



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 **6.30pm on MONDAY 25th 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 Monday 25th April from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

CHAIRMAN OF COMMITTEE

TOWN CLERK

DATED this 19th day of APRIL 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 applications received in line with the criteria and conditions set by the Committee in relation to ADC match-funding for events supported by the Town Council's Grant Aid process – Min. 156 refers
 5. To consider any recommendations from the Extraordinary Community Engagement and Environment Committee Meeting held on 19th April 2022 in connection with a request for funding from Bognor Regis Youth & Community Centre Westloats Lane
 6. To consider holding a facilitated Members Briefing to discuss the existing ADC Masterplan for Bognor Regis and potential development of a BRTC led Town Centre Vision

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 - 25th APRIL 2022**

AGENDA ITEM 4 - TO CONSIDER THE APPLICATIONS RECEIVED IN LINE WITH THE CRITERIA AND CONDITIONS SET BY THE COMMITTEE IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS - MIN. 156 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

Following the Extraordinary Policy and Resources Committee Meeting held on 5th April 2022, the Town Clerk wrote to the three organisations that had been identified by Members as being potential recipients of a share of the additional £12.5k match-funding that had become available, detailing the following agreed criteria that would need to be met to enable their organisation to be considered to receive a further Grant Aid award: -

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

Organisations were asked to submit their proposals clearly identifying how best they could use additional match-funding to bring a new element/s to their planned 2022 event that the Town Council has already supported through Grant Aid. Organisers were also requested to supply differently costed options for their proposals so that this allows the Town Council some flexibility in awarding this funding fairly between the three organisations Members have chosen to be potential recipients. It was also pointed out in the invitation to apply that as this is matched funding, their proposal should not exceed the amount for which they had already been awarded Grant Aid.

Members had agreed that applicants should apply within two weeks as the events season was fast approaching. The closing date for applications was therefore set as 5pm on Friday 22nd April 2022. Applications received will be available at the meeting.

DECISION

Members are asked to consider the applications received and **AGREE** the allocation of the funds.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 25th APRIL 2022**

AGENDA ITEM 5 - TO CONSIDER ANY RECOMMENDATIONS FROM THE EXTRAORDINARY COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD ON 19th APRIL 2022 IN CONNECTION WITH A REQUEST FOR FUNDING FROM BOGNOR REGIS YOUTH & COMMUNITY CENTRE WESTLOATS LANE

REPORT BY THE TOWN CLERK

FOR DECISION

Following a request for funding from the Bognor Regis Youth & Community Centre, Westloats Lane, this was considered by Members of the Community Engagement and Environment Committee at their Meeting on 19th April 2022.

As a result of the discussion, the following recommendation has been made to the Policy and Resources Committee for consideration: -

Members **RESOLVED** as follows: -

- To support the Bognor Regis Community Centre with a grant to the value of £5,000
- The grant is to be released in two parts, 50% upon receipt of the Child Safeguarding Policy and confirmation that enhanced DBS Checks for all staff in contact with young people have been undertaken
- Agreement by the trustees that a Member of the Community Engagement and Environment Committee be appointed a non-participating observer of the Board.
- The remaining balance to be released within 6 months, upon sight of up-to-date financial records and confirmation that all statutory obligations are being met in relation to the building including Health & Safety, Fire Safety, Risk Assessments, and Environmental Health.

Members further **RESOLVED** to request that the Policy and Resources Committee identify additional funding to enable the Committee to support this request at the Extraordinary meeting to be held on 25th April 2022.

DECISION

Members are asked to consider how they wish to proceed.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 25th APRIL 2022**

AGENDA ITEM 6 - TO CONSIDER HOLDING A FACILITATED MEMBERS BRIEFING TO DISCUSS THE EXISTING ADC MASTERPLAN FOR BOGNOR REGIS AND POTENTIAL DEVELOPMENT OF A BRTC LED TOWN CENTRE VISION

REPORT BY THE TOWN CLERK

FOR DECISION

At the Town Council Meeting held on 7th March 2022, Rebecca White, Executive Director from Bognor Regis Regeneration Board gave an update to Members on the work of the Regeneration Board and spoke about ADC's review of the Bognor Regis Masterplan. The importance of getting responses into the District Council, to enable the Town Council's views and priorities to be incorporated, at the earliest opportunity was stressed.

To enable the Town Council to move this forward, it is proposed that a facilitated Members Briefing is held to assist the Council in formulating its views and priorities. It is also proposed that Members consider leading the way in the development of a Town Centre Vision and this will also be discussed as part of the Members Briefing if agreed.

DECISION

Members are asked to consider if they **AGREE** to holding a facilitated Members Briefing to discuss the existing ADC Masterplan for Bognor Regis and potential development of a BRTC led Town Centre Vision.