could be worn by Town Council staff to show their awareness of the scheme, and this would be at a slightly higher cost of £115.

Members expressed their thanks to Cllr. David Edwards for taking the time to attend a briefing to present to Members details of the Sunflower Scheme and AGREED that a letter of thanks be sent to him. Following the discussion, Members unanimously AGREED to purchase a Corporate Pack at a cost of £115.

It was also noted that there are training videos that may be circulated for Members to view.

22. TO RATIFY EXPENDITURE OF £44.25 FOR FLOWERS FOR THE TOWN CRIER ON THE ANNOUNCEMENT OF HER AUTHORSHIP OF THE CRY FOR THE QUEEN'S PLATINUM JUBILEE BEACONS EVENT

The Town Clerk's report was NOTED, and Members subsequently RATIFIED the expenditure of £44.25 for flowers for the Town Crier and AGREED that a letter of congratulations should be sent by the Town Mayor.

23. TO RECEIVE A REPORT ON THE CODE OF CONDUCT AND TO NOTE THAT CONSIDERATION OF THE ADOPTION OF EITHER THE LGA MODEL OR ADC'S AGREED CODE WILL BE CONSIDERED AT THE NEXT MEETING - MIN. 203 REFERS

The Town Clerk's report, including the circulated LGA model Code of Conduct, the ADC Adopted Code of Conduct (based on the LGA model but tailored to their own requirements) and the report from the Town Council's Consultants, EQH Ltd, was NOTED.

The Chairman referred to the circulated report which advised Members that discussion and consideration of a recommendation to Council as to whether a new Code of Conduct for the Town Council was required, would be referred to the next meeting of this Committee, thereby giving Member's time to consider and digest the various Appendices.

24. FINANCIAL REPORTS INCLUDING:-

24.1 To note Committee I&E Reports for the months of April and May 2021 - previously copied to Councillors

Members NOTED receipt of the financial reports for the months of April and May 2021.

- 24.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March, April and May 2021, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
The verification of bank reconciliations as detailed was NOTED.

25. CORRESPONDENCE

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

Cllr. Cunard, redeclared his Disclosable Pecuniary Interest in Agenda item 26 and left the Meeting

26. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

The Director's report as published was NOTED and actions taken, including any expenditure as detailed, were RATIFIED. Members were further advised that elements of this Agenda item would need to be considered further under confidential business.

27. 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 26 and 28 (contractual).

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

28. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

The verbal Director's confidential report was NOTED, and actions taken, including any expenditure as detailed, were RATIFIED.

Cllr. Cunard rejoined the Meeting

29. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee NOTED the list (confidential).

The Meeting closed at 8.17pm

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 6 - TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- Events, Promotion and Leisure Committee
- Allotments Sub-Committee
- Community Engagement and Environment Committee
- Bognor Regis in Bloom Working Group
- Beach & Sea Access Topic Team
- Youth Provision Steering Group
- Climate Emergency Focus Group

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

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

As noted at the previous Meeting, due to the cancellation of Meetings following the expiration of remote meetings legislation, none of the Committees had the opportunity to review their Terms of Reference and therefore this matter needed to be revisited at their next meeting and Members are therefore invited to receive the following:

EVENTS, PROMOTION AND LEISURE COMMITTEE

A copy of the Terms of Reference recommended at the Committee Meeting held 19th July 2021 (Min. 9.1) is attached for consideration at Appendix 1.

ALLOTMENTS SUB-COMMITTEE

A copy of the Terms of Reference recommended at the Events, Promotion and Leisure Committee Meeting held 19th July 2021 (Min. 9.2) is attached for consideration at Appendix 2.

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

A copy of the Terms of Reference recommended at the Committee Meeting held 30th June 2021 (Min. 6.1) is attached for consideration at Appendix 3.

BOGNOR REGIS IN BLOOM WORKING GROUP

A copy of the Terms of Reference recommended at the Community Engagement and Environment Committee Meeting held 30th June 2021 (Min. 6.2) is attached for consideration at Appendix 4.

BEACH & SEA ACCESS TOPIC TEAM

A copy of the Terms of Reference recommended at the Community Engagement and Environment Committee Meeting held 30th June 2021 (Min. 6.3) is attached for consideration at Appendix 5.

YOUTH PROVISION STEERING GROUP

A copy of the Terms of Reference recommended at the Community Engagement and Environment Committee Meeting held 30th June 2021 (Min. 6.4) is attached for consideration at Appendix 6.

CLIMATE EMERGENCY FOCUS GROUP

A copy of the Terms of Reference recommended at the Community Engagement and Environment Committee Meeting held 30th June 2021 (Min. 6.5) is attached for consideration at Appendix 7.

DECISION

Members are invited to review the Terms of Reference as detailed in Appendices 1 & 7 and RECOMMEND TO COUNCIL that these be adopted subject to any additions that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

EVENTS, PROMOTION AND LEISURE COMMITTEE

Adopted by the Council at its Meeting held on 2nd September 2019

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: EVENTS, PROMOTIONS AND LEISURE COMMITTEE

9 Members of the Authority

Quorum = 3

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

<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

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on 2nd September 2019

BOGNOR REGIS TOWN COUNCIL

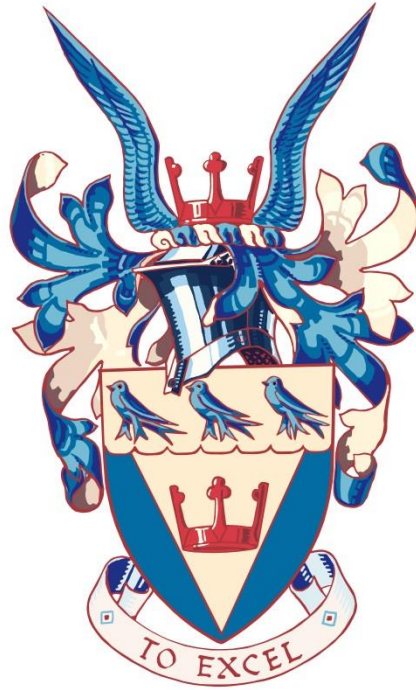
TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

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

9 Members of the Authority and co-opted Members

Quorum = 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To maintain good liaison between the Council and Allotment Tenants2. To promote the sensible use and advancement of the Allotments within the 5 Wards of Bognor Regis3. To promote the use of Allotments by young people who live within the 5 Wards of Bognor Regis	<ul style="list-style-type: none">• Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for Operational management



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

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

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

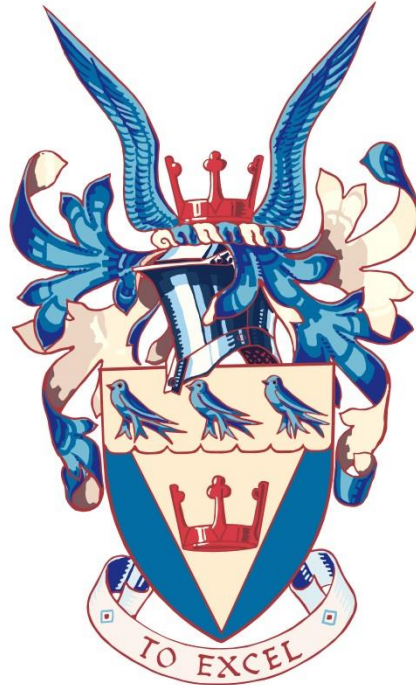
9 Members of the Authority

Quorum = 3

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Community Engagement</p> <p>1.1 To lead and encourage effective local community engagement, ensuring that, embedded throughout the Council and its decision-making processes is a clear understanding of the need to engage with the local community about decisions which affect them. Such thinking to be reflected throughout the implementation of the terms of reference 1 to 8 detailed below.</p> <p>1.2 To champion and where possible enable the aspirations/comments/suggestions obtained from the community to have an impact on decision making and the way in which services are being delivered.</p> <p>1.3 To promote the social wellbeing of the Town and to facilitate and support local community and voluntary organisations within the framework of our Corporate Strategy</p> <p>1.4 To lead the drive for one Bognor Regis engaged community and to take responsibility for the reporting of community engagement with those living and working in the Town.</p> <p>1.5 To identify different community sectors of place or interest not already involved in the engagement process to ensure all parts of the community are reached.</p> <p>1.6 To organise and facilitate the methods of community engagement for participation by all Members of the Council, tailored to the specifics of the target community sectors when applicable.</p> <p>1.7 To organise and facilitate the formation of Topic Teams with focus on specific issues as identified through community engagement.</p> <p>1.8 To review outcome from all engagement activities and make suitable recommendations to Council or Committee with reference to the Corporate Strategy.</p> <p>1.9 To regularly assess the delivery of engagement to identify strengths and weaknesses and required resources from within the Council to ensure effective engagement.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Grants to Policy and Resources Committee • Promotion & other support to Committee/ Town Clerk in accordance with Policy • Committee for strategic overview • Committee for strategic overview • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk
<p>2. Environment</p> <p>2.1 To promote the environmental wellbeing of the Town</p> <p>2.2 Issues involving ancient monuments & areas of archaeological interest</p> <p>2.3 To approve & action any Environmental Audits</p> <p>2.4 To promote environmental awareness</p> <p>2.5 To lead on sustainability and transition for the Town</p> <p>2.6 To lead the duty to consider the conservation of biodiversity</p>	<ul style="list-style-type: none"> • Committee under the direction of Council • Town Clerk for operational matters • Strategic overview to Committee • Operational management to Town Clerk • Committee within budget • Town Clerk to initiate audit • Committee to approve programme within budget • Committee within budget • Strategic overview to Committee

<p>when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, s40</p>	<ul style="list-style-type: none"> Operational management to Town Clerk
<p>3. Environmental & Public Health</p> <p>3.1 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125</p> <p>3.2 Power to deal with ponds & ditches, Public Health 1936, S260</p> <p>3.3 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue,</p> <p>3.4 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)</p> <p>3.5 Waste & recycling</p>	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk Power to Committee Petitions to Committee Town Clerk in other cases Committee Town Clerk in consultation with Chairman in cases of urgency Strategic overview to Committee Operational management to Town Clerk
<p>4. Personal Health</p> <p>4.1 To work with partner organisations to improve the health of people in the Town</p> <p>4.2 To improve access to services which can contribute to health</p> <p>4.3 To promote healthy living</p> <p>4.4 Contribute to the development of and co-ordination of NHS services</p>	<ul style="list-style-type: none"> Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management
<p>5. Children and Young People</p> <p>5.1 Support public and community services and facilities for the young</p> <p>5.2 Co-ordinate the involvement of children and young people in decision making</p> <p>5.3 Support to children and young people in their communities</p>	<ul style="list-style-type: none"> Committee within Policy and Budget Committee within Policy and Budget Committee within Policy and Budget
<p>6. Public Realm & Public Facilities</p> <p>6.1 Provision of litter receptacles, Litter Act 1983, S5&6</p> <p>6.2 Provision and maintenance of street furniture and signs</p> <p>6.3 Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005</p> <p>6.4 Power to provide & maintain public conveniences, Public Health Act 1936, s87, including partnerships for community provision.</p> <p>6.5 Power to provide baths & washhouses under Secs 221, 222, 223 & 227 of Public Health Act 1936</p> <p>6.6 To promote and support floral and planting Initiatives, Local Government Act 1972. s 144</p>	<ul style="list-style-type: none"> Committee Strategic overview within budget to Committee Operational management to Town Clerk Strategic overview to Committee Operational management to Town Clerk Strategic overview to Committee within budget & policy Operational Management to Town Clerk Committee for strategic overview Town Clerk for operational management Committee under the direction of Council Operational management to Town Clerk

<p>7. Clocks</p> <p>7.1 Power to provide & contribute to public clocks, Parish Councils Act 1957, S2</p>	<ul style="list-style-type: none"> • Operational management to Town Clerk
<p>8. Heritage</p> <p>8.1 To directly or indirectly conserve the cultural heritage of the Town.</p> <p>8.2 To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within budget & policy • Operational Management to Town Clerk • Strategic overview to Committee within budget & policy • Operational Management to Town Clerk
<p>9. To support home safety initiatives in the town</p>	<ul style="list-style-type: none"> • Committee under the direction of Council
<p>10. Flexible Community Fund</p> <p>10.1 To administer the Council's Flexible Community Fund in accordance with Policy</p> <p>10.2 To approve grants within the approved budget and Policy</p>	<ul style="list-style-type: none"> • Committee • Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM

WORKING GROUP

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

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BOGNOR REGIS IN BLOOM WORKING GROUP

This is a Working Group of the Community Engagement and Environment Committee

6 Members of the Authority and co-opted Members

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
1	The In Bloom Working Group is responsible for the promotion and planning of the Bognor Regis in Bloom competition and the application including the portfolio, planning and promotion for Bognor Regis' entry to South and South East in Bloom.
2	The Working Group will deal under delegated powers with the following specific decision-making issues within the budget and policies approved by the Community Engagement and Environment Committee.
Bognor Regis In Bloom Competition (i) Promote the competition through the media and other methods (ii) Collate, plan and judge all entries received at the office (iii) Organise presentation evening, awards and certificates	<ul style="list-style-type: none"> • Working Group within Budget • Working Group within Budget • Working Group within Budget
South & South East in Bloom Competition (i) Collate material over the year for inclusion in the portfolio (ii) Complete application to competition and representatives of the Working Party to attend seminars and presentations (iii) Promote South & South East in bloom through media, schools and other organisations. (iv) Organise planting competitions (v) Liaise with BRTC and ADC on planting programs / projects planned for year (vi) Plan route and itinerary for judging day (vii) Organise planting displays at national events to promote the town of Bognor Regis	<ul style="list-style-type: none"> • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Party within Budget • Working Group within Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BEACH & SEA ACCESS

TOPIC TEAM

Adopted by the Council at its Meeting held on **xxxx**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BEACH & SEA ACCESS TOPIC TEAM

This is a Topic Team of the Community Engagement and Environment Committee

Committee Membership: Cllrs: Barrett, Brooks and Mrs Warr, Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = n/a

Function of the Topic Team Column 1	Delegation of Functions Column 2
1.To investigate means of achieving pedestrian and ambient-disabled access over and/or through the stones to the sand and shoreline and to work with members of the community to bring about the same	Topic Team to make recommendations to Community Engagement and Environment Committee
2.To work with Arun District Council, Officers, Engineers the Foreshore Office and other Partners and Agencies to determine the viability of any proposals and have representation on any ADC Project Team	Topic Team to make recommendations to Community Engagement and Environment Committee
3.To investigate possible funding streams for installation of any successful proposal	Topic Team to make recommendations to Community Engagement and Environment Committee
4.To refer any programme and budgets to the Community Engagement and Environment Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme	Topic Team to make recommendations to Community Engagement and Environment Committee
5.To promote the potential benefits that can be gained through partnership collaboration to all the community, as well as the economic growth impact to the town and the enhancement of regeneration through a successful outcome	Topic Team to make recommendations to Community Engagement and Environment Committee
6. To give consideration to any latest developments as they arise	Topic Team to make recommendations to Community Engagement and Environment Committee



BOGNOR REGIS TOWN COUNCIL TERMS OF REFERENCE

YOUTH PROVISION STEERING GROUP

Adopted by the Council at its Meeting held on **xxx**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: YOUTH PROVISION STEERING GROUP

This is a Steering Group reporting to the Community Engagement and Environment Committee

Membership: The Chairman of Bognor Regis Town Council Community Engagement and Environment Committee, Bognor Regis Town Council Projects Officer, Representatives from Youth Providers within Bognor Regis and the wider area

Quorum = n/a

Function of Steering Group Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To consult with youth providers within Bognor Regis and the wider area2. To encourage collaborative working where possible and to share best practises3. To liaise with statutory bodies to undertake a multi-agency approach towards safeguarding young people and where necessary signpost to the correct authority	<ul style="list-style-type: none">· Steering Group to make recommendations to Community Engagement and Environment Committee on all functions



BOGNOR REGIS TOWN COUNCIL

DRAFT

TERMS OF REFERENCE

CLIMATE EMERGENCY FOCUS GROUP

Adopted by the Council at its Meeting held on **xxxx**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: CLIMATE EMERGENCY FOCUS GROUP

This is a Focus Group of the Community Engagement and Environment Committee

Committee Membership: Cllrs: Barrett, Brooks and Mrs. Warr, Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = N/A

Function of Focus Group Column 1	Delegation of Functions Column 2
1.To investigate means of tackling Climate Change within the 5 wards of Bognor Regis	Topic Team to make recommendations to Community Engagement and Environment Committee
2.To work with all tiers of Government, Businesses, Stakeholders and Members of the Public towards achieving short, medium and long-term goals and objectives	Topic Team to make recommendations to Community Engagement and Environment Committee
3.To investigate possible funding streams for the delivery of any successful proposal	Topic Team to make recommendations to Community Engagement and Environment Committee
4.To refer any programme and budgets to the Community Engagement and Environment Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme	Topic Team to make recommendations to Community Engagement and Environment Committee

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 7 - TO RECEIVE THE TOWN FORCE REPORT INCLUDING CONSIDERATION OF THE TOWN COUNCIL FUNDING REMOVAL OF NON-OBSCENE/NON-RACIST GRAFFITI FROM WSCC OWNED ASSETS - MIN. 12.2

REPORT BY THE TOWN FORCE MANAGER

FOR DECISION

Members may recall that at this Committee's Meeting held on 6th July 2020 (Min. 145.1) Members agreed to reinstate the "Clear All" approach to graffiti across the five wards on assets not already covered by any arrangements covered by WSCC, ADC or the BID.

However, at the last Meeting of this Committee, whilst discussing the Town Force Report (Min. 12), it was noted that there had been an increase of graffiti remaining on WSCC assets such as the subways, as the County Council, with effect from April 2021, would now only fund removal of obscene and racist graffiti.

It is extremely difficult to estimate the man hours needed on a regular basis to clear non-offensive/non-racist graffiti on WSCC assets but by reviewing the records an average of 10 man hours per month has been calculated.

Members are therefore invited to consider the Town Council taking on responsibility for removing graffiti from WSCC assets that do not meet the County Council's threshold for being obscene or racist, noting that the funding of any such activity would be determined by the Town Clerk in liaison with the Town Council's Accountant.

DECISION

Do Members AGREE to take on responsibility for removing graffiti from WSCC assets that do not meet the County Council's threshold for being obscene or racist, noting that the funding of any such activity would be determined by the Town Clerk in liaison with the Town Council's Accountant?

Purchase of electric tipper van (Min. 121.1 of 3rd February 2020 refers) Following Members decision to revisit the matter in 18 months in the hope that the technology would have moved on to provide a vehicle more suitable for Town Force activities, contact has been made with the dealers again.

Members may recall that the issue with electric tipper vans was their small size and slow speed (max 27mph).

Goupil launched a new van, G6, in 2020 and although it can travel up to speeds of 50mph which is faster than any other electric van, it is only available in left hand drive. Whilst driving a left hand van in the UK is legal, it could prove challenging for staff. The second issue with G6 is its front wheel drive -

TF require rear wheel drive due to the nature of their activities. It would therefore appear that there is no electric tipper on the market that would satisfy all Town Force needs, just yet.

Licences vs. leases for BRTC Assets on the Promenade.

There has been no progress, response from Arun DC solicitor is still awaited.

Seafront showers (x 5).

The two showers previously experiencing low pressure are now working properly.

Roundabout signage to acknowledge BRTC contribution towards the roundabout maintenance.

Locations have been agreed and signage will be installed shortly.

Sponsored planters.

Southernbrook Estate Agents have renewed their sponsorship of two Felpham Way planters and added a third planter to their portfolio.

Unique Promotions have been sent a renewal offer but are still considering their options.

Vacant planters: 1 x A29 / Orchard Way planters and 2 x Durban Road planters.

Railway station planting project.

GTR Southern Rail have approved the submitted H&S paperwork and installation of 9 hanging baskets and a tiered planter is scheduled to take place w/c 26 July.

BR In Bloom Working Party: Guides Competition.

Town Force planted up the two seafront beds following the winning designs, attended the ceremony and installed plaques next to the beds.

Odd Jobs for 3rd parties (extra revenue).

- BR BID – Provision of crowd barriers for the Place St Maur project, installation of additional metal brackets to the picnic tables on Place St Maur, installation of giant flipflops in the Arcade, repair of giant flipflops in the High Street;
- Middleton On Sea Parish Council – Replacement of chain-link fence;
- Bognor Pier Company Ltd - Weekly inspections of vacant premises; re-fixing of loose paving slabs; investigation of water leak into 1a Linden Rd; provision of crowd barriers, pedestrian warning signs, mobile scaffold tower and a PASMA qualified member of staff to support the glazing contractor;
- Picturedrome Cinema – Weeding around the building, removal & disposal of overgrown foliage and removal of redundant soil pipe.

Examples of other jobs.

In addition to the routine jobs, TF have also collected & delivered Guide competition plaques to the office, made perspex screens for the offices, put posters up in the seafront shelters, got cheques signed (and continue to do so), done odd jobs at the allotments and dealt with a range of graffiti and flyposting.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 8 - TO NOTE THE JOINT ACTION GROUP (JAG) MEETING
HELD ON 19th JULY 2021

REPORT BY THE PROJECTS OFFICER

FOR DECISION

A Meeting was held on 19th July 2021. Due to the sensitive nature of the content of these meetings, the notes and action plans will be available via the Projects Officer if Members wish to see them.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 9 - TO CONSIDER ANY RECOMMENDATION TO COUNCIL ON THE ADOPTION OF A NEW CODE OF CONDUCT, FOLLOWING THE REPORT CIRCULATED FOR THE PREVIOUS MEETING - MIN. 23 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

As will be recalled, at the last Meeting held on 28th June 2021 (Min. 23 refers), Members received the following with their Agenda: -

- LGA model Code of Conduct
- ADC Adopted Code of Conduct - based on LGA model but tailored as noted above
- Report from EQH Ltd regarding any change to the existing Town Council Code of Conduct

Members were asked to review the various documents and raise any questions with the Town Clerk.

No questions or queries have been received by the Town Clerk from Members.

Members are therefore invited to agree the recommendation from EQH Ltd to adopt the LGA Code of Conduct but with the addition of the Council's current Appendices namely: -

Appendix 1: The General Principles

Appendix 2: Disclosable Pecuniary Interests

Appendix 3: Guidance

Appendix 4: Social medial Policy for Councillors

Appendix 5: Planning Code of Good Practice for Councillors

DECISION

Do Members AGREE to RECOMMEND to Council the adoption of the LGA Code of Conduct with the inclusion of the Appendices 1 to 5 as detailed?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 10 - TO CONSIDER SUPPORTING NALC'S CAMPAIGN FOR THE GOVERNMENT TO ALLOW PARISH COUNCILS TO MEET REMOTELY

REPORT BY THE TOWN CLERK

FOR DECISION

In a recent NALC Chief Executive's Bulletin (circulated to all Members via email) it was noted that NALC's call for Councils to be allowed to meet remotely was echoed in Parliament, in a question from Siobhan Baillie MP to the Leader of the House of Commons.

NALC are appreciative of this support and are urging all Town and Parish Councils to lobby their MP, asking them to also press this important issue in Parliament with the Government.

DECISION

Do Members AGREE that a letter should be written to Rt. Hon. Nick Gibb MP supporting the continued ability for Town and Parish Councils to meet remotely?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 11 - TO CONSIDER THE REQUEST FROM THE BOGNOR REGIS SEAFRONT LIGHTS TO USE THEIR GRANT AID 2020 AWARD FOR AN ALTERNATIVE USE

REPORT BY THE TOWN CLERK

FOR DECISION

Members will recall that at the Council Meeting held 8th June 2020 (Min. 227), it was agreed that Bognor Regis Seafront Lights could retain their Grant Aid 2020 award of £2,500 and would only be required to return this if the 2021 Illuminations Gala should not go ahead.

Sadly, the Town Clerk has now been advised that there will be no Illuminated Gala procession over the August Bank Holiday this year.

However, the event organisers have requested that they retain the grant to fund fireworks off the Pier on both the Saturday and Sunday night of the Bank Holiday, subject to all COVID restrictions being lifted (as has happened). The organisers felt that with the Town's event program being massively depleted due to COVID, it would still be good to provide something, and this would be the first time that the Town had has fireworks on two consecutive nights.

DECISION

Do Members AGREE that the BRSFL organisers may retain their Grant Aid 2020 award of £2,500 to fund fireworks off the Pier on both the Saturday and Sunday night of the Bank Holiday?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 12 - TO CONSIDER A REQUEST FROM SOUTH COAST SPORTS FOR EMERGENCY FUNDING OF £2,064 FOR ACTIVE TOTS PROGRAMME

REPORT BY THE TOWN CLERK

FOR DECISION

The Projects Officer has been contacted by the Community Projects Lead/Director of South Coast Sports (SCS) regarding their planned Active Tots programme.

SCS received a request from Active Sussex to create a project for pre-school children and their parents to be active together in our area, which was to be funded by Sport England.

Their Active Tots programme does this, and they planned to extend their current sessions to an additional venue at Bersted Community Hall, with two sessions; Stage 1 for ages 2 to 3½ years and their parents/carers and Stage 2 for ages 3½ to 5 years. Confirmation has been sought from the organisers as to the proportion of Bognor Regis residents that will be offered places and an update will be given at the meeting.

The programme would see 50% of places go to families in receipt of Universal Credit, receiving help from Children Services or with Early Help Plans with the other 50% of places due to be paid for by families who could afford them to cover the other 50% of the costs.

The project was due to run for 24 weeks commencing in September and concluding next Spring, to then be reviewed. SCS were going to also give each child a mini football and were partnering with JW Sports on this.

Unfortunately, Sport England have altered their requirements and have now decided that preschool children and their families will not be a target demographic and have therefore withdrawn their funding.

SCS therefore have everything in place. The Coach is booked; the facilities are booked, and the flyers are done and they are devastated that this project may not happen. SCS have advised that this is such an area of need, and the earlier children are exposed to positive experiences of being active, the more likely they are to choose to be active as they go through life.

The shortfall for this project is £2064. This will provide 12 places (6 x Stage 1 and 6 x Stage 2) for the duration of the project (24 weeks, each family will receive 12 free weeks so we can support 24 families) and providing each child with a football to practice with at home.

Members are therefore invited to consider if they would like to support this project and match fund the shortfall of £2064. This provision would be funded from the EMR of the Youth Service Provision match funding budget from the 2020/21 municipal year.

DECISION

Do Members AGREE to release funding of £2064 from the Youth Provision Earmarked Reserves to assist South Coast Sports with the Active Tots programme?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 13 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. M. STANLEY AND REFERRED TO THIS COMMITTEE BY COUNCIL
(MIN. 53 REFERS)

REPORT BY THE TOWN CLERK

FOR DECISION

Members are invited to discuss the Motion referred from the Council Meeting held 5th July 2021, as submitted by Cllr. Stanley and seconded by Cllr. Woodall, and agree how they wish to proceed.

"This Council supports the principle of 16yr old's being given the opportunity to vote and agrees to write to the relevant minister and the local member of parliament requesting the due consideration is given to lowering the legal voting age to 16. This Council urges swift action is taken on this matter with a view to 16yr old's being given the opportunity to vote at the 2023 local elections."

DECISION

How do Members AGREE to proceed following the Motion submitted by Cllr. Stanley?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 14 - TO RECEIVE A REPORT ON PROMOTIONS TRAINING - MIN. 6.3 REFERS

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

At the Policy and Resources Committee Meeting, held 29th March 2021, it was unanimously agreed that, as per the suggestion from the Councillor who had originally proposed this training, Officers should investigate arranging a Zoom meeting with similar sized seaside resorts (Min. 231 refers).

A report was provided to Committee Members, at the meeting held 28th June, confirming that emails had been sent to five seaside towns, similar in size to Bognor Regis, asking if there was any interest in a Zoom meeting to discuss tourism (Min. 6.3 refers).

To date, the following responses have been received: -

Bridlington Town Council – *"If I am honest, I wouldn't really be interested in a zoom call to discuss this as we don't really get involved in the tourism side of things as the promotion of Bridlington predominantly falls to the principal authority, the East Riding of Yorkshire Council."*

Clevedon Town Council – *"Clevedon as a destination has had its problems sandwiched as we are between Bristol and Weston-Super-Mare and I would be very interested to hear from you all how you have promoted your seaside towns. And how you have used social media (we are still fighting with Facebook to release our page so we can use it again. We would like to be included in the zoom meeting."*

Teignmouth Town Council – *"I would be interested in taking part in a zoom call to discuss ways of promoting our towns. Mornings are better for me except Wednesdays but happy to fit in with others."*

Deal Town Council and Morecambe Town Council did not respond.

DECISION

Members are asked how they wish to proceed?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 15 - TO CONSIDER A POLICY FOR AGREEING CHANGES TO THE DATES OF SCHEDULED MEETINGS - MIN. 6.6 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Town Council Meeting held on 8th March 2021, whilst considering a change to a published meeting date for the Events, Promotion and Leisure Committee, a Member suggested that a policy was needed to agree the criteria for future changes.

If Members are minded to agree to the production of such a policy, guidance is required as to the criteria to be included.

DECISION

Do Members AGREE that a policy should be prepared for the changing of published meetings dates and if so, AGREE what the criteria for any such policy should be?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 16 - TO CONSIDER THE APPOINTMENT OF RESERVE MEMBERS TO COMMITTEES - MIN. 6.6 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Town Council Meeting held on 8th March 2021, whilst considering a change to a published meeting date for the Events, Promotion and Leisure Committee, a Member suggested that consideration should be given to the appointment of reserves to Committees.

For Members information the following should be noted:

- i) The LGA 1972 s101 states: the number of members of a committee appointed, their term of office, and the area (if restricted) within which the committee are to exercise their authority shall be fixed by the appointing authority.
- ii) As per the Town Council's Standing Orders, there must be political parity across the Committee membership. This would mean that each political group would have to name a "reserve" member for each Committee from within their number as political parity would need to be maintained.
- iii) The last time a Committee was not quorate was the Planning and Licensing Committee Meeting in September 2018 and this is therefore not a common occurrence.
- iv) Any introduction of "Reserve" Committee Members would not now be effective until the next Annual Town Council Meeting in 2022.

DECISION

Do Members AGREE that "Reserve" Members for each Group should be appointed to each Committee at the next Annual Town Council Meeting in May 2022?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 17 - TO CONSIDER A CHANGE OF POLICY TO PERMIT COMMITTEES TO APPOINT THEIR CHAIRMAN AND VICE-CHAIRMAN RATHER THAN COUNCIL NOTING THAT THIS WOULD REQUIRE A CHANGE TO THE STANDING ORDERS - MIN. 8.1 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the previous Committee Meeting whilst discussing the Terms of Reference, the suggestion was made that the Committees should appoint their Chairman and Vice-Chairman rather than the Council.

Referencing NALC's Legal Topic Note (LTN) 5 - Parish and Community Council Meetings, this states the following: -

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

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

DECISION

Do Members AGREE to RECOMMEND to Council an amendment to the Standing Orders so that from May 2022 the Chairman and Vice-Chairman are appointed by the Committees (and Sub-Committees) rather than by Council?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 18 - TO CONSIDER THE COMMISSIONING OF A NEW TOWN CRIER'S REGALIA FOR THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS IN JUNE 2022

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

As has been widely reported, Bognor Regis Town Crier, Mrs. Jane Smith, has been chosen as the author of the official Proclamation to be read ahead of the 'The Queen's Jubilee Beacons' event in June 2022. Jane's Proclamation will be read in countries as far away as Bermuda, Canada, Hawaii and New Zealand. To date, over 145 Town Criers have signed up, with more hoped to do so in the coming months.

In light of this prestigious honour, it is proposed that a new regalia be commissioned for the Town Crier to wear for the reading of the official Proclamation during the Platinum Jubilee celebrations. Whilst the regalia, if agreed by Members, will have its unveiling for this event it will then provide the Town Crier with an alternative regalia, for future use, to the current one made in 2017 and for which funds have been set aside.

The cost of a replacement livery, including labour is estimated to be £1,388. In addition, there will be expenditure for the embroidery of the Crests for the Town Council and the Ancient and Honourable Guild of Town Criers. Therefore, if Members are minded to agree with expenditure for new regalia, it is suggested that funds of up to £1,500 be released from the Town Crier Earmarked Reserves to meet this expenditure.

DECISION

Do Members AGREE, to the commissioning of a new Town Crier's regalia with a budget of up to £1,500 released from the Town Crier Earmarked Reserves to fund the expenditure?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 19 - TO NOTE THE DISBANDING OF THE JOINT ARUN
AREA COMMITTEES BY WSCC

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

Members are asked to note the decision by West Sussex County Council to remove the County Local Committees, including the Joint Western Arun Area Committee (JWAAC), further details regarding which are contained within the letter from WSCC's Director of Law and Assurance attached as APPENDIX 1.

Tony Kershaw
Director of Law and Assurance
tony.kershaw@westsussex.gov.uk
www.westsussex.gov.uk

County Hall
West Street
Chichester
West Sussex
PO19 1RF
01243 777100



To: All Town and Parish
Councils in the Arun area

21 July 2021

Dear Sir/Madam,

Thanks to all of you who provided comments on the proposal of the County Council for a new approach to local community engagement to replace CLCs. Several town and **parish councils in the Arun area gave feedback which was considered by the Council's** Governance Committee on 28 June. At this meeting, the Committee supported the removal of County Local Committees, including the Joint Arun Area Committees, and their replacement with more flexible and informal County Local Forums for a one year trial from the Autumn.

This proposal was endorsed last Friday 16 July at the full County Council meeting and therefore the Joint Arun Area Committees will now be disbanded pending the outcome of the trial of new approach. An outline of the arrangements for the new County Local Forums will be considered by the Governance Committee on 6 September.

The aim is to have a forum around three to four times a year, based on a District geography (so the whole of Arun District) to enable local county Councillors to discuss current local issues related to County Council business, helped by County officers and to have interaction with local residents about County Council services and activity that may affect them. It is intended to be flexible in terms of format and how residents participate. The main aim is to provide an opportunity for local councillors to engage local community groups and residents in a more informal and flexible way.

If you have any comments on how town and parish councils might be involved in such a forum, please forward these to me no later than 16 August, so they can be reflected in the report to Governance Committee (although feedback already received will be taken into account in the development of the new approach).

Yours faithfully,

A handwritten signature in black ink that reads "Tony Kershaw". The signature is written in a cursive style with a large, stylized 'T' and 'K'.

Tony Kershaw
Director of Law and Assurance

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 20 - ROLLING CAPITAL EXPENDITURE - TO RATIFY
EXPENDITURE OF £1,333.33 PLUS VAT FOR A NEW MOWER

REPORT BY THE TOWN CLERK

FOR DECISION

Members are invited to ratify the following expenditure: -

- £1,333.33 plus VAT For the purchase of 1no mower

DECISION

The Committee is therefore invited to RATIFY expenditure for the item noted above.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
2nd AUGUST 2021

AGENDA ITEM 21 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- TO NOTE COMMITTEE, I&E REPORTS FOR THE MONTHS OF JUNE 2021 - PREVIOUSLY COPIED TO COUNCILLORS

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

- TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF JUNE 2021, UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS

BACKGROUND

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

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

In line with this requirement, the Chairman of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of June 2021.

DECISIONS

To NOTE receipt of the financial reports for the months of June 2021.

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

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES MEETING
2nd AUGUST 2021

AGENDA ITEM 22 - CORRESPONDENCE

FOR INFORMATION

1. VAAC - Weekly Updates
2. Funding Focus - July 2021 Edition of VAAC's monthly fundraising newsletter
3. West Sussex Clerk & Officer Vacancies
4. Neighbourhood Alert - Arun Weekly Bulletin 01/07/2021 - circulated to Councillors and on social media
5. VAAC - Trustee Training - How to diversify your charity's board
6. BID Co-ordinator update 1 July 2021
7. WSCC - Proud to Care Summer Recruitment Campaign
8. Neighbourhood Alert - Do You Know What A Ghost Broker is? 01/07/2021 - circulated to Councillors and on social media
9. WSCC - County Library - Join the heroes of Wilderville at your local West Sussex Library this summer
10. WSALC - West Sussex Clerk & Officer Vacancies
11. NALC - Job vacancy: Ilminster Town Council
12. Neighbourhood Alert - Get Safe Online Safe Job Searching Campaign 02/07/2021 - circulated to Councillors and on social media
13. St Wilfrid's Hospice eNewsletter July 2021
14. NALC - Chief Executive's Bulletin
15. The Office of the Sussex Police and Crime Commissioner - More new officers join Sussex Police - circulated to Councillors
16. WSCC - Your latest news on Covid-19, vaccinations, online help, and more
17. Mulberry & Co - Training Events Last Chance to Book
18. Sign up now for the CPRE Sussex Hedgerow Hike!
19. July Our News Newsletter For Neighbourhood Watch Supporters Across England and Wales 05/07/2021 circulated to Councillors
20. NALC online events - The future of high streets and town centres - previously circulated
21. Arun District Council - Weekly Briefing - circulated to Councillors
22. WSALC - Rural Crime Team June Update
23. WSCC - Continue to play your part to stop the spread of Covid-19, urge Public Health leaders - circulated to Councillors
24. NALC Newsletter
25. WSCC - Arun Wellbeing - Pre and Post Natal Fitness for Arun Residents & Workers
26. WSCC - Getting Ready For School - Aspire
27. Bognor Regis Kite Festival August 2021 - acknowledgement of agreement to carry Grant Funding from 2021 to 2022 and thanks
28. NALC online events - Making rural housing more affordable
29. VAAC weekly updates
30. Census 2021 Newsletter for Local Authority Partners Issue 30
31. Invitation to VAAC's Annual General Meeting - circulated to Councillors
32. NALC - Chief Executive's Bulletin
33. The Regis School Newsletter
34. The Office of Sussex Police and Crime Commissioner - Sussex PCC newsletter 9th July 2021 - circulated to Councillors

35. CPRE - A birthday bottle for Boris
36. Missing People Organisation - Missing poster for Anh niht VO 21-002687 - circulated to Councillors and on social media
37. BOGNOR REGIS HERALD latest edition
38. NALC Events - Future Communities 2021 -Making rural housing more affordable - previously circulated
39. Neighbourhood Alert - Half A Million Covid-19 Jobs Given By Sussex Community NHS Foundation Trust Vaccinators 12/07/2021 - circulated to Councillors and on social media
40. WSCC - Cabinet meeting - change of date
41. Census 2021 - Outputs Consultation Launch - Las
42. WSCC - Clean energy future for Record Office
43. Please join us at VAAC's Annual General Meeting
44. WSALC - Vacancy: Kingston Parish Council - East Sussex
45. CPRE - What does the countryside mean to you?
46. NALC Newsletter July 2021
47. Arun District Council - Weekly Briefing - circulated to Councillors
48. NALC Events - The future of high streets and town centres - previously circulated
49. VAAC weekly updates 15.07.2021
50. Neighbourhood Alert - Arun Weekly Bulletin 15/07/2021 - circulated to Councillors and on social media
51. BR BID - BRINDIES - A spotlight on Bognor Regis's Indie Businesses!
52. WSCC - Town and Parish Council News - Vaccination Special July 2021
53. Sussex by the Sea Update, 16.07.21 - Updated Covid-19 Guidance for Businesses Step 4
54. Arun Newsletter 22 – July 2021
55. WSALC - West Sussex Clerk & Officer Vacancies
56. NALC - Chief Executives Bulletin
57. Bognor Regis Herald 18th July 2021
58. NALC - Future Communities 2021
59. Listening to local communities - PCC newsletter 16/7/21 - circulated to Councillors
60. WSALC - West Sussex Clerk & Officer Vacancies
61. Arun District Council - resignation of Chief Executive
62. QR poster service - Letting you know about changes to the venue check-in regulations
63. Clerks and Councils Direct July 2021 issue 136
64. WSCC - Cabinet – 27 July 2021 - agenda
65. WSCC - COVID-19 – a joint statement from Directors of Public Health in Sussex
66. Neighbourhood Alert - No Need For Speed 19/07/2021 circulated on social media
67. WSCC - Your Town and Parish Council News July 2021 - Have your say on West Sussex Transport Plan and more
68. Met Office Level 3 Heat Health Alert
69. WSALC Board - 16 July 2021 - Draft Minutes - circulated to Council Representatives
70. NALC Online Events - Making rural housing more affordable
71. Neighbourhood Alert - Incident Information from WSCC Resilience and Emergencies Team - circulated to Councillors and on social media
72. WSCC - *Updated* Met Office Level 3 Heat Health Alert
73. NALC - LCR Magazine
74. Sussex by the Sea Update 21 July 2021 - register for a Staffing Summit webinar tomorrow, Discretionary Grant reminder and latest guidance from Visit Britain

75. CPRE - Act for hedgerows
76. WSCC - Cabinet – 27 July 2021 – To Follow papers
77. VAAC weekly updates 22/07/2021
78. FW: Rampion 2 Engagement Events - circulated to Councillors
79. Arun Weekly Bulletin 22/07/2021 - circulated to Councillors and on social media
80. Your latest news on Covid-19 - West Sussex Transport Plan - and more
81. Internal Audit Services – Introductory letter
82. Local Councils Update - August 2021 edition
83. Bognor BID - Autumn Opportunities: Freshers Fair – Bognor Regis Campus
84. Sussex Police & Crime Commissioner Newsletter, 23rd July 2021. Circulated to Councillors
85. NALC – Chief Executive’s Bulletin, 23rd July 2021
86. Bognor Regis Herald, 24th July 2021
87. Twinning Association Minutes from 7th July and Agenda for August
88. WSCC - Town and Parish Council News - Special edition: Have your say on CLCs. Circulated to Councillors
89. Parish Online – Newsletter, July edition
90. West Sussex Mind - Supporting people left behind by suicide
91. Public Sector Network – Newsletter, July 2021
92. WSCC – Press Release: Cabinet approve Early Help service redesign
93. NALC – Newsletter, 28th July 2021
94. Neighbourhood Alert – Arun Weekly Bulletin, 28th July 2021. Circulated to Councillors and shared on social media
95. HSE – Weekly Digest, 28th July 2021

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 2nd AUGUST 2021

AGENDA ITEM 23 - PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 55 No.4 for July/August 2021 has been received, which is available for Members to view if required.

Balance Sheet for The Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 30th June 2021 will be copied to Councillors for information under separate cover.

Town Force Works - works to re-lay some uneven paving slabs that had become loose on the drive at the side of the cinema, final meter readings and enabling access for the new Energy Performance Certification to be done for 1b prior to the property being re-let were undertaken in June. These works are being funded by BPCL.

Canopy - replacement of damaged Georgian glass panels - as reported at the last Policy and Resources Committee Meeting issues had arisen regarding the previous fixing of the glass panels when replacement of the damaged Georgian glass in the canopy was attempted. Following liaison with the Insurance Company and the Contractors a way forward was agreed and scaffolding had to be erected to allow access for the Contractors to safely remove and replace the damaged panes. Works have now been completed following four visits to the site by the Contractors and the relating invoices for the job have been forwarded to the Insurers for settlement.

Members Briefing with Picturedrome Group Operations Manager - it was reported to Members at the Council Meeting in July that the online briefing that was due to be held for Members at the end of June with the Group Operations Manager from the Picturedrome, Spencer Clark to discuss the Picturedrome building and how this might play an even bigger part in the community and alternative ideas for the location of the access ramp unfortunately had to be postponed. Dates are being looked at to reschedule the briefing and will be advised as soon as this can be arranged.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
2nd AUGUST 2021

AGENDA ITEM 25 - TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETINGS HELD 29th APRIL AND 2nd AUGUST 2021

REPORT BY THE TOWN CLERK

FOR INFORMATION

Members are asked to note that meetings of the Joint Consultative Sub-Committee (Staffing) were held on 29th April and 2nd August 2021.

There were no recommendations to this Committee from the Meeting held 29th April and the subsequent Meeting is to be held shortly before this Committee Meeting.

A verbal report, including any recommendations from the Meeting held 2nd August, will be provided by the Town Clerk.