



# BOGNOR REGIS TOWN COUNCIL

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

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Dear Sir/Madam,

## EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that an Extraordinary Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will take place in The Council Chamber, The Town Hall, Clarence Road, Bognor Regis at 5.30pm on TUESDAY 5<sup>th</sup> APRIL 2022.

All Members of the Policy and Resources Committee are HEREBY SUMMONED to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to those members of the public who have pre-booked a place to put Questions/Statements to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Tuesday 5<sup>th</sup> April 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.

CHAIRMAN OF COMMITTEE

TOWN CLERK

**PLEASE NOTE START TIME**

DATED this 29<sup>th</sup> day of MARCH 2022

### AGENDA AND BUSINESS

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded

that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
  - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
  - c) the nature of the Interest
  - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. Adjournment for public question time and statements
  4. To consider the criteria and conditions to be met in relation to ADC match-funding for events supported by the Town Council's Grant Aid process - referred from meeting held 28<sup>th</sup> March 2022
  5. To consider a request for Partnership Funding for a Wayfinding Strategy from The Bognor Regis Regeneration Board – deferred from meeting held 28<sup>th</sup> March 2022

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

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 5<sup>th</sup> APRIL 2022

AGENDA ITEM 4 - TO CONSIDER THE CRITERIA AND CONDITIONS TO BE MET IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS - REFERRED FROM MEETING HELD 28<sup>th</sup> MARCH 2022

REPORT BY THE TOWN CLERK

FOR DECISION

At the Policy and Resources Committee Meeting held on 28<sup>th</sup> March 2022, the Clerk advised Members about a £25k budget provision for match-funding that had been made in 2021/22 by Arun District Council that the Clerk had recently been made aware of. Liaison with ADC Officers had therefore taken place to establish whether the Town Council could meet the criteria that would allow the release of this funding before it was lost at the end of the financial year.

Owing to the significant commitment by the Town Council to secure a three-year contract for new Christmas displays for the town commencing in 2022 and the Committees desire to repeat the very successful digital projection in the Town Centre again for this coming Christmas, £12,500 of this match-funding had been secured by the Clerk for the digital projection.

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

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

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

The established events in the town run by organisations that are supported through the Town Council's Grant Aid process include: -

Armed Forces Day

Applied for Grant Aid to assist with covering costs of the event which will include a Drumhead Service, HMS St. Barbara rededication, live music, and a variety of stalls.

Carnival

Applied for Grant Aid to help towards Carnival costs such as St John Ambulance attendance, Public Liability Insurance etc.

Kite Festival

Applied for Grant Aid to assist with covering some costs in running the Festival, such as a children's entertainer, and the services of St John Ambulance.

Southdowns Folk Festival

Applied for Grant Aid to enable the organisers to build on the success of previous events by adding new events. Programme will include music, dance and workshops from many different folk and roots genres, a real ale festival, and shanty singing sessions.

Rox Music & Art

Applied for Grant Aid to help towards costs of marketing materials, administrative support, and display materials for a week-long Art Trail event.

A copy of the current criteria that organisations are asked to meet when applying for Grant Aid is attached as Appendix 1 for Members reference.

**DECISION**

Members are asked to agree the criteria for this match-funding.



## **APPLICATIONS FOR GRANT AID** **FOR APRIL 2022**

### **GUIDELINES/CRITERIA AND CHECK LIST**

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

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

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

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

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

The Town Council will fund organisations:

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

The Town Council will not fund organisations applying for:

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

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

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

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

## Check List

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

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

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

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

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 5<sup>th</sup> APRIL 2022

AGENDA ITEM 5 - TO CONSIDER A REQUEST FOR PARTNERSHIP FUNDING FOR A WAYFINDING STRATEGY FROM THE BOGNOR REGIS REGENERATION BOARD - DEFERRED FROM MEETING HELD 28<sup>th</sup> MARCH 2022

REPORT BY THE TOWN CLERK

FOR DECISION

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

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

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

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

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

DECISION

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