



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

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

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of Bognor Regis Town Council will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 30th JANUARY 2023**.

All Members of the Policy and Resources Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements and these should be restricted to the functions of this Committee.) Any written question received by 9am on Monday 30th January from members of the public not able to attend the Meeting in person, will be read by the Chairman during this adjournment.

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

DATED this 23rd DAY of JANUARY 2023

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the

discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

3. To Approve the Minutes of the Meeting held on 15th December 2022
4. ADJOURNMENT for public question time and statements
5. Clerk's report from previous Minutes
6. To receive the Town Force Report
7. Internal Audit – to review the 2023/24 Annual Audit Plan and to consider any additional items for inclusion
8. To review provider of Internal Audit function and confirm appointment for a three-year period commencing with the 2023/2024 municipal year
9. To consider the Town Council's Annual Assessment/Review of Risks
10. To consider the agenda and arrangements, including location, for the Annual Town Meeting of Electors scheduled for 13th March 2023
11. To receive any update from Joint Action Group (JAG) following the meeting held on 18th November 2022
12. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board
13. Notice of Motion (S.O.9.0) proposed by Cllr. J. Brooks and referred to the Committee by Council (Min. 142 refers):
That this Council: -
 1. *Adopts the revised Chairs' pre-meeting announcement*
 2. *Dispenses with the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed*
14. To receive the Draft Minutes of the AGM of the Arun District Association of Local Councils held on 27th October 2022
15. To consider the need for the appointment of reserve 'Outside' Bodies Representatives to the relevant 2023 Grant Aid recipients – referred from Council Min. 151.5 refers
16. To further consider the allocation of a budget towards the costs to install, and for ongoing maintenance, of a bin – deferred from meeting 21st November 2022 - Min. 90 refers
17. Consideration of a proposal from the organisers of the Platinum Jubilee event held in June 2022 on Bognor Regis seafront to install a plaque in commemoration in this location funded from the unspent Grant Aid awarded and now returned to the Town Council
18. To note contract renewal of HR and H&S Services provider following quotations being sought
19. ADC Match-funding for Events – consideration of allocation
20. UK Shared Prosperity Fund
21. Financial Reports including: -
 - To note Committee I&E Reports for the month of [December](#) 2022 - 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 months of October, November and December 2022, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

- 22. Correspondence
- 23. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
- 24. Town Force: Note of outstanding debtors

Agenda item 24 will contain confidential items and require a resolution to exclude public & press.

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



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON THURSDAY 15th DECEMBER 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: J. Erskine (during Min. 104), Mrs. S. Daniells, S. Goodheart (during Min. 104), M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mr. D. Kemp - DCK Accounting Solutions Ltd
Cllrs. J. Brooks and P. Woodall in the public gallery
3 members of the public in the public gallery

The Meeting opened at 6.31pm

101. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Barrett, due to another engagement, and Cllr. Smith for personal reasons. Cllr. Mrs. Daniells gave apologies for absence on behalf of Cllr. Cunard, who was away.

102. DECLARATIONS OF INTEREST

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

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

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and

vote, whether they will be exercising their right to speak on this matter under Public Question Time.

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

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

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

There were no declarations of Interest

103. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21st NOVEMBER 2022

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 21st November 2022, and these were signed by the Chairman.

104. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.35pm

A local trader spoke about the current Business Warden scheme in Bognor Regis, which he felt was not required as larger shops have their own security and many smaller traders look after themselves.

Cllr. Goodheart arrived at the Meeting

The trader believed that better communication was what was needed and urged fellow traders in the Town, who are signed up to the Shopwatch scheme, to make better use of the radios in reporting issues and sharing information.

He felt that the money the Town Council were being asked to contribute towards funding a Business Warden could be better spent in the community, with mention made about the need to build night-time economy but that the Warden isn't around at this time.

The Bognor Regis BID Co-Ordinator, who was seated in the public gallery, spoke about the Business Warden funding application that had been put before the Town Council, which was based on evidence and consultation.

Cllr. Erskine arrived at the Meeting

She explained that an ongoing barrier to footfall in the Town Centre is crime, or perception of crime, and that if the BID is voted in for a second term then they will be matching the budget provision by the additional services they provide and the appointment of a Business Crime Reduction Partnership Co-Ordinator to provide in-person support to enable better reporting in the Town.

A member of the public asked why the budget papers were not publicly available for the meeting. The Chairman responded by saying that the budget is currently at the proposal stage, so could vary, before it goes to Council in January. It was possible, however, for those seated in the public gallery or watching the livestream to ascertain what was in the proposed budget papers.

The Chairman reconvened the Meeting at 6.43pm

105. TO CONSIDER MAKING A FINANCIAL DONATION TO THE BOGNOR COMMUNITY GARDENERS TO RECOGNISE THE CONTRIBUTION TO THE COMMUNITY MADE BY THE LATE KIM DAVIS WITHIN THE SUNKEN GARDENS AND AGREE ANY EXPENDITURE

It was proposed, and seconded, that a donation of up to £50.00 be made in memory of Kim Davis, who had been Head Gardener with Bognor Community Gardeners, had previously served as a Town Councillor, and was a member of the Council's Climate Emergency Focus Group.

Following conversations with her daughter, an amendment to the recipients of the donation was proposed and seconded and Members unanimously **RESOLVED** to donate £25.00 to Bognor Community Gardeners, and £25.00 to Grandads Front Room, in memory of the late Kim Davis and the contribution she made to the community of Bognor Regis. This would be funded through the extra Mayor's Allowance provision available to fund things not covered within the Local Government Act.

106. ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2023/2024

The Chairman adjourned the Meeting at 6.45pm

Cllr. Brooks, who did not serve on the Policy and Resources Committee, made statements on the draft 2023/2024 budget, particularly about the recommendation from the Events, Promotion and Leisure Committee to increase the Publicity and Promotion Budget from £1,200, in 2022/2023, to £10,000 for 2023/2024. Cllr. Brooks suggested that there was a further proposition as to where the extra budget for the proposed increase might come from, however, it was of a confidential nature.

The Chairman advised Members that it was not appropriate to discuss this further, during an open meeting, but that if the Committee agreed to the

increase in the Publicity and Promotion Budget then it would be conditional on a saving being achieved in order that the net impact on the budget is zero.

Cllr. Woodall, who also did not serve on the Policy and Resources Committee, raised concern at the level of funding being requested for promotions/publicity and where it would come from and spoke of the budget for Grant Aid and proposed that it be reduced by half, to £23,000, for 2023/2024 which was more in-line with what other parishes offered by way of grants.

The Chairman thanked the non-Committee Members for their input.

The Chairman reconvened the Meeting at 6.53pm

107. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2023/2024 INCLUDING RECOMMENDATIONS FROM COMMITTEES

The Town Clerk's report, including the statement regarding restrictions on voting under Section 106 of the Local Government Finance Act 1992, was **NOTED**.

It was also **NOTED** that all Members of the Council had received a hard copy of the draft Budget proposals, prior to the meeting, which had also included a Budget Summary, together with breakdowns of Income and Expenditure for the financial year ending 31st March 2024. These had been prepared in liaison with the Town Council's Accountant and the Chairman of this Committee and based on the recommendations from the various Committee Meetings.

The Clerk reminded Members that these should all be treated as confidential at this time, as a final draft will need to be presented to Council for approval in the New Year.

The Chairman welcomed Mr. Kemp, the Town Council's Accountant to the meeting and commended him, and the Town Clerk, for the huge amount of work that they had carried out in preparing the draft Budget before Members, with a proposed Precept increase of 8.99% on Band D equivalents.

The Chairman detailed the main headline figures that had been included within the Budget proposals, including recommendations from Committees and unavoidable items such as the cost-of-living increase alongside increases in rental fees, legal fees, and election costs for 2023.

Having liaised with the Accountant and Town Clerk, the Chairman advised that he was able to bring forward proposed adjustments to the draft Budget proposals for 2023/2024 which would bring the percentage increase down to nearer 3%. These were then presented by the Chairman for the Committee to consider and vote upon as follows: -

Promotion/Publicity (proposed budget of £10,000)

There was a lengthy discussion about the proposal to increase the Promotion/Publicity Budget to £10,000 to be used for items/events that have yet to be identified. In view of the confidential nature of the proposal as to where this could be funded from, it was **AGREED** to move this discussion to the end of the meeting to allow the Committee to go into confidential business to consider this fully.

Recruitment of seasonal staff (proposed budget of approx. £20,000)

Following some discussion, Members **RESOLVED** to **AGREE** that this provision be removed from the draft Budget proposals.

West End Shops and Traders (proposed match funding of £2,500)

Members unanimously **RESOLVED** to **AGREE** that this provision be removed from the draft Budget proposals.

Town Guide (proposed budget of £3,000)

Members unanimously **RESOLVED** to **AGREE** that this provision be removed from the draft Budget proposals.

Banner Maintenance (proposed budget of £3,000)

Members unanimously **RESOLVED** to **AGREE** that this provision be removed from the draft Budget proposals. Should the lamp post banners become practicable then, with Committee approval, funding would be found from elsewhere.

Rolling Capital Programme (proposed budget of £30,000)

Following some discussion, Members unanimously **RESOLVED** to **AGREE** that £30,000 would be included in the draft Budget proposal for 2023/2024, for the Rolling Capital Programme, but that this would be left unfunded and if required the monies would come from General Reserves, which would show as a deficit and impact on the budget going forward, rather than coming from the Precept in 2023/2024.

Sir Richard Hotham's Birthday (proposed budget of £600)

Members unanimously **RESOLVED** to **AGREE** that this provision be removed from the draft Budget proposals, as it had been intended for the 300th anniversary but was not a recurring cost.

Consideration then moved to the provision for a Warden scheme in Bognor Regis and the proposal to increase the budget to £21,000 for 2023/2024. Discussion took place about the consequences of the BID failing to secure a second term, following a ballot of its Members in February 2023, and how this would impact partnership agreements with the Town Council. The Town Clerk suggested to Members that provision for a Warden scheme could be put into the budget for 2023/2024 but revisited further down the line, when the result of the BID ballot was known.

Members **RESOLVED** to **AGREE** that a provision of £21,000 be included in the budget 2023/2024 for the continuation of a Warden scheme in Bognor Regis.

In considering the budget decisions taken so far, following a recalculation, Mr. Kemp informed Members that the proposed draft Budget would result in an increase of 2.82% in the Precept for a Band D property for 2023/2024.

- 108.** Cllr. Stanley then spoke on his proposals that had been previously circulated to Members to reduce the Grant Aid Budget, and remove the Flexible Community Fund, in order to generate £26,000 to be redistributed elsewhere, in the following ways: -

Southdown's Music Festival (proposed budget of £6,000)

Aim - To provide a key Bognor Regis event some financial stability over the medium term, by entering into a 3-year funding agreement, with the understanding that they would not be eligible to apply for Grant Aid during the period of the agreement.

Bognor Regis Carnival (proposed budget of £4,000)

Aim - To provide a key Bognor Regis event some financial stability over the medium term by entering into a 3-year funding agreement, with the understanding that they would not be eligible to apply for Grant Aid during the period of the agreement.

Youth Provision (proposed budget of £5,000, in addition to a budget of £10,000 already included in the draft Budget proposal)

Aim – To increase the Youth Provision budget to a total of £15,000 to support projects identified from the Town Council's youth engagement work.

Musical Tuition Funding (proposed budget of £2,000)

Aim – To set-up a fund with a local operator to provide musical tuition to young people where families would otherwise be unable to fund this. If this is approved a report would be brought to the relevant Committee to scope out this project.

Fund for Running Coaching (proposed budget of £1,000)

Aim – To set-up a fund with a local operator to provide running coaching to adults who otherwise would be unable to fund this, the goal is to support with physical and mental health. If this is approved a report would be brought to the relevant Committee to scope out this project.

Climate Emergency Focus Group Project Fund (proposed budget of £1,000)

Aim – To allow for a budget within Community Engagement and Environment Committee to enable them to directly fund ideas developed from the Climate Emergency Focus Group. This would be a similar principle to what currently operates with the Bognor Regis in Bloom Working Group.

Publicity and Promotion Budget (proposed budget of £1,000, in addition to a budget of £1,200 already included in the draft Budget proposal)

Aim – To increase Publicity and Promotions Budget to a total of £2,200 to support promotion ideas generated directly from the Events, Promotion and Leisure Committee.

Green Internal Audit (proposed budget of £6,000)

Aim – To complete an environmental audit of the Town Council's practices to assess ways and means to ensure the way it works is as environmentally friendly as possible.

Another Member commented on the green initiatives that they felt the Town Council had already implemented, and suggested that an internal meeting be held first, to establish for ourselves what further measures could be taken. One proposal was that the £6,000 for a Green Internal Audit therefore remain in the Grant Aid Budget if the audit was not proceeding, whilst another proposal was that it be added to the Youth Provision Budget. Following a vote, it was **AGREED** that it be reallocated to youth provision.

Members unanimously **RESOLVED** to **AGREE** that the Grant Aid Budget be reduced to £24,000, and that the Flexible Community Fund Budget of £4,000, recommended by the Community Engagement and Environment Committee, be removed to allow for funds of £26,000 to be reallocated as detailed above.

NOTE: Members are asked to note that subsequent to the Meeting, Cllr. Stanley's proposals as detailed in Min. 108 above could not be actioned in the 2023/2024 Budget owing to the fact that the 2023/2024 Grant Aid Budget has already been approved for spending and therefore this decision will be revisited at the Council Meeting to be held on 3rd January 2023

109. Following the discussion, Members unanimously **AGREED** to **RECOMMEND** to **COUNCIL** the draft Budget, including the agreed amendments as noted above, resulting in a required Precept for 2023/2024 of £1,009,819 a 4.12% increase in the Precept, equivalent to a 2.82% increase on a Band D Equivalent property or £3.73 per annum (7pence/week).

110. **TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL AND STAFFING)**

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) - (staffing).

The Chairman adjourned the Meeting at 8.03pm, to allow for a short rest break, with the Meeting reconvened at 8.09pm

- 111.** The Chairman referred back to comments made by Cllr. Brooks earlier during the adjournment to allow non-Committee Members to speak on the proposals (Min. 106 refers). In order to fund the proposed increase to the Publicity and Promotion Budget of £10,000, Cllr. Brooks' Group were suggesting changes to the staffing structure. Earlier in the meeting, the Chairman had set out that if the Committee agreed to the increase in the Publicity and Promotion Budget then it would be conditional on a saving being achieved in order that the net impact on the budget is zero.

Members discussed the ramifications of the suggestion to change the staffing structure, in order to fund the proposed increase to the Publicity and Promotion Budget and **AGREED** that this was not acceptable.

The Chairman reminded Members that, as a result of discussions so far, £10,000 for the Publicity and Promotion Budget had been incorporated into the draft Budget proposals.

Discussion then took place about exactly what the £10,000 Publicity and Promotion Budget was intended to be spent on, with some concern expressed by Members about the monies being unallocated for a specific purpose.

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

- 113.** It was suggested that part of the money could be used to help fund further events in the Town, and that having this budget available would enable the Town Council to react to opportunities as and when they arose.

With there being no specific plans for how an increased Publicity and Promotion Budget of £10,000 would be spent, the Chairman suggested and sought agreement from the Committee to leaving this amount in the draft Budget proposals but that the expenditure from this budget would ultimately be subject to ratification by the Policy and Resources Committee before it could be spent.

Members **RESOLVED** to **AGREE** this proposal and confirmed that if a satisfactory justification can be given for any expenditure by the Events, Promotion and Leisure Committee, then the additional money from the increased Publicity and Promotion Budget would be released.

- 114.** The Town Clerk reminded the Committee that a vote to guarantee the budget for the Royal event next year still needed to be taken. Members **RESOLVED** to **AGREE** that the £5,000 budget allocated in the draft proposals for an event to screen the Coronation of King Charles III will be guaranteed within the 2023/2024 Budget, to enable contractors to be sought and booked as soon as possible.

The Meeting closed at 8.45pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JANUARY 2023**

AGENDA ITEM 6 - TO RECEIVE THE TOWN FORCE REPORT**REPORT BY THE TOWN FORCE MANAGER****FOR INFORMATION****Christmas**

Town Force installed Christmas trees at the Station, Methodist Church (on behalf of BR BID), William Hardwicke and newly at the Regis Centre. The team also updated the Town Centre banners for the Festive Season, on behalf of BR BID. Assistance with decorating the Felpham Conservation Society Christmas tree was provided following approval by the Clerk.

Graffiti

There has been an outbreak of graffiti across the Town since the new year.

Sussex Police have decommissioned their 101 email and require all reports to be done through their website. This new reporting system is time consuming due to its complexity.

Following a meeting with the BR BID Co-ordinator, access to the DISC reporting system has been granted. This enables graffiti to be reported, with the reports being fed into the Police system. In the upcoming weeks, the reporting system will be adjusted to suit our needs to ensure it is simple and straightforward and changes will be made to enable graffiti from the outside of the BID area to be reported also. It is known that "graffiti artists" get their spray cans from Wilko and Poundland. Both premises will be contacted by Arun's Antisocial Behaviour team with a request to put the spray cans behind a counter.

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

| Month | Man hours |
|--------------|------------------|
| December | 33.00 |
| November | 13.50 |
| October | 30.50 |
| September | 75.25 |
| August | 53.50 |
| July | 47.00 |

Skill Mill Ltd

The Skill Mill team continues to support Town Force on an ad-hoc basis, assisting mainly with graffiti removal in the three subways.

Town Force Training

A member of staff is booked onto a PASMA scaffold tower course, IPAF cherry picker course and IPAF harness course.

Town Force Equipment and Vehicles

The MEWP passed its MOT and is booked in to have the 6-monthly LOLER inspection on 30th January.

Mowers, hedge cutters and a chainsaw are in for their annual service. Generator servicing is booked in for 30th January.

Annual Asset Checks and Repairs

Town Force have started the annual check of all Town Council's assets and will subsequently carry out any necessary repairs.

Horticultural matters

Some of the Queensway pot planters are not draining properly resulting in plants being flooded and eventually dying. It is not certain if there are drainage holes at the bottom of the pots as the planters were supplied by BR BID. It is planned to empty one planter during the plant changeover in May to see what we are dealing with and resolve the lack of drainage. It may be necessary to drill holes into the planter base, half fill with stone or insert packers underneath the planter.

Queensway barrier basket brackets are heavily corroded and in a need of replacement after some 18 years in situ. The manufacturer no longer makes this style of brackets which means they will have to be specifically commissioned. A quote is currently awaited.

Annual application to attach hanging baskets to Queensway and Aldwick Road lampposts has been submitted and the Enerveo decision awaited.

Grass cutting and hedge cutting visit to the Shripney Road central reservation originally planned for 19th January had to be delayed due to the icy conditions. The road space is now booked for 9th February.

Summer bedding plants have been ordered.

Sponsored Planters

No contracts were due for renewal since the last report.

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

Seafront Decking Areas x 3

Negotiations with the ADC Legal Team are nearing completion. Once the lease is signed, BRTC will be legally obliged to keep the decks clear of shingle so far as is reasonably practicable. Town Force will continue to inspect and sweep/shovel the stones off weekly, with digger clearance arranged for when there is a considerable build up of stone.

Events Support

Town Force supported the Christmas Lights Switch-On event.

Odd Jobs completed for 3rd parties (extra revenue)

- Pagham Parish Council – Removal of graffiti from a bus shelter and repair of benches;
- Arun DC – Graffiti removal from various sites and MEWP hire;

- Falcon Homes – MEWP hire;
- Pier Co. – Assistance with a number of matters in relation to water ingress into screen 4 at the Cinema and investigation of water ingress into the Café.

Examples of other jobs

In addition to the routine jobs, Town Force have also put up/removed posters from seafront shelters (and continue to do so), re-set the Town Hall clock twice, removed wreaths from around the War Memorial, completed a number of jobs at the allotments and serviced BRTC noticeboards (and continue to do so).

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JANUARY 2023**

AGENDA ITEM 7 - INTERNAL AUDIT - TO REVIEW THE 2023/24 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

REPORT BY THE TOWN CLERK

FOR DECISION

Regulation 3 of the Accounts and Audit Regulations 2015 states that:

"A relevant authority must ensure that it has a sound system of internal control which –

- a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;*
- b) ensures that the financial and operational management of the authority is effective; and*
- c) includes effective arrangements for the management of risk"*

Furthermore, Regulation 5(1) states that the Council:

' . . must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It is for each authority to decide, given its circumstances, what level of competency is appropriate, and to keep this issue under review.

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

Internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

It is a matter for the authority to determine how best to meet the statutory requirement for internal audit, having regard to its business needs and circumstances and the necessary scope and extent of its internal audit. When securing an internal audit service, the Council must make sure that it is fit for the purpose for which it is required at that particular Council.

There are two key principles an authority should follow in sourcing an internal audit provider: independence and competence.

The internal audit enables the Council to confirm, in item 6 of Section 1 of the Annual Governance and Accountability Return, (The Annual Governance Statement) that:

'We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.'

In order to make this statement the Council should be able to confirm that they have arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

ANNUAL AUDIT PLAN FOR 2023/2024

The minimum level of coverage in the Annual Audit Plan is defined by the following eleven key control tests:

1. Proper book-keeping - Appropriate books of account have been properly kept throughout the year including the cash book.

2. Financial Regulations, Standing Orders and Payment Controls - The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.

3. Risk Management - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

4. Budgetary controls - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

5. Income controls - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

6. Petty cash procedure - Petty cash payments were properly supported by receipts, expenditure was approved, and VAT appropriately accounted for.

7. Payroll controls - Salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.

8. Asset control - Asset and investment registers were complete and accurate and properly maintained.

9. Bank reconciliation - Periodic and year-end bank account reconciliations were properly carried out.

10. Year-end procedures - Accounting statements prepared during the year were prepared on the correct income and expenditure basis, agreed with the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.

11. Payment controls - Procedure, approvals and associated issues including VAT identification and recovery.

DECISION

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2023/24 to the Town Council.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JANUARY 2023**

**AGENDA ITEM 8 - TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION
AND CONFIRM APPOINTMENT FOR A THREE-YEAR PERIOD COMMENCING
WITH THE 2023/2024 MUNICIPAL YEAR**

REPORT BY THE TOWN CLERK

FOR DECISION

In line with good practice, quotations have been sought from providers servicing this area who specialise in Town/Parish Council audits. Having reviewed the providers to Town and Parish Council's in the Arun District, the Town Council's current Auditor was approached, together with two other companies, to provide a quotation for the Internal Audit function. Unfortunately, one of those has not responded.

Company A (the current supplier of this service) has provided a full, detailed scope of works for review and checking under the following headings - including confirmation that appropriate consideration would be given to GDPR:

- Accounting records
- Corporate Governance; Potential risks of fraudulent activity
- Payment procedure; approvals and associated issues including VAT identification and recovery
- Assessment and management of risk
- Precept determination and budget control
- Income control systems (which included review of allotment receipts)
- Petty cash records and usage of credit/debit card
- Salaries and wages
- Asset registers
- Investment and loans
- Bank reconciliations
- Annual Return/Financial statements

Company B also provided a full, detailed scope of works, which is conducted in accordance with current guidelines and accounting practices. The first audit would concentrate on the governance and accountability functions of the Council and deal with the non-financial aspects of audit. The second (final) audit would focus on the financial aspects, in total to include:

- Review of the Financial Regulations and Standing Orders
- Review of the Risk Assessments
- Review of the budgeting process
- Proper bookkeeping
- Review of salaries
- Review of fixed asset register
- Review of annual accounts and Annual Governance and accountability Return (AGAR)
- Review of bank reconciliation
- Review of income
- Review of information for external auditor

The following provides a breakdown of the quoted charges from the two companies.

| Name | No of Visits p.a. | Hourly charge (Exc. VAT) | Mileage costs |
|------------------------------|-------------------|--------------------------|---------------|
| Company A (current provider) | 3 visits | £64 | nil |
| Company B | At least 2 | £65 | 45p per mile |

Whilst there is nothing between the two companies in their per hour charges, it should be noted that there were differences between them in the number of hours it is estimated to take to carry out each visit.

Company B has stated that, whilst the length of time needed to conduct the audit(s) will depend on the scale and complexity of the Council's financial operations, they would estimate a full year's auditing would only require between 5 and 6 hours. However, Company A has quoted on the basis that each visit (including the report writing) will be a full day's visit based on their current provision, with 3 visits required per year, in total. As Company A have been conducting the audit for some years now and have a clearer idea of the work involved, this higher estimate would appear to be the more likely.

Finally, with regard to Company A (the current provider), to ensure the required degree of "independence" in their approach, and with several individuals providing the service, they switch their workload around periodically in order that they do not become over-familiar with their clients or complacent with their approach, thereby ensuring that a fresh pair of eyes undertakes the review work.

With regard to the experience of the two providers, the following should be noted.

Company A (current provider)

- Established since 2002
- Contracted to circa 300 councils from Parish Meetings to many larger councils

Company B

- Has been conducting and providing training on local authority internal audit for over 15 years and are registered auditors, chartered certified accountants and chartered tax advisors
- Currently undertakes over 180 audits per annum for small councils

Having built a strong working relationship with the Town Council's current Internal Auditor, who consequently has a thorough understanding of the scope of works required, and given the negligible difference in quotes, it would be the Officer recommendation to retain the services of the current Internal Auditor.

DECISION

Do Members **AGREE** with the Officer recommendation and **RESOLVE** to **APPROVE** the reappointment of the existing provider, referred to in the report as Company A, as the Town Council's Internal Audit provider for a three-year period commencing with the 2023/24 municipal year?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JANUARY 2023**

**AGENDA ITEM 9 - TO CONSIDER THE TOWN COUNCIL'S ANNUAL
ASSESSMENT/REVIEW OF RISKS**

REPORT BY THE TOWN CLERK

FOR DECISION

Copies of the Overall Summary and Action Plan of the Annual Assessment/ Review of Risks for 2022/2023 are attached for Members' consideration as **Appendices 1 and 2**.

DECISIONS

To consider the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2022/2023 and **RECOMMEND** that these be referred to the Town Council for approval.

Once approved by Council, the Action Plan to be signed by the Town Mayor, as Chairman of the Council, and the Town Clerk.



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2022 To 2023

P&R C'ttee 30th January 2023
Agenda item 9 - Appendix 1

| Area | Duty | No of risks | Number scored | Avg Score | No of uncontrolled Risks (>3) | Your action plan rank |
|-------------------------------|--|-------------|---------------|-----------|-------------------------------|-----------------------|
| Allotments | Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied | 20 | 20 | 1.0 | 0 | |
| Clocks | Power to provide public clocks | 5 | 5 | 2.0 | 1 | 1 |
| Code of Conduct | Duty to adopt a code of conduct | 1 | 1 | 1.0 | 0 | |
| Computing | Power to facilitate discharge of any function | 3 | 3 | 1.3 | 0 | |
| Council Meetings | | 4 | 4 | 1.3 | 0 | |
| Council Property and Document | Duty to disclose documents and to adopt publication scheme | 5 | 5 | 1.2 | 0 | |
| Data Protection | Duty of Notification and Duty to Disclose (subject access) | 2 | 2 | 1.5 | 0 | |
| Employment of Staff | Duty to Appoint | 9 | 9 | 1.1 | 0 | |
| Entertainment and the arts | Provision of entertainment and support of the arts | 14 | 14 | 1.0 | 0 | |
| Financial Management | Duty to ensure responsibility for financial affairs | 12 | 12 | 1.0 | 0 | |
| Gifts | Power to accept | 1 | 1 | 1.0 | 0 | |
| Land | Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land | 5 | 5 | 1.2 | 0 | |
| Litter | Power to provide receptacles; Duty to empty & cleanse those provided | 6 | 6 | 1.0 | 0 | |
| Local functions | N/a - Local group to cover any risks not listed in other groups | 3 | 1 | 1.0 | 0 | |
| Meetings of the Council | Duty to meet | 5 | 5 | 1.0 | 0 | |
| Newsletters | Power to provide from 'free resource' | 5 | 5 | 1.0 | 0 | |
| Planning & Development Contr | Rights of consultation | 2 | 2 | 1.0 | 0 | |
| Provision of Office Accommod | Power to provide | 5 | 5 | 1.2 | 0 | |
| Provision of Website/Internet | Power to provide from 'free resource' | 2 | 2 | 1.0 | 0 | |
| Shelters & Seats | Power to provide | 3 | 3 | 1.0 | 0 | |
| Street/Footway Lighting | Power to provide | 8 | 8 | 1.0 | 0 | |



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2022 To 2023

P&R C'ttee 30th January 2023
Agenda item 9 - Appendix 1

| Area | Duty | No of risks | Number scored | Avg Score | No of uncontrolled Risks (>3) | Your action plan rank |
|-----------------------|--|-------------|---------------|-----------|-------------------------------|-----------------------|
| Tourism | Power to contribute to organisations encouraging tourism | 4 | 4 | 1.0 | 0 | <input type="text"/> |
| Village Signs | Power to erect (with Highway Authority approval) | 5 | 5 | 1.0 | 0 | <input type="text"/> |
| Web Sites | | 18 | 18 | 1.0 | 0 | <input type="text"/> |
| Overall totals/scores | | 147 | 145 | 1.1 | 1 | |

Completed by: JOANNE DAVIS

Date: 13 - JAN - 2023

Position: ASSISTANT CLERK

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number One.
3. Repeat on all areas until all uncontrolled areas are allocated.



Bognor Regis Town Council
Assessment for year 2022 To 2023

LCRS 7b - All Action Plans

| Ref | Risk | Hazard | Control | Likelihood Impact | Score | Action to be taken | Action by person/position | Action by date | Action completed |
|----------------------|----------------------------------|------------------|--|------------------------|-------|---|------------------------------|-------------------|--------------------------|
| <u>Clocks</u> | | | | | | | | | |
| 101 | Administration/ Legal | Loss of facility | Annual maintenance contracts in place for Town Hall clocks. Ad hoc maintenance for High Street (Olby's) clock. Olby's clock in High Street - work in progress to have legal agreement between Town Council and building owner to ensure future access for maintenance and continuity of power supply should the building owners change. Lack of progress, therefore, to be chased again in 2023. | Medium High | 6 | Olby's clock in High Street - discussions had reached a stage where the Town Council were awaiting a response from the building owner which has not been forthcoming. Contact with the building owner will be re-established to progress the agreement. | Town Clerk | 31/12/2023 | <input type="checkbox"/> |

Submitted to council: _____

No of issues listed: 1

Minute reference: _____

Date: _____

Signed by chairperson - Cllr John Barrett _____

Signed by responsible Finance officer - Glenna Frost _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JANUARY 2023**

**AGENDA ITEM 10 - TO CONSIDER THE AGENDA AND ARRANGEMENTS,
INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF
ELECTORS SCHEDULED FOR 13th MARCH 2023**

REPORT BY THE TOWN CLERK

FOR DECISION

The level of attendees is not usually high at the Annual Town Meeting of Electors unless there is a 'hot topic' on the agenda and the Council Chamber usually allows ample space to accommodate the low number of attendees.

There were 6 members of the public present last year, not all of which were Electors. In addition, 7 Town Councillors attended of which only 3 were Electors for the Town.

The appropriate legislation states that the Annual Parish Meeting - called the Annual Electors Meeting in Bognor Regis - must be held between March 1st and June 1st and it is usual for the meeting to be held in March in Bognor Regis. Normally at this time of year the Town Council considers the arrangements for the Annual Electors Meeting that must be held each year.

A copy of the agenda for last year's meeting is attached as **Appendix 1** for information. Consideration will need to be given to what items Members wish to be included to stimulate the debate this year.

DECISIONS

The Committee is invited to: -

Consider the arrangements for this year's meeting and **AGREE** the location and confirm the time that the meeting should commence.

To consider items for inclusion on the agenda.



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

ANNUAL TOWN MEETING OF ELECTORS FOR 2022

The Annual Town Meeting will take place at **The Jeneses Centre, 45 Linden Road, Bognor Regis, West Sussex** at **6.30pm** on **Monday 14th MARCH 2022**. The Chairman of the Meeting will be the Town Mayor.

The Meeting is primarily intended for persons registered as local government electors for the Town & Parish of Bognor Regis. However, all members of the Public and Press are most welcome to attend. Any matters affecting the Parish may be discussed. County and District Councillors are being invited to attend. **Only persons registered as local government electors for the Town & Parish of Bognor Regis are entitled to vote at the Meeting.**

A G E N D A

1. Welcome by the Town Mayor and introduction of Councillors present
2. To approve and sign the **Minutes** of the Town Meeting of Electors held on Monday 18th March 2019 and any **Matters Arising**
3. To receive the **Annual Report** of the Council
4. To receive the **Accounts** of the Town Council year ending 31st March 2021 and Budget for 2022-2023
5. To receive the **Accounts** of the Bognor Pier Company Ltd. year ending 31st December 2021
6. To consider **Resolutions** of which written notice has been given by **Friday 11th March 2022**
7. To welcome Heather Allen, Bognor Regis BID Co-Ordinator, to give a presentation and to take questions
8. To welcome Rebecca White, Bognor Regis Regeneration Board Executive Director, to give a presentation and to take questions
9. Open Forum with questions to Councillors/Attendees

DATED this 28th day of February 2022

Town Clerk

Town Mayor

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING – 30th JANUARY 2023

AGENDA ITEM 11 - TO RECEIVE ANY UPDATE FROM JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 18th NOVEMBER 2022

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Due to the sensitive nature of the content, the notes and action plans of the meeting held on 18th November 2022 are available at the office if Members wish to see them.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 30th JANUARY 2023**

AGENDA ITEM 12 – REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

The BR BID Board Meeting was held on the 8th September 2022 and the following issues were discussed:

Budget Update:

The BID Coordinator referred to the BID Team report circulated prior to the meeting and that the BID financial position was healthy. A full budget variance report would be prepared and circulated after the meeting. The BID's Accountants shall be finalising the end of year accounts for 2021-2022.

Feedback on BID Team Update:

The Board gave positive feedback on the August TASTE! event.

Strategic partnership activity - Town Centre Task Force:

An update by an Officer from Arun District Council on the Levelling Up Fund was given, which outlined the next steps in terms of a surrender of lease. Additionally, the Board discussed the UKSPF – Arun District Council submitted Investment Plan to Government early August 2022. The BID had contributed businesses' strategic priorities as part of the BR Town Centre Forum collaborative submission.

Well Known Town:

The BID Coordinator gave a review of the TASTE! Event and whilst there was positive feedback, the outcome of whether the same event will take place in 2023 is subject to the outcome of the ballot. Should there be a TASTE! Event in 2023 an alternative location maybe preferable.

Members of the Board also discussed the feedback from businesses attending the 06.09.22 Christmas 2022 planning workshop and outlined the BID Team's plans to deliver against the feedback.

The Love Bognor Regis destination website was ongoing with predicted relaunch at the end October 2022, however the BID Coordinator stressed that the website would evolve over time and that work is being done to rebrand their social media channels simultaneously.

Welcoming Town:

Warden provision is now a 7 day a week service, following a successful application to the Safer Streets Fund.

A new opportunity for further funding to improve quality, quantity and speed of information transfer has arisen and a proposal is being considered by the Sussex PCC and the Home Office.

Night-time Economy:

The BID Team provided an update citing anecdotal evidence of the positive impact of the TASTE! event on the Night-Time Economy.

Parking:

Contingency plans for the 2-Hour Free Parking Scheme were considered.

BID Term 2 Ballot:

The BID Coordinator circulated the BID Team Update ahead of the meeting and confirmed the BID is on track against schedule.

The next administrative milestone was the presentation of the full draft BID Proposal to the Local Authority – in this case, ADC's Economy Committee. All details and documents had been added to the BR BID website on 12th August 2022, prior to being shared with Members at ADC. The information submitted to ADC was a composite of documents created following two separate consultation exercises with levy paying businesses, plus the legislative details required under law, plus the outline budget. Final versions of the Business Plan and budget for Term 2 would be produced and distributed to levy paying businesses in line with the published Ballot Schedule.

BID Staffing and Arrangements:

Board Members discussed the staffing needs of the BID Team, and the opportunities made possible following the successful Safer Streets Funding application.

Cancellation of Next Meeting:

The scheduled Board Meeting due to be held on 15th December had been cancelled to support the Team workload.

BOGNOR REGIS TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE MEETING – 30th JANUARY 2023

AGENDA ITEM 13 - NOTICE OF MOTION (S.O.9.0) PROPOSED BY CLLR. J. BROOKS AND REFERRED TO THE COMMITTEE BY COUNCIL (MIN. 142 REFERS)

REPORT BY THE TOWN CLERK

FOR DECISION

At the Council Meeting held on 3rd January 2023 the following Motion was proposed by Cllr. J. Brooks. The item has been referred to this Committee for Members to consider.

"That this Council: -

- 1. Adopts the revised Chairs' pre-meeting announcement as attached.***
- 2. Dispenses with the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed."***

In relation to part 1, whilst speaking for his Motion, Cllr. Brooks informed Members that he would like to make some further amendments to his proposed amendments to the pre-meeting announcement, which he would forward to the Town Clerk (Min. 142 refers).

After the meeting, Cllr. Brooks provided the Town Clerk with the proposed amendment to the first part of his Motion (attached as **Appendix 1**) with further changes, to those presented at the Council Meeting, shown in red.

DECISION

Do Members **AGREE** to **RECOMMEND TO COUNCIL** that the pre-meeting announcement, referred to in Minutes as the Opening Statement, be revised to reflect any amendments agreed by this Committee?

When speaking to the second part of his Motion, Cllr. Brooks explained that he would like the word 'Town' to be dropped from 'Town Mayor', in written and spoken address. He stated that he believes it undermines the title and office of 'Mayor', and is unnecessary, particularly given there are no other towns of the same name in the country and neighbouring town's do not afford the word 'Town' in front of the position of Mayor.

The Mayor's Secretary has sought advice from a Senior Advisor, from Democratic Services at West Sussex County Council, who has advised that *"For Bognor Regis, the Mayor is technically known as 'Town Mayor', but the Council can choose to simply refer to them as the 'Mayor of Bognor Regis' as there is no room for confusion here, there is no other local mayor that they could be confused with."*

DECISION

Do Members **AGREE** to **RECOMMEND TO COUNCIL** that the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed, be dispensed with?

Opening Statement for Council/Committee Meetings

Good evening and welcome to this meeting of the Bognor Regis Town Council.

Before I formally open this meeting, may I please highlight that in the event of the fire alarm sounding, please evacuate the building as quickly as possible by following the emergency signs.

~~During the Meeting, continue to wear your mask, unless you are exempt, but this may be removed when you are speaking. When leaving the meeting, please continue to observe social distancing and please do not congregate inside or outside of the building.~~

May I please request that all mobile phones are turned off or switched to silent.

Please note, it is intended to stream this meeting live on Facebook and it may also be recorded or filmed by any member of the public.

~~Members are required to raise their hand when wishing to speak and I will advise who is next in turn. May I remind everyone that, as per the Town Council's Standing Orders, members should speak only once, and the debate will only be on the items on the published Agenda. To ensure that the meeting is concluded within the permitted time frame, should discussion go off topic, I will swiftly bring the debate back to those items on the Agenda.~~

In due course, I will invite anyone present in the public gallery to ask any questions, or give a statement. ~~To assist with the smooth running of the meeting, they you will be asked to give their your name and are be respectfully requested to speak for no more than 2 minutes each.~~

If there are agenda items which the Clerk has determined that the press and public should be excluded from, you will be advised and asked to leave the Chamber and the live streaming will cease.

~~May I please request that all mobile phones are turned off or switched to silent.~~

~~Welcome to my fellow Councillors. I trust that you have all had the opportunity to read and digest the reports circulated with the agenda and would respectfully remind you that I would like to chair this meeting strictly in accordance with the Standing Orders. May I take this opportunity to remind all Councillors that when we take our seats to serve on this Council, we agree to abide by the terms of the Council's Code of Conduct and conduct ourselves in a manner that complies with the Code including the obligation to treat others with respect.~~

~~There will, of course, always be differing opinions but when this occurs, may I ask that these opinions are expressed in a polite and measured manner which ultimately results in a more effective Council.~~

~~With no further delay, I now therefore call this meeting to order and move to the first agenda item.~~

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JANUARY 2023**

AGENDA ITEM 14 - TO RECEIVE THE DRAFT MINUTES OF THE AGM OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 27th OCTOBER 2022

REPORT BY THE TOWN CLERK

FOR INFORMATION

The draft Minutes of the AGM of Arun District Association of Local Councils held on 27th October 2022, are attached as **Appendix 1**.

DECISION

Members are invited to **NOTE** the draft Minutes of the AGM of the Arun District Association of Local Councils held on 27th October 2022.

Arun District Association of Local Councils

Chair: Cllr Michael Tu, Arundel Town Council
Secretary: Anna Beams, Mulberry & Co, 9 Pound Lane, Godalming, GU7 1BX
Treasurer: Gillian Yeates, Bersted Parish Council
Tel: 03303 450597
Email: admin@wsalc.co.uk

Minutes of the Annual Meeting of Arun District Association of Local Councils held on Thursday 27th October 2022 commencing at 7pm via Zoom.

Present:

| | |
|-----------------------|---------------------------------|
| Cllr Michael Warden | Aldingbourne Parish Council |
| Cllr Alison Reigate | Angmering Parish Council |
| Cllr Michael Tu | Arundel Town Council (Chairman) |
| Cllr Patrick Hastings | Bersted Parish Council |
| Cllr Sandra Daniells | Bognor Regis Town Council |
| Cllr Colin Humphris | Clymping Parish Council |
| Cllr Steve Toney | East Preston Parish Council |
| Cllr Dave Smart | Felpham Parish Council |
| Cllr Stephen Abbott | Ferring Parish Council |
| Cllr Roger Wetherell | Kingston Parish Council |
| Cllr June Hamilton | Pagham Parish Council |
| Cllr Alison Cooper | Rustington Parish Council |
| Cllr Jan Rees | Slindon Parish Council |
| Cllr Andrew Ratcliffe | Walberton Parish Council |
| Cllr Andy Vawer | Walberton Parish Council |
| Cllr Stephen Haymes | Yapton Parish Council |

Trevor Leggo (CEO, WSALC)
Anna Beams (Secretary)

1. Welcome and introduction

The Chairman welcomed those present.

2. Apologies for absence

Received and accepted from Cllrs Nikki Hamilton-Street (Angmering PC), Jill Long (Littlehampton TC) and Peter Herbert (Littlehampton TC), Sarah Lindfield (Clerk to Clapham and Slinfold PCs) and Cllr Gillian Yeates (Bersted PC and ADALC Treasurer).

3. Election of Officers of ADALC

- Chairman – as there were no nominations, and as Cllr Michael Tu agreed to continue, it was **AGREED** that Cllr Michael Tu is re-appointed as Chairman.
- Vice-chair – as there were no nominations the item was **DEFERRED** pending a decision at the next Management Committee meeting.

- c. Secretary and Treasurer – as there were no volunteers for the position and as the current Secretary and Treasurer agreed to continue, it was **AGREED** that Anna Beams is appointed as Secretary and Cllr Gillian Yeates is appointed as Treasurer.

4. Approval of Minutes from previous meeting

It was queried whether the minutes from the previous annual meeting held in 2021 should be approved at this annual meeting. It was **AGREED** that the matter would be investigated, and the minutes approved at the next meeting if necessary.

The minutes of the previous meeting held on 17th May 2022 were **APPROVED** as a true record and signed by the Chairman.

5. Election to outside bodies

- a. WSALC Board (x2 representatives)

It was **AGREED** that Cllrs Alison Cooper and Michael Tu would be the ADALC representatives on the WSALC Board for the next year.

6. Finances

a. Treasurers report

Anna Beams delivered the report on behalf of the Treasurer in her absence.
The ADALC bank account is currently frozen due to inactivity but holds funds of £726.20. WSALC grants of £1,000 are outstanding until the account is active, therefore total funds available will be £1,726.20.
Invoices of approximately £300 are owed which will be paid once the account is active.
The Treasurer is hoping to complete the re-activation of the account very soon.

b. To set the subscription rate for 2022-23

The Chairman explained that, although there has been activity on the Management Committee since the last ADALC meeting, a subscription proposal has not yet been drafted.

It was **AGREED** that the matter would be included on the next Management Committee meeting agenda as a matter of priority and a proposal brought to the next ADALC meeting.

| |
|--|
| ACTION: Include as Management Committee agenda item – Subscription Proposal |
|--|

Additional item:

c. Appoint 3x signatories

To enable a swift handover when the bank account has been re-activated it was suggested that signatories should be appointed at this meeting.

It was **AGREED** that:

Cllr Michael Tu is appointed as a signatory.

The Chairman to contact Cllr Trevor Ford regarding continuing as a signatory.

Cllr Alison Cooper offered to be appointed as a signatory should there be no other volunteers

It was **AGREED** that the item would be included on the next Management Committee meeting agenda.

| |
|--|
| ACTION: include as Management Committee agenda item – Appoint Signatories |
|--|

7. Management Committee Update

The Chairman reported that the Committee has held two meeting with James Hassett, Chief Executive of Arun District Council, since the last ADALC meeting. The meetings have focussed on improving the relationship and communications between ADC and the parishes. ADC have acknowledged that staffing is an issue, and that recruitment of Officers is challenging. They recognise that they need to focus on the key areas of housing, climate, economy and the environment.

Trevor Leggo added that there has been a large decline in staffing at ADC and that parishes could offer assistance by working in conjunction with ADC to take on some functions.

James Hassett has indicated that he would like to meet representatives from the parishes in person and has agreed to attend a conference hosted by ADALC in the new year. The conference will be held at Arundel Town Hall on a date in February/March to be confirmed and key speakers from ADC will be invited to attend. Members indicated that they would prefer the conference to be held during the day.

Cllrs Michael Warden and Colin Humphris expressed an interest to serve on the Management Committee and were duly **APPOINTED** and welcomed by the Chairman.

8. ADALC Communications

The Chairman explained that, along with Anna Beams, he has explored various communication forums. He suggested that the two most suitable are groups.io and WhatsApp, with groups.io being the preferred option.

The forums will be tested by the Management Committee and a proposal brought to the next meeting.

| |
|---|
| ACTION: Management Committee to test groups.io and WhatsApp and bring proposal to next meeting |
|---|

9. Energy crisis and increasing cost of living

Trevor suggested that parishes should consider ways in which they can help vulnerable members of their communities by providing warm hubs or other forms of assistance. He asked members for examples:

Angmering: The local sports centre is opening as a warm hub and churches have been contacted regarding assistance they may be offering. They have convened a meeting of stakeholders to ensure support is coordinated.

Bersted: the Parish Council are working with the local Church to run a coffee afternoon, the Parish Council are also signposting members of the community to places they can go for assistance.

Arundel: a Monday Elevenses Club formed during the Covid pandemic has continued to provide support and social contact.

Trevor added that member councils are encouraged to produce a resilience plan, or to ensure that current plans are regularly updated. Dee Thornton is available to assist parishes with their plans at a cost and can be contacted through Trevor.

10. Proposal of shared planning consultant

Trevor advised that a planning consultant, Steve Tilbury MSc AssocRTPI, is currently used by WSALC as well as delivering training to WSALC member councils. He was Head of Planning at Waverley Borough Council and Director of Planning at Winchester City Council and now runs his own consultancy.

The Chairman added that the purpose of appointing a consultant would be to enable member parishes to have an on-call response at a reasonable rate. It is unlikely that a retainer would be necessary.

It was **AGREED** that Steve Tilbury would be invited to the next Management Committee meeting and the ADALC conference in the new year to introduce himself and explain what he can offer. If agreed, a proposal will then be drafted to take to Steve.

| |
|---|
| ACTION: invite Steve Tilbury to Management Committee meeting and ADALC conference. |
|---|

11. Any other matters

Trevor advised that the next Arun Police Focus Group will take place by Teams on Wednesday 16th November at 2.30pm. Clerks have been informed but please contact Trevor if you wish to be included.

In a response to a query by Cllr Alison Cooper, Trevor advised that he is not aware of any parishes being allocated funds from the Shared Prosperity Fund.

Cllr Patrick Hastings advised that Asda have cost of living grants available, applications can be made by contacting the Community Champion at local stores.

12. Date of next meeting

Monday 21st November @ 6.30pm - Management Committee (Zoom) – Mgt Committee members

Thursday 2nd March (exact timings tbc) – ADALC / ADC Conference

The meeting closed at 8.19 pm

Signed:

Dated:

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 30th JANUARY 2023**

AGENDA ITEM 15 - TO CONSIDER THE NEED FOR THE APPOINTMENT OF RESERVE 'OUTSIDE' BODIES REPRESENTATIVES TO THE RELEVANT 2023 GRANT AID RECIPIENTS – REFERRED FROM COUNCIL MIN. 151.5 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

As reported at the Policy and Resources Committee Meeting, held 21st November 2022, it is usual practice for organisations in receipt of Grant Aid funds of £5,000 and above to have a Town Council Representative appointed to attend meetings as an observer. There are instances where, for other reasons, Representatives are also appointed to organisations in receipt of less than £5,000 in Grant Aid funds. These appointments are typically made at the Annual Town Council Meeting in May.

Owing to concern amongst some Members that Town Council Representatives are not being invited to meetings of the Grant Aid recipient organisations to which they have been appointed, at the Extraordinary Policy and Resources Committee Meeting held 31st October 2022, Members were informed that relevant recipients of Grant Aid 2023 funds would have Representatives appointed at the next Policy and Resources Committee Meeting, rather than waiting until May. This would then allow those Grant Aid recipients more time to invite their appointed Representative to meetings.

The Grant Aid 2023 recipients to whom this applies, and their appointed Town Council Representatives until May 2023, are: -

Arun Arts Ltd – Cllr. Brooks
Bognor Regis Carnival Association – Cllr. Miss. Needs
Bognor Regis Foodbank – Cllr. Smith
Grandads Front Room CIC – Cllr. Smith
Southdowns Music Festival – Cllr. Mrs. Daniells
UK Harvest – Cllr. Goodheart

At the Council Meeting, held 3rd January 2023, whilst receiving reports from Representatives, a Member asked whether substitute representatives could be implemented for organisations in receipt of grant funding. It was agreed by Members that this proposal would be put on the next agenda for discussion by the relevant Committee (Min. 151.5 refers).

DECISIONS

Do Members **AGREE** to appoint Reserve Representatives to applicable Grant Aid 2023 recipients?

If so, Members are invited: -

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

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

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

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

To **AGREE** the appointed Councillor Reserve Representative for the remainder of the 2022/23 municipal year for Southdowns Music Festival.

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 30th JANUARY 2023**

AGENDA ITEM 16 - TO FURTHER CONSIDER THE ALLOCATION OF A BUDGET TOWARDS THE COSTS TO INSTALL, AND FOR ONGOING MAINTENANCE, OF A BIN – DEFERRED FROM MEETING 21st NOVEMBER 2022 - MIN. 90 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Policy and Resources Committee Meeting, held 21st November 2022, Members discussed the allocation of a budget towards the costs to install, and for ongoing maintenance, of a bin following a request to and the subsequent recommendation from the Community Engagement and Environment Committee (Min. 90 refers).

It was reported to Members that it was the Officer recommendation to pay the costs of the purchase, installation and annual maintenance costs for the bin, for 2022-2023, from CIL monies. This expenditure was considered by the Planning and Licensing Committee, at the meeting held on 22nd November 2022, and it was agreed in principle to cover the Year 1 costs of up to £685.90 (exc. VAT), to include the purchase, installation and annual maintenance of the bin for 2022-2023. However, this agreement was subject to arrangements being in place for ongoing annual maintenance and permissions for the installation of a litter bin on the highway being granted (P&L Min. 59 refers).

During discussions at the Policy and Resources Committee Meeting in November, questions were raised about whether the bin could be Town Council branded, and if it would be possible for the Town Council to maintain, and empty, the bin themselves rather than paying ongoing maintenance costs. To allow time for Officers to carry out further research into branding, in-house maintenance and insurance of the bin, it was agreed to defer any consideration in allocating a budget to cover annual maintenance costs to a future meeting.

Following the meeting, the Town Clerk investigated the feasibility and resources required to provide in-house maintenance. Firstly, a suitable wheelie bin would need to be purchased, to store the rubbish collected. Consideration would then need to be given to the Town Force time taken to carry out the maintenance, with collection and subsequent disposal of the waste. This would be charged at commercial rates owing to the Town Council having no duty to collect household waste. As a result of these requirements, it has been concluded that in-house maintenance would be considerably more expensive than paying ADC as part of the agreement. Including such a bin on the Town Council's insurance policy would have little to no impact on the current premium paid. It is not anticipated that Town Council branding of the bin, nor permission to install, would be an issue.

Officer recommendation

As the conditions of ADC's agreement for the purchase and collection of litter bins states that the billing year shall run from 1st April to 31st March, it is

the Officer recommendation that entering into any agreement does not commence until the next billing year, i.e. 1st April 2023, rather than part-way through.

As agreed by the Planning and Licensing Committee, Year 1 costs of up to £685.90 (exc. VAT), to include the purchase, installation and annual maintenance of the bin, would be funded by CIL monies.

Whilst maintenance for a bin, up to 31st March 2024, would be covered by CIL monies, there would need to be provision made for ongoing annual maintenance from 1st April 2024. There would, therefore, need to be a commitment from Members to ensure that the necessary budget is included in future years.

DECISION

Members are invited to **AGREE** that provision will be made for ongoing maintenance of a bin, to be located in the vicinity of Victoria Drive, in the budget from 1st April 2024.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 30th JANUARY 2023**

AGENDA ITEM 17 - CONSIDERATION OF A PROPOSAL FROM THE ORGANISERS OF THE PLATINUM JUBILEE EVENT HELD IN JUNE 2022 ON BOGNOR REGIS SEAFRONT TO INSTALL A PLAQUE IN COMMEMORATION IN THIS LOCATION FUNDED FROM THE UNSPENT GRANT AID AWARDED AND NOW RETURNED TO THE TOWN COUNCIL

REPORT BY THE TOWN CLERK

FOR DECISION

At the Policy and Resources Committee Meeting, held 29th November 2021, Members ratified the award of £8,000 Grant Aid to Sarah Boote-Cook for a '2022 Jubilee Street Party on The Prom' event (Min. 100 refers).

Following the event, when providing the Town Clerk with finalised accounts the organiser reported that £2,194.93 of the Grant Aid funding was unspent, and this was subsequently returned to the Town Council.

Although returning the unspent monies, the event organiser spoke of what a special occasion the Platinum Jubilee had been, and how sad it was that Queen Elizabeth II had since passed away. They, therefore, asked whether the Town Council would consider spending some of the unspent funds to install a plaque commemorating the Platinum Jubilee on the seafront, near to where their event had taken place, to serve as a wonderful reminder of this community celebration.

As the funds in question originated from the Grant Aid budget, it will be for Members of the Policy and Resources Committee to consider this request.

If Members are minded to support this request, it would be subject to a suitable location being identified for the plaque and approval of the necessary permissions from the relevant landowner being sought prior to installation.

DECISION

Do Members **RESOLVE** to **AGREE** to the request from organisers of the '2022 Jubilee Street Party on The Prom' that unspent funds from their Grant Aid award be used to fund the purchase and installation of a plaque commemorating the community celebration on the seafront subject to the above criteria being satisfied?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 30th JANUARY 2023**

**AGENDA ITEM 18 - TO NOTE CONTRACT RENEWAL OF HR AND H&S
SERVICES PROVIDER FOLLOWING QUOTATIONS BEING SOUGHT**

REPORT BY THE TOWN CLERK

FOR NOTING

As the contract for the Council's current provider of these services is due for renewal, the opportunity was taken to seek quotations from other service providers to compare the level of cover they could offer and at what cost.

Having compared the information received from three different providers to cover a period of 5 years, the services of WorkNest (formerly Ellis Whittam) have been retained and the contract renewed for February 2023.

WorkNest offered the most favourable pricing and have provided an excellent level of service to the Town Council over the term of the present 5-year contract.

DECISION

Members are asked to **NOTE** that the HR and H&S service contract with WorkNest has been renewed, for a period of 5 years, to commence February 2023.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JANUARY 2023**

**AGENDA ITEM 19 - ADC MATCH-FUNDING FOR EVENTS –
CONSIDERATION OF ALLOCATION**

REPORT BY THE TOWN CLERK

FOR DECISION

BACKGROUND

Members will recall that at the Meeting held on 28th March 2022 the Clerk reported on the match-funding budget provision of £25,000 that had been made in the 2021-2022 financial year by Arun District Council to be used for Town Centre events. Liaison with District Council Officers was undertaken by the Clerk to establish whether the Town Council could meet the criteria that would allow the release of this funding resulting in these funds being secured for the Town Council before being lost at the end of the financial year - Min. 138.6 refers.

Upon receipt, these funds were split with half being used by the Town Council to enhance the 2022 Christmas Switch-On event whilst the other half was used to enhance significant events put on by other event organisers that the Town Council already supported through its Grant Aid process and helped to promote tourism by bringing people into the Town. A criterion for the release of this funding to event organisers was identified and following the Committee's consideration, three event organisers were invited to submit applications for this additional funding which they were advised should not exceed the amount they had been awarded through Grant Aid. Upon receipt of the applications and following further consideration, the money was awarded to enhance the 2022 events.

THIS FINANCIAL YEAR

Once again, the District Council has allocated £25,000 match-funding in this current financial year (2022-2023) to be used for Town Centre events although it is understood by the Clerk that this will be the last year this funding will be available.

Having liaised with the District Council Officer, these funds are accessible to the Town Council under the same criteria as last year. It is therefore the Officer recommendation that the pot be split once again with £12,500 allocated to this Committee to be used as match-funding against Grant Aid already awarded to event organisers for 2023 in line with the criteria set last year. The other £12,500 match-funding would again be used to enhance the 2023 Town Council events by the inclusion of elements to bring people into the Town.

Subject to Members agreement with this proposal, an item will be included on the next agenda for confirmation of the criteria and decision as to which event organisers should be invited to apply this year. The Events Officer will also prepare a report for inclusion on the agenda for the Events, Promotion and Leisure Committee with her recommendations on the best way of utilising the £12.5K allocation across Town Council events to boost footfall in the Town.

DECISION

Members are asked to consider and **AGREE** the Officer recommendation relating to the allocation of the £25,000 match-funding from Arun District Council to be split across the Policy and Resources Committee and Events, Promotion and Leisure Committee to be used for the purposes as outlined above.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 30th JANUARY 2023**

AGENDA ITEM 20 - UK SHARED PROSPERITY FUND

REPORT BY THE TOWN CLERK

FOR INFORMATION

Arun District Council (ADC) has been allocated £1,083,399 of UKSPF monies to be spent over three years from April 2022 to March 2025 and, in May 2022, ADC wrote to invite Expressions of Interest from parish/town councils. At the Full Council Meeting, held 4th July 2022, Members noted the BRTC project proposals submitted to ADC in response to the UK Shared Prosperity Fund (UKSPF) consultation (Min. 55 refers).

The first phase of consultation resulted in over 60 suggestions and ideas for projects which ADC have assessed in relation to their vision, economic development strategy and other key documents. ADC advised that a number of projects that came forward in the consultation were very local community and place specific and consequently did not provide any outcomes that would satisfy the UKSPF funding requirements. ADC is considering how such projects could be funded via a different more local approach and partners will be advised if such a fund can be provided.

As the fund was significantly over subscribed, in December 2022 ADC invited partners to submit their more detailed proposals, to assist them to assess the projects for feasibility, deliverability, output & outcomes and monitoring mechanism. Following discussions with the Economic Regeneration Projects Officer at ADC, the Town Council's strongest project ideas were identified, and more detailed proposals submitted.

Notification has been received that the relevant panel at ADC met on 12th January and looked at each bid in detail, following which the responses below were provided in relation to BRTC's submissions: -

- Bike Project – Supported in principle (for expenditure in year two or year three), pending further information and clarification (submission attached as **Appendix 1**).
- Lighting Project – Supported in principle (for expenditure in year two or year three), pending further information and clarification (submission attached as **Appendix 2**).
- Accessibility project – Not successful at this time (submission attached as **Appendix 3**).

Officers will be working on the Town Council's re-submissions, with amendments and providing any information or clarification asked for by ADC, in time for the panel at ADC to give further consideration towards the end of February 2023. Members will be updated once an outcome is known.



Arun District Council

UK Shared Prosperity Fund 2022-2025

Bidding Template

Introduction

This Bidding Template is for organisations to use to bid for Arun's allocation of £1,083,399 UK Shared Prosperity Fund (UKSPF 2022-2025). It should be used in conjunction with the Bidding Guidance and Arun's UKSPF Investment Plan Summary. You are welcome to bid for more than one project but please use one form for each project.

QUESTION 1: ORGANISATIONAL DETAILS

| | |
|--|--|
| Name of organisation: Bognor Regis Town Council | Address: The Town Hall Clarence Road Bognor Regis PO21 1LD |
| Name of main contact: Glenna Frost | Position: Town Clerk |
| e mail: bognortc@bognorregis.gov.uk | Telephone no: 01243 867744 |
| Name of person approving the bid : Glenna Frost | Position: Town Clerk |
| e mail : bognortc@bognorregis.gov.uk | Telephone no : 01243 867744 |

If working in partnership, give details of other partners involved here:

Bognor Regis Town Council would seek to work in partnership with relevant Officers at ADC (Parks, Car Parks, Foreshore, and Planning, for example) and WSCC (as part of the Arun Growth Deal, and Highways). Other key stakeholders include Bognor Regis BID, Southern/National Rail, Arun Wellbeing and Bognor Regis Regeneration Board.

QUESTION 2: WHICH INTERVENTION IN ARUN'S UKSPF INVESTMENT PLAN DOES YOUR PROJECT SUPPORT?

(Please use one form per project)

| Intervention | Select one only |
|---|-----------------|
| Communities and Place | |
| E1: Improvements to town centres & high streets | |
| E3: Creation of and improvements to local green spaces | ✓ |
| E8: Campaigns to encourage visits and exploring of local area | |
| E14: Relevant feasibility studies | |
| Supporting Local Business | |
| E17: Development & promotion of visitor economy | |
| E23: Strengthening local entrepreneurial ecosystems | |
| People and Skills | |
| E33: Employment support for economically inactive people | |
| E37: Tailored support for the employed to access courses | |
| E39: Green skills courses | |

QUESTION 3: PLEASE DESCRIBE YOUR PROJECT (2,000 CHARACTERS, APPROXIMATELY 350 WORDS MAXIMUM)

In line with Bognor Regis Town Council's current strategic priorities, the **Public Bike Repair Station Project** seeks to manage and reduce the environmental impact of Bognor Regis, working to enable residents and community groups to live well and enjoy and take pride in our Town. Our purpose is to lead Bognor Regis to a better future, working in the interests of our residents to improve their quality of life. Our 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.

This unique project seeks funding to install 4 outdoor public bike repair stands with integrated pump, to provide cyclists with a stable workstation to tune their bike and make repairs, located at points in the north, east, south and west of the parish. Each branded unit comes with a QR code with 'How to Guides', company branding, and key-turn door to cover repair tools. The integrated pump has a pressure gauge up to 10 bar with a multi-valve adapter and steel hose. Tools, attached to steel ropes, include Philips screwdriver, flat screwdriver, T25 Torx - screwdriver, adjustable spanner, skateboard tools, flat wrench 8×10 mm, flat wrench 13×15 mm, hex key set, tyre levers (plastic with steel core). The stations can also be used for buggies and wheelchairs, with inflatable tyres, or skateboards and scooters.

By installing the public bike repair stations, we will promote better facilities to our residents, encouraging them to make healthier choices and supporting residents in a modal shift to encourage people to make greener choices to travel by bike. This will encourage environmental sustainability in ensuring our residents have even more resources to enable healthier choices. The project aims to strengthen our social fabric through targeted investment that enhances amenities, such as community infrastructure. The provision of this equipment throughout the public realm is an opportunity for us to contribute to the life satisfaction of our residents, and to capitalise on opportunities for outdoor activities as well as active tourism.

QUESTION 4: HOW MUCH UKSPF FUNDING ARE YOU REQUESTING?

(Please refer to Investment Plan Summary and Guidance documents regarding capital and revenue)

| | Year 1: 2022/3 | Year 2: 2023/4 | Year 3: 2024/5 | Total UKSPF 2022-2025 |
|---------|----------------|----------------|----------------|-----------------------|
| Capital | | £6,000 | | £6,000 |
| Revenue | | | | |
| Total | | £6,000 | | £6,000 |

QUESTION 4A: HOW MUCH MATCH FUNDING ARE YOU PROVIDING?

Match funding in either cash or kind is not essential but may help your added value score.

| Type of match e.g. cash, staff, buildings, equipment | Year 1: 2022/3 | Year 2: 2023/4 | Year 3: 2024/5 | Total Match 2022-2025 |
|---|----------------|---|----------------|---|
| Cash | | subject to Members approval, we would look at some level of match funding | | subject to Members approval, we would look at some level of match funding |
| Kind (staff time) | | £3,000 | | £3,000 |

QUESTION 5: BUDGET

Please set out the main cost headings for your project, e.g. staff, premises, office overheads, consultancy, contractors, monitoring. Do not include match funding.

| Cost heading | 2022/3 £s | 2023/4 £s | 2024/5 £s | Total £s |
|-------------------------------------|-----------|-----------|-----------|----------|
| Equipment (installed by Town Force) | | £6,000 | | £6,000 |
| Total | | £6,000 | | £6,000 |

QUESTION 6: HOW WILL YOUR PROJECT SUPPORT ARUN'S PRIORITIES SET OUT IN "Our vision: A better future 2022-26" AND "Creating our Future: Arun Economic Development Strategy 2020-2025"? (2,000 CHARACTERS, APPROXIMATELY 350 WORDS MAXIMUM)

The **Public Bike Repair Station Project** will support Arun's priority in 'Improving the wellbeing of Arun' as set out in the "Our vision: A better future 2022-26" document. The aim is to champion leisure, culture and the Arts in Arun and encourage our community to embrace healthy and active lifestyles by developing and implementing a Wellbeing Strategy to plan services, resources, amenities, activities, and places to help our community thrive, and to provide infrastructure that supports wellbeing, e.g. more opportunities for cycling and walking and easily accessible and safe greenspace.

It also supports Arun's vision in supporting our environment to support us by aiming to make low carbon transport including walking, cycling, travel by public transport and electric vehicle easy, convenient and pleasant and a fundamental part of our placemaking.

In considering Arun's "*Creating our Future: Arun Economic Development Strategy 2020-2025*", the **Public Bike Repair Station Project** delivers on the ambition that our people enjoy happy, long and healthy lives with high satisfaction rates by giving residents and visitors the choice of walking or cycling through better infrastructure and linking towns, coast and country. This is achieved by working to develop a greatly improved cycling infrastructure to maximise the advantages of the growth in cycling and new developments such as e-bikes.

QUESTION 7: WHAT IMPACT WILL YOUR PROJECT HAVE ON ACHIEVING THE PRIORITY/IES YOU HAVE SELECTED IN QUESTION 6? FOR EXAMPLE, IF YOU HAVE SAID YOUR PROJECT WILL SUPPORT THE PRIORITY IN "*OUR VISION OUR FUTURE*" OF FULFILLING ARUN'S ECONOMIC POTENTIAL, EXPLAIN HOW MANY BUSINESSES IN KEY SECTORS WILL BENEFIT AND IN WHAT WAY. (PLEASE QUANTIFY WITH EVIDENCE IF POSSIBLE)

Arun is the most deprived local authority and for the health domain (Indices of Multiple Deprivation) in West Sussex. Census 2011 shows Arun District has 8,470 of its residents in either bad or very bad health which is the highest in West Sussex by a substantial margin. The **Public Bike Repair Station Project** will improve the wellbeing of Arun by encouraging our residents to make healthier choices.

The project will support our environment to support us by reducing the number of vehicles on the roads, in turn reducing emissions to the environment. The spend of this grant would enhance the access to additional cycling infrastructure in order to support current and new cyclists, thus encouraging residents to use sustainable transport. Item 15.2.10 in the Arun Local Plan shows Arun District Council supports the promotion of cycling as a mode of transport.

The Population of Bognor Regis (as at Census 2011) is c. 24,064 of which the Census shows that approximately 500 (2.7%) of residents in our parish cycle to work, and that 518 (2.8%) use the train to get to work. The installation of the Public Bike Repair Stations will support these commuters on their journeys and will encourage more residents to follow suit if they have assurances that they can access equipment throughout the public realm to carry out any repairs and help them on their way. Add to these figures' students travelling to/from school, people cycling for leisure or people walking with buggies or in the company of a wheelchair user, and the benefits of these repair stations are endless.

Research undertaken in 2013 for the Arun Leisure Strategy identified that opportunities for walking and cycling in the South Downs were highly rated by residents. There is approx. 66Km of cycle provision constructed in Arun, with aspirational routes connecting key coastal settlements. ADC's Green infrastructure study has identified an improved sustainable transport and recreational link between Arundel and Littlehampton following the banks of the River Arun with potential to extend this route further into the South Downs, thereby creating a Downs to Coastal link.

The provision of equipment supplied throughout the public realm of Bognor Regis, though the **Public Bike Repair Station Project**, will support with the delivery of all the objectives detailed above.

QUESTION 8: PLEASE DESCRIBE YOUR APPROACH TO PROJECT DELIVERY (500 WORDS)

Please include:

- Project management methods
- Governance
- Monitoring and reporting arrangements, including progress measurement and KPIs
- Whether delivery will be in-house or contracted out, in which case, procurement approach
- Partnership working arrangements, if applicable
- Financial management
- Risk management

Any other relevant information to show how you will ensure successful delivery.

Include diagrams if appropriate.

The project will be managed in the following ways: -

- Agree outcomes within the project, plan timetable and budget, consistent with the objectives of the project.
- To issue project briefs.
- Set up a project control system (including a dynamic risk register) to ensure clear communications between BRTC and contractors.
- Ensure the delivery of capital and activity plans are integrated.
- Prepare monthly reports to ADC as required by them in terms of format and frequency.

Governance will be managed in the following way: -

- Defined accountability and responsibilities.
- Ensure stakeholder engagement.
- Meeting and reporting.
- Appropriate risk management.

Contracted delivery, procurement approach and financial management will be as per the Town Council's '[Standing Orders for Contracts](#)' and '[Financial Regulations](#)'.

Risk Management Plan identifying potential risks to the project, with an estimate of the impact and the probability of them happening, with defined responses using a BRTC Risk Assessment template.

QUESTION 9: PLEASE SUMMARISE BRIEFLY YOUR ORGANISATION'S EXPERIENCE OF DELIVERING SIMILAR PROJECTS (300 WORDS)

Bognor Regis Town Council has a great deal of experience in being the lead in delivering many varied projects over the years.

Through ownership of the Picturedrome Cinema in Bognor Regis we have overseen refurbishment works which have included a project to build a single storey extension to house a new cinema screen with a budget of £850,000.

In the making of the Bognor Regis Neighbourhood Development Plan (2015 – 2030) we engaged with local people using a variety of methods such as open days, surveys, workshops, social media, local newspapers and outdoor events. We went into workplaces, businesses, clubs and schools, in order to gauge a wide range of views from as broad a section of the community as possible. Our Neighbourhood Plan Steering Group includes a cross section of people representing key organisations, businesses and neighbouring parishes, as well as Town Councillors. We had expert advice from organisations such as Locality, The Royal Town Planning Institute/Planning Aid, Imagine Places, Integrated Urbanism, BPUD and the Princes Foundation.

We deliver a full programme of events in Bognor Regis throughout the year, meeting all of the requirements of ADC and WSCC in relation to Management Plans and Risk Assessments. We also provide a number of services by way our Town Force Team throughout the Town including work contracted to us by both the District and County Council. Our team hold the necessary licences to excavate the Highway and are experienced at installing signage, such as interpretive sign boards on the promenade.

We have partnership working arrangements with the Bognor Regis BID and Arun District Council on initiatives such as the 2 Hour Free Parking Scheme in Bognor Regis, CCTV and Business Wardens. We actively engage with Bognor Regis Regeneration Board.

QUESTION 10: PLEASE GIVE DETAILS OF KEY PERSONNEL IN CHARGE OF THE PROJECT, WHETHER THEY ARE ALREADY IN POST OR TO BE RECRUITED AND THEIR RELEVANT EXPERIENCE

Bognor Regis Town Clerk/ Responsible Financial Officer, Glenna Frost, will be the lead Officer in charge of the project with 25 years' experience in overseeing projects such as those summarised in Question 9, with delegation of responsibilities to the appropriate staff member.

Key personnel will also include the Bognor Regis BID, relevant Officers at Arun District Council, and the Arun Growth Deal lead at West Sussex County Council.

QUESTION 11: OUTPUTS AND OUTCOMES

Please specify the scale of the outputs and outcomes you will be delivering under the intervention you have selected in Question 2. The relevant outputs and outcomes can be found in the Arun UKSPF Investment Plan Summary. Please only the outputs and outcomes.

| UKSPF Investment Priority | Intervention no. and description | Output description | No. of outputs to be achieved | Outcome description | No of outcomes to be achieved |
|---------------------------|--|--|---|--|---|
| Communities & Place | <p>E3: Creation and improvement to local green spaces</p> <p>Promoting healthy and active lifestyles and encouraging active tourism through:</p> <ul style="list-style-type: none"> Creating a network of high quality, multifunctional green spaces Improved infrastructure for cycling and walking | <p>Amount of public realm created or improved (m2)</p> <p>Amount of new or improved cycleways or paths</p> | <p>Public Bike Repair Stations installed at 4 locations</p> <p>30km of cycleways improved</p> | <p>Improved perception of facilities/amenities (% increase)</p> <p>Increased use of cycleways or paths</p> | <p>50% Improved perception of facilities/amenities</p> <p>20% increased use of cycleways or paths</p> |

QUESTION 11A: WHEN DO YOU EXPECT THESE OUTPUTS TO BE DELIVERED?

| Output description | No 2022/3 | No. 2023/4 | No.2024/5 |
|--|-----------|------------|-----------|
| Improvement or creation of public realm (m2) | | ✓ | |
| Amount of new or improved cycleways or paths | | | |

QUESTION 11B: WHEN DO YOU EXPECT THESE OUTCOMES TO BE DELIVERED?

| Outcome description | No 2022/3 | No. 2023/4 | No.2024/5 | 2025/6 |
|---|-----------|------------|-----------|--------|
| Improved perception of facilities/amenities | | | ✓ | |
| Increased use of cycleways or paths | | | | |

QUESTION 12: MONITORING

Please set out how you will establish baselines for each output and outcome and how you will collect data and monitor progress towards the outputs and outcomes you have specified in Question 11. For example, if you have selected the outcome, increased visitor numbers, explain how you will baseline current visitor numbers and measure the increase that is due to the project and not other factors.

We would measure success on this project by seeing an uplift in cycling provision. With more residents using cycling and rail transport, for example. Results indicators will be both qualitative and quantitative and gathered through questionnaires/surveys being carried out with our businesses and stations to measure usage of the new devices. We will undertake regular surveys to test the success and gather perceptions of the Public Bike Repair Stations in relations to improving the wellbeing of Arun by promoting healthy and active lifestyles and encouraging active tourism.

Our results indicator may include the following elements: -

Type of service - a description of the means to achieve the planned change.

Quantity - specifying the increase of the level of service involved.

Quality - with reference to the standards that this change will hopefully adhere to.

People Served - an explanation of which group/s of people will benefit from the project.

Target - the planned improvement across the total life of the project in terms of people or resources for this results indicator.

Timeline - the period when the target for the results indicator is expected to be achieved.

Baseline - the comparison between the target and past performance for the results indicator.

Level - outcome or output level indicators, such as change in perception of how the wellbeing of residents has improved, improvements to the cycling infrastructure.

QUESTION 12: TIMETABLE AND MILESTONES

Please set out your key delivery milestones and timetable.

| Milestone | By when |
|---|---------|
| Appoint Project Team with defined accountability and responsibility | 2023/4 |
| Agree outcomes and plan timetable and budget | 2023/4 |
| Identify key partners | 2023/4 |
| Carry out stakeholder engagement | 2023/4 |
| Set up project control system | 2023/4 |
| Improvement works complete | 2023/4 |
| Analysis of results indicators | 2024/5 |

| | |
|----------------------|--|
| Approved (signature) | |
| Name: | Glenna Frost |
| Role: | Town Clerk/Responsible Financial Officer |
| Date: | 15.12.2022 |



Arun District Council

UK Shared Prosperity Fund 2022-2025

Bidding Template

Introduction

This Bidding Template is for organisations to use to bid for Arun's allocation of £1,083,399 UK Shared Prosperity Fund (UKSPF 2022-2025). It should be used in conjunction with the Bidding Guidance and Arun's UKSPF Investment Plan Summary. You are welcome to bid for more than one project but please use one form for each project.

QUESTION 1: ORGANISATIONAL DETAILS

| | |
|--|--|
| Name of organisation: Bognor Regis Town Council | Address: The Town Hall Clarence Road Bognor Regis PO21 1LD |
| Name of main contact: Glenna Frost | Position: Town Clerk |
| e mail: bognortc@bognorregis.gov.uk | Telephone no: 01243 867744 |
| Name of person approving the bid : Glenna Frost | Position: Town Clerk |
| e mail : bognortc@bognorregis.gov.uk | Telephone no : 01243 867744 |

If working in partnership, give details of other partners involved here:

Bognor Regis Town Council would seek to work in partnership with relevant Officers at ADC (Parks, Planning and Conservation, for example) and WSCC (as part of the Arun Growth Deal, and Enerveo). Other key stakeholders include Bognor Regis BID, Bognor Regis Town Council's In Bloom Working Group, Bognor Community Gardeners, Bognor Regis Seafront Lights, and Bognor Regis Regeneration Board.

QUESTION 2: WHICH INTERVENTION IN ARUN'S UKSPF INVESTMENT PLAN DOES YOUR PROJECT SUPPORT?

(Please use one form per project)

| Intervention | Select one only |
|---|-----------------|
| Communities and Place | |
| E1: Improvements to town centres & high streets | ✓ |
| E3: Creation of and improvements to local green spaces | |
| E8: Campaigns to encourage visits and exploring of local area | |
| E14: Relevant feasibility studies | |
| Supporting Local Business | |
| E17: Development & promotion of visitor economy | |
| E23: Strengthening local entrepreneurial ecosystems | |
| People and Skills | |
| E33: Employment support for economically inactive people | |
| E37: Tailored support for the employed to access courses | |
| E39: Green skills courses | |

QUESTION 3: PLEASE DESCRIBE YOUR PROJECT (2,000 CHARACTERS, APPROXIMATELY 350 WORDS MAXIMUM)

In line with Bognor Regis Town Council's current strategic priorities, the **Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project** seeks to build on the success of Bognor Regis through public realm improvements, working to enable residents and community groups to live well and enjoy and take pride in our Town, and promote arts and culture to make Bognor Regis a great place to live, work, study and visit. Our purpose is to lead Bognor Regis to a better future, working in the interests of our residents to improve their quality of life. Our 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.

The **Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project** seeks funding to promote the active use of public spaces throughout the daytime and evening through the use of lighting that is sympathetic of the heritage identity of Bognor Regis. Currently, crime and perceptions of crime are a barrier to entry to greenspaces such as the Sunken Gardens and negatively affect the community pride in place. It is a hotspot for anti-social behaviour such as vandalism, graffiti and it deters people from using this area and visiting the Town Centre. Improving the safety and accessibility of the location will transform people's perceptions and consolidate the positive progress made in regenerating Bognor Regis Town Centre.

The project aims to strengthen our social fabric by fostering a sense of local pride in place and belonging, through targeted investment that enhances physical, cultural and social ties and amenities, such as community infrastructure and local green space. Improved lighting throughout the public realm is an opportunity for us to contribute to the life satisfaction of our residents, and to capitalise on opportunities for outdoor activities as well as active tourism. The installation of festoon lighting at the three locations is intended to be evocative of Bognor Regis' heritage as both a seaside resort and the tradition of entertainment in the Town.

QUESTION 4: HOW MUCH UKSPF FUNDING ARE YOU REQUESTING?

(Please refer to Investment Plan Summary and Guidance documents regarding capital and revenue)

| | Year 1: 2022/3 | Year 2: 2023/4 | Year 3: 2024/5 | Total UKSPF 2022-2025 |
|---------|----------------|----------------|----------------|-----------------------|
| Capital | | | £20,000 | £20,000 |
| Revenue | | £1,000 | £4,000 | £5,000 |
| Total | | £1,000 | £24,000 | £25,000 |

QUESTION 4A: HOW MUCH MATCH FUNDING ARE YOU PROVIDING?

Match funding in either cash or kind is not essential but may help your added value score.

| Type of match e.g. cash, staff, buildings, equipment | Year 1: 2022/3 | Year 2: 2023/4 | Year 3: 2024/5 | Total Match 2022-2025 |
|---|----------------|---|---|---|
| Cash | | subject to Members approval, we would look at some level of match funding | subject to Members approval, we would look at some level of match funding | subject to Members approval, we would look at some level of match funding |
| Kind (staff time) | | £3,000 | £3,000 | £6,000 |

QUESTION 5: BUDGET

Please set out the main cost headings for your project, e.g. staff, premises, office overheads, consultancy, contractors, monitoring. Do not include match funding.

| Cost heading | 2022/3 £s | 2023/4 £s | 2024/5 £s | Total £s |
|---|-----------|-----------|-----------|----------|
| Consultancy | | £1,000 | £4,000 | £5,000 |
| Contractors | | | £19,000 | £19,000 |
| Fees (i.e planning, insurance, licences as appropriate) | | | £1,000 | £1,000 |
| Total | | £1,000 | £24,000 | £25,000 |

QUESTION 6: HOW WILL YOUR PROJECT SUPPORT ARUN'S PRIORITIES SET OUT IN "Our vision: A better future 2022-26" AND "Creating our Future: Arun Economic Development Strategy 2020-2025"? (2,000 CHARACTERS, APPROXIMATELY 350 WORDS MAXIMUM)

The **Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project** will support Arun's priority in 'Improving the wellbeing of Arun' as set out in the "Our vision: A better future 2022-26" document. The aim is to champion leisure, culture and the Arts in Arun and encourage our community to embrace healthy and active lifestyles by providing wider infrastructure that supports wellbeing that include easily accessible and safe greenspace. It also aims to 'Fulfil Arun's Economic Potential', by encouraging the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend by working closely with Towns and other organisations on strategies which support vibrant and attractive Town Centres.

The project aims to promote the active use of public spaces throughout the daytime and evening through the use of festoon lighting at the three locations and is intended to be evocative of Bognor Regis' heritage as both a seaside resort and the tradition of entertainment in the Town.

Bognor Regis has a thriving Town Centre which is undergoing major regeneration initiatives with public realm improvements. Improving the safety and accessibility of these seafront green sites will transform people's perceptions and consolidate the positive progress made in regenerating Bognor Regis Town Centre. In Line with Arun's vision, improvements to the public realm delivered through this project is an opportunity for us to contribute to the life satisfaction of our residents.

In considering the statement made in Arun's "*Creating our Future: Arun Economic Development Strategy 2020-2025*", in relation to prosperous and happy communities, by making improvements to the public realm, this project would contribute towards maintaining active and healthy lifestyles. This helps with mental as well as physical health and the removal of barriers to entering these greenspaces would positively impact on lifestyle. The investment of UKSPF funds to improve accessibility to a wide range of physical, social, cultural and leisure facilities in Bognor Regis is vital for individual health, social interaction and community cohesion, and will build on the high level of life satisfaction and happiness in the Town, whilst building civic pride.

QUESTION 7: WHAT IMPACT WILL YOUR PROJECT HAVE ON ACHIEVING THE PRIORITY/IES YOU HAVE SELECTED IN QUESTION 6? FOR EXAMPLE, IF YOU HAVE SAID YOUR PROJECT WILL SUPPORT THE PRIORITY IN "*OUR VISION OUR FUTURE*" OF FULFILLING ARUN'S ECONOMIC POTENTIAL, EXPLAIN HOW MANY BUSINESSES IN KEY SECTORS WILL BENEFIT AND IN WHAT WAY. (PLEASE QUANTIFY WITH EVIDENCE IF POSSIBLE)

Bognor Regis Town Council's **Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project** will have the following impact on Arun's priority in 'Improving the wellbeing of Arun' as set out in the "*Our vision: A better future 2022-26*" document: -

- Delivery of leisure services and activities for all members of the community by providing wider infrastructure that supports wellbeing that include easily accessible and safe greenspace.
- Improvement of the accessibility experience of the public realm by removing barriers to creating a positive experience.
- A positive contribution towards the life satisfaction of Bognor Regis residents in maintaining active and healthy lifestyles which is increasingly important for individual wellbeing and happiness.
- The promotion of active and engaged lifestyles to help with mental as well as physical health, through the removal of barriers preventing access to greenspaces, positively impacting on the lifestyles of those affected and thereby reducing pressure on NHS services.
- Contributing to economic development of local businesses by increasing customer numbers in removing barriers that deter people from using these areas and visiting the Town Centre.

QUESTION 8: PLEASE DESCRIBE YOUR APPROACH TO PROJECT DELIVERY (500 WORDS)

Please include:

- Project management methods
- Governance
- Monitoring and reporting arrangements, including progress measurement and KPIs
- Whether delivery will be in-house or contracted out, in which case, procurement approach

Bognor Regis Town Council UKSPF bid - Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project

- Partnership working arrangements, if applicable
- Financial management
- Risk management

Any other relevant information to show how you will ensure successful delivery.
Include diagrams if appropriate.

The project will be managed in the following ways: -

- Agree outcomes within the project, plan timetable and budget, consistent with the objectives of the project.
- To issue contract briefs and manage the selection and appointment process.
- Set up a project control system (including a dynamic risk register) to ensure clear communications between BRTC and contractors.
- Ensure the delivery of capital and activity plans are integrated.
- Prepare monthly reports to ADC as required by them in terms of format and frequency.

Governance will be managed in the following way: -

- Defined accountability and responsibilities.
- Ensure stakeholder engagement.
- Meeting and reporting.
- Appropriate risk management.

Contracted delivery, procurement approach and financial management will be as per the Town Council's '[Standing Orders for Contracts](#)' and '[Financial Regulations](#)'.

Risk Management Plan identifying potential risks to the project, with an estimate of the impact and the probability of them happening, with defined responses using a BRTC Risk Assessment template.

QUESTION 9: PLEASE SUMMARISE BRIEFLY YOUR ORGANISATION'S EXPERIENCE OF DELIVERING SIMILAR PROJECTS (300 WORDS)

Bognor Regis Town Council has a great deal of experience in being the lead in delivering many varied projects over the years.

Through ownership of the Picturedrome Cinema in Bognor Regis we have overseen refurbishment works which have included a project to build a single storey extension to house a new cinema screen with a budget of £850,000.

In the making of the Bognor Regis Neighbourhood Development Plan (2015 – 2030) we engaged with local people using a variety of methods such as open days, surveys, workshops, social media, local newspapers and outdoor events. We went into workplaces, businesses, clubs and schools, in order to gauge a wide range of views from as broad a section of the community as possible. Our Neighbourhood Plan Steering Group includes a cross section of people representing key organisations, businesses and neighbouring parishes, as well as Town Councillors. We had expert advice from organisations such as Locality, The Royal Town Planning Institute/Planning Aid, Imagine Places, Integrated Urbanism, BPUD and the Princes Foundation.

We deliver a full programme of events in Bognor Regis throughout the year, meeting all of the requirements of ADC and WSCC in relation to Management Plans and Risk Assessments. We also provide a number of services by way our Town Force Team throughout the Town including work contracted to us by both the District and County Council. We have experience with lighting, having 40 streetlights in the Town through a PFI agreement with WSCC, and through contracting Christmas illuminations each year.

We have partnership working arrangements with the Bognor Regis BID and Arun District Council on initiatives such as the 2 Hour Free Parking Scheme in Bognor Regis, CCTV and Business Wardens. We actively engage with, and are members of, Bognor Regis Regeneration Board.

QUESTION 10: PLEASE GIVE DETAILS OF KEY PERSONNEL IN CHARGE OF THE PROJECT, WHETHER THEY ARE ALREADY IN POST OR TO BE RECRUITED AND THEIR RELEVANT EXPERIENCE

Bognor Regis Town Clerk/ Responsible Financial Officer, Glenna Frost, will be the lead Officer in charge of the project with 25 years' experience in overseeing projects such as those summarised in Question 9, with delegation of responsibilities to the appropriate staff member.

Key personnel will also include the Bognor Regis BID, relevant Officers at Arun District Council, and the Arun Growth Deal lead at West Sussex County Council.

QUESTION 11: OUTPUTS AND OUTCOMES

Please specify the scale of the outputs and outcomes you will be delivering under the intervention you have selected in Question 2. The relevant outputs and outcomes can be found in the Arun UKSPF Investment Plan Summary. Please only the outputs and outcomes.

| UKSPF Investment Priority | Intervention no. and description | Output description | No. of outputs to be achieved | Outcome description | No of outcomes to be achieved |
|---------------------------|---|--|-----------------------------------|---|---|
| Communities & Place | E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs. | Improvement or creation of public realm (m2) | 3 identified greenspaces improved | Improved perception of facilities/amenities | 50% Improved perception of facilities/amenities |

QUESTION 11A: WHEN DO YOU EXPECT THESE OUTPUTS TO BE DELIVERED?

| Output description | No 2022/3 | No. 2023/4 | No.2024/5 |
|--|-----------|------------|-----------|
| Improvement or creation of public realm (m2) | | | ✓ |

QUESTION 11B: WHEN DO YOU EXPECT THESE OUTCOMES TO BE DELIVERED?

| Outcome description | No 2022/3 | No. 2023/4 | No.2024/5 | 2025/6 |
|---|-----------|------------|-----------|--------|
| Improved perception of facilities/amenities | | | | ✓ |

QUESTION 12: MONITORING

Please set out how you will establish baselines for each output and outcome and how you will collect data and monitor progress towards the outputs and outcomes you have specified in Question 11. For example, if you have selected the outcome, increased visitor numbers, explain how you will baseline current visitor numbers and measure the increase that is due to the project and not other factors.

Results indicators will be both qualitative and quantitative and gathered through questionnaires/surveys being carried out to gather perceptions of the Sunken Gardens, Waterloo Square and Steyne Gardens in relation to accessibility and safety currently and in year 2025/26.

Footfall will be monitored through data analytics gathered by real-time predictive intelligence such as Springboard, which will enable well-informed decision making. Data tracking performance indicators will allow the project team to make timely and better-informed decisions when determining whether the **Sunken Gardens, Waterloo Square and Steyne Gardens Project** is on track or whether implementation correctives are needed. This work will be done in liaison with ADC, Bognor Regis BID and Bognor Community Gardeners.

Our results indicator may include the following elements: -

Type of service - a description of the means to achieve the planned change.

Quantity - specifying the increase of the level of service involved.

Quality - with reference to the standards that this change will hopefully adhere to.

People Served - an explanation of which group/s of people will benefit from the project.

Target - the planned improvement across the total life of the project in terms of people or resources for this results indicator.

Timeline - the period when the target for the results indicator is expected to be achieved.

Baseline - the comparison between the target and past performance for the results indicator.

Level - outcome or output level indicators, such as change in perception of how accessible the identified greenspaces are, how safe they feel, and the amount of civic pride amongst residents.

QUESTION 12: TIMETABLE AND MILESTONES

Please set out your key delivery milestones and timetable.

| Milestone | By when |
|---|---------|
| Appoint Project Team with defined accountability and responsibility | 2023/4 |
| Appoint services of a consultant | 2023/4 |
| Agree outcomes and plan timetable and budget | 2023/4 |
| Identify key partners | 2023/4 |
| Carry out stakeholder engagement | 2023/4 |
| Begin tender process and appoint contractors | 2023/4 |
| Set up project control system | 2023/4 |
| Improvement works complete | 2024/5 |
| Analysis of results indicators | 2025/6 |

| | |
|----------------------|--|
| Approved (signature) | |
| Name: | Glenna Frost |
| Role: | Town Clerk/Responsible Financial Officer |
| Date: | 15.12.2022 |



Arun District Council

UK Shared Prosperity Fund 2022-2025

Bidding Template

Introduction

This Bidding Template is for organisations to use to bid for Arun's allocation of £1,083,399 UK Shared Prosperity Fund (UKSPF 2022-2025). It should be used in conjunction with the Bidding Guidance and Arun's UKSPF Investment Plan Summary. You are welcome to bid for more than one project but please use one form for each project.

QUESTION 1: ORGANISATIONAL DETAILS

| | |
|--|--|
| Name of organisation: Bognor Regis Town Council | Address: The Town Hall Clarence Road Bognor Regis PO21 1LD |
| Name of main contact: Glenna Frost | Position: Town Clerk |
| e mail: bognortc@bognorregis.gov.uk | Telephone no: 01243 867744 |
| Name of person approving the bid : Glenna Frost | Position: Town Clerk |
| e mail : bognortc@bognorregis.gov.uk | Telephone no : 01243 867744 |

If working in partnership, give details of other partners involved here:

Bognor Regis Town Council would seek to work in partnership with the Bognor Regis BID, in particular, as well as local traders, tenants of destination buildings i.e. Library, Theatre, Cinema and the relevant authorities, such as ADC (Planning, for example) and WSCC (as part of the Arun Growth Deal, and Highways). We would also seek to engage with residents affected by access issues.

QUESTION 2: WHICH INTERVENTION IN ARUN'S UKSPF INVESTMENT PLAN DOES YOUR PROJECT SUPPORT?

(Please use one form per project)

| Intervention | Select one only |
|---|-----------------|
| Communities and Place | |
| E1: Improvements to town centres & high streets | ✓ |
| E3: Creation of and improvements to local green spaces | |
| E8: Campaigns to encourage visits and exploring of local area | |
| E14: Relevant feasibility studies | |
| Supporting Local Business | |
| E17: Development & promotion of visitor economy | |
| E23: Strengthening local entrepreneurial ecosystems | |
| People and Skills | |
| E33: Employment support for economically inactive people | |
| E37: Tailored support for the employed to access courses | |
| E39: Green skills courses | |

QUESTION 3: PLEASE DESCRIBE YOUR PROJECT (2,000 CHARACTERS, APPROXIMATELY 350 WORDS MAXIMUM)

In line with Bognor Regis Town Council's current strategic priorities, the **Town Centre Accessibility Project** seeks to build on the success of Bognor Regis, working to enable residents and community groups to live well and enjoy and take pride in our Town. Our purpose is to lead Bognor Regis to a better future, working in the interests of our residents to improve their quality of life. Our 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.

The **Town Centre Accessibility Project** seeks bespoke funding to improve the accessibility experience for disabled people of the public realm in the Town Centre and High Street, including shops, greenspaces and destination buildings such as the theatre, library and cinema, for example. This unique project looks to address questions such as how those with accessibility issues transit from the railway station to the theatre, for instance, and to identify potential barriers to creating a positive experience with the intent of removing them.

Bognor Regis has a thriving Town Centre, however, access to some shops can be problematic for disabled people. Currently, there are 25 shops from the Arcade to the railway station that have a lip at the doorway. Improved accessibility could be achieved by installing ramps, even if temporary, in these doorways and by installing electronic push button entry. Improved signage, targeted at disabled people, throughout the public realm is an opportunity for us to contribute to the life satisfaction of our residents, and to capitalise on opportunities for outdoor activities as well as active tourism.

The **Town Centre Accessibility Project** aims to continue and consolidate the positive progress made in regenerating Bognor Regis Town Centre. It is envisaged that every gateway and pinch point would have some level of investment to improve accessibility for disabled people. This would be achieved through targeted improvements to the public realm and public spaces in Bognor Regis, following consultation with stakeholders such as Bognor Regis BID, ADC, WSCC and Bognor Regis Regeneration Board.

QUESTION 4: HOW MUCH UKSPF FUNDING ARE YOU REQUESTING?

(Please refer to Investment Plan Summary and Guidance documents regarding capital and revenue)

| | Year 1: 2022/3 | Year 2: 2023/4 | Year 3: 2024/5 | Total UKSPF 2022-2025 |
|---------|----------------|----------------|----------------|-----------------------|
| Capital | | | £20,000 | £20,000 |
| Revenue | | £1,000 | £4,000 | £5,000 |
| Total | | £1,000 | £24,000 | £25,000 |

QUESTION 4A: HOW MUCH MATCH FUNDING ARE YOU PROVIDING?

Match funding in either cash or kind is not essential but may help your added value score.

| Type of match e.g. cash, staff, buildings, equipment | Year 1: 2022/3 | Year 2: 2023/4 | Year 3: 2024/5 | Total Match 2022-2025 |
|---|----------------|---|---|---|
| Cash | | subject to Members approval, we would look at some level of match funding | subject to Members approval, we would look at some level of match funding | subject to Members approval, we would look at some level of match funding |
| Kind (staff time) | | £3,000 | £3,000 | £6,000 |

QUESTION 5: BUDGET

Please set out the main cost headings for your project, e.g. staff, premises, office overheads, consultancy, contractors, monitoring. Do not include match funding.

| Cost heading | 2022/3 £s | 2023/4 £s | 2024/5 £s | Total £s |
|---|-----------|-----------|-----------|----------|
| Consultancy | | £1,000 | £4,000 | £5,000 |
| Contractors | | | £19,000 | £19,000 |
| Fees (i.e planning, insurance, licences as appropriate) | | | £1,000 | £1,000 |
| Total | | £1,000 | £24,000 | £25,000 |

QUESTION 6: HOW WILL YOUR PROJECT SUPPORT ARUN'S PRIORITIES SET OUT IN "Our vision: A better future 2022-26" AND "Creating our Future: Arun Economic Development Strategy 2020-2025"? (2,000 CHARACTERS, APPROXIMATELY 350 WORDS MAXIMUM)

Bognor Regis Town Council's **Town Centre Accessibility Project** will support Arun's priority in 'Improving the wellbeing of Arun' as set out in the "Our vision: A better future 2022-26" document. The aim is to deliver leisure services and support culture and arts activities for all members of the community, regardless of age or ability by providing wider infrastructure that supports wellbeing that include easily accessible and safe greenspace.

The project aims to improve the accessibility experience of the public realm for disabled people by identifying potential barriers to creating a positive experience with the intent of removing them. This work will dovetail with Arun's Wellbeing Strategy to plan services, resources, amenities, activities and places to help the community of Bognor Regis to thrive. Bognor Regis Town Council would be a key partner in working with Arun District Council to ensure the delivery of council wellbeing services that complement one another.

Bognor Regis has a thriving Town Centre which is undergoing major regeneration initiatives. By providing an infrastructure for disabled people that supports wellbeing and that is easily accessible and safe, as set out in Arun's vision, improvements to the public realm delivered through the **Town Centre Accessibility Project** is an opportunity for us to contribute to the life satisfaction of our residents.

This is particularly important when considering the statement made in Arun's *"Creating our Future: Arun Economic Development Strategy 2020-2025"* in relation to their vision for prosperous and happy communities. By making improvements to the public realm, this project would contribute towards maintaining active and healthy lifestyles which is increasingly important for individual wellbeing and happiness. Active and engaged lifestyles help with mental as well as physical health and the removal of barriers preventing access of disabled people throughout the public realm would positively impact on the lifestyles of those affected. The investment of UKSPF funds to improve accessibility to a wide range of physical, social, cultural and leisure facilities in Bognor Regis is vital for individual health, social interaction and community cohesion, and will build on the high level of life satisfaction and happiness in the Town.

QUESTION 7: WHAT IMPACT WILL YOUR PROJECT HAVE ON ACHIEVING THE PRIORITY/IES YOU HAVE SELECTED IN QUESTION 6? FOR EXAMPLE, IF YOU HAVE SAID YOUR PROJECT WILL SUPPORT THE PRIORITY IN "OUR VISION OUR FUTURE" OF FULFILLING ARUN'S ECONOMIC POTENTIAL, EXPLAIN HOW MANY BUSINESSES IN KEY SECTORS WILL BENEFIT AND IN WHAT WAY. (PLEASE QUANTIFY WITH EVIDENCE IF POSSIBLE)

Bognor Regis Town Council's **Town Centre Accessibility Project** will have the following impact on Arun's priority in 'Improving the wellbeing of Arun' as set out in the *"Our vision: A better future 2022-26"* document: -

- Delivery of leisure services and activities for all members of the community, regardless of age or ability, by providing wider infrastructure that supports wellbeing that include easily accessible and safe greenspace.
- Improvement of the accessibility experience of the public realm for disabled people by removing barriers to creating a positive experience.
- A positive contribution towards the life satisfaction of Bognor Regis residents in maintaining active and healthy lifestyles which is increasingly important for individual wellbeing and happiness.
- The promotion of active and engaged lifestyles to help with mental as well as physical health, through the removal of barriers preventing access of disabled people throughout the public realm, positively impacting on the lifestyles of those affected and thereby reducing pressure on NHS services.
- Contributing to economic development of local businesses by increasing customer numbers in removing barriers that prevent the access of disabled people.

QUESTION 8: PLEASE DESCRIBE YOUR APPROACH TO PROJECT DELIVERY (500 WORDS)

Please include:

- Project management methods
- Governance
- Monitoring and reporting arrangements, including progress measurement and KPIs
- Whether delivery will be in-house or contracted out, in which case, procurement approach
- Partnership working arrangements, if applicable

- Financial management
- Risk management

Any other relevant information to show how you will ensure successful delivery.
Include diagrams if appropriate.

The project will be managed in the following ways: -

- Agree outcomes within the project, plan timetable and budget, consistent with the objectives of the project.
- To issue contract briefs and manage the selection and appointment process.
- Set up a project control system (including a dynamic risk register) to ensure clear communications between BRTC and contractors.
- Ensure the delivery of capital and activity plans are integrated.
- Prepare monthly reports to ADC as required by them in terms of format and frequency.

Governance will be managed in the following way: -

- Defined accountability and responsibilities.
- Ensure stakeholder engagement.
- Meeting and reporting.
- Appropriate risk management.

Contracted delivery, procurement approach and financial management will be as per the Town Council's '[Standing Orders for Contracts](#)' and '[Financial Regulations](#)'.

Risk Management Plan identifying potential risks to the project, with an estimate of the impact and the probability of them happening, with defined responses using a BRTC Risk Assessment template.

QUESTION 9: PLEASE SUMMARISE BRIEFLY YOUR ORGANISATION'S EXPERIENCE OF DELIVERING SIMILAR PROJECTS (300 WORDS)

Bognor Regis Town Council has a great deal of experience in being the lead in delivering many varied projects over the years.

Through ownership of the Picturedrome Cinema in Bognor Regis we have overseen refurbishment works which have included a project to build a single storey extension to house a new cinema screen with a budget of £850,000.

In the making of the Bognor Regis Neighbourhood Development Plan (2015 – 2030) we engaged with local people using a variety of methods such as open days, surveys, workshops, social media, local newspapers and outdoor events. We went into workplaces, businesses, clubs and schools, in order to gauge a wide range of views from as broad a section of the community as possible. Our Neighbourhood Plan Steering Group includes a cross section of people representing key organisations, businesses and neighbouring parishes, as well as Town Councillors. We had expert advice from organisations such as Locality, The Royal Town Planning Institute/Planning Aid, Imagine Places, Integrated Urbanism, BPUD and the Princes Foundation.

We deliver a full programme of events in Bognor Regis throughout the year, meeting all of the requirements of ADC and WSCC in relation to Management Plans and Risk Assessments. We also provide a number of services by way our Town Force Team throughout the Town including work contracted to us by both the District and County Council.

We have partnership working arrangements with the Bognor Regis BID and Arun District Council on initiatives such as the 2 Hour Free Parking Scheme in Bognor Regis, CCTV and Business Wardens. We actively engage with, and are members of, Bognor Regis Regeneration Board.

QUESTION 10: PLEASE GIVE DETAILS OF KEY PERSONNEL IN CHARGE OF THE PROJECT, WHETHER THEY ARE ALREADY IN POST OR TO BE RECRUITED AND THEIR RELEVANT EXPERIENCE

Bognor Regis Town Clerk/ Responsible Financial Officer, Glenna Frost, will be the lead Officer in charge of the project with 25 years' experience in overseeing projects such as those summarised in Question 9, with delegation of responsibilities to the appropriate staff member.

Key personnel will also include the Bognor Regis BID, relevant Officers at Arun District Council, and the Arun Growth Deal lead at West Sussex County Council.

QUESTION 11: OUTPUTS AND OUTCOMES

Please specify the scale of the outputs and outcomes you will be delivering under the intervention you have selected in Question 2. The relevant outputs and outcomes can be found in the Arun UKSPF Investment Plan Summary. Please only the outputs and outcomes.

| UKSPF Investment Priority | Intervention no. and description | Output description | No. of outputs to be achieved | Outcome description | No of outcomes to be achieved |
|---------------------------|---|---|--|---|---|
| Communities & Place | E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs. | Improvement or creation of public realm (m2) Sqm of land made wheelchair accessible/step free (m2) | 6 No. and 12sqm of commercial buildings developed or improved 100Sqm of land made wheelchair accessible/step free | Increased footfall Improved perception of facilities/amenities | Increase footfall by 10% 50% Improved perception of facilities/amenities |

QUESTION 11A: WHEN DO YOU EXPECT THESE OUTPUTS TO BE DELIVERED?

| Output description | No 2022/3 | No. 2023/4 | No.2024/5 |
|---|-----------|------------|-----------|
| Improvement or creation of public realm (m2) | | | ✓ |
| Sqm of land made wheelchair accessible/step free (m2) | | | ✓ |

QUESTION 11B: WHEN DO YOU EXPECT THESE OUTCOMES TO BE DELIVERED?

| Outcome description | No 2022/3 | No. 2023/4 | No.2024/5 | 2025/6 |
|---|-----------|------------|-----------|--------|
| Increased footfall | | | | ✓ |
| Improved perception of facilities/amenities | | | | ✓ |

QUESTION 12: MONITORING

Please set out how you will establish baselines for each output and outcome and how you will collect data and monitor progress towards the outputs and outcomes you have specified in Question 11. For example, if you have selected the outcome, increased visitor numbers, explain how you will baseline current visitor numbers and measure the increase that is due to the project and not other factors.

Results indicators will be both qualitative and quantitative and gathered through questionnaires/surveys being carried out, particularly amongst disabled people, to gather perceptions of access of the public realm in Bognor Regis currently and in year 2025/26.

Footfall will be monitored through data analytics gathered by real-time predictive intelligence such as Springboard, which will enable well-informed decision making. Data tracking performance indicators will allow the project team to make timely and better-informed decisions when determining whether the **Town Centre Accessibility Project** is on track or whether implementation correctives are needed. This work will be done in liaison with the Bognor Regis BID and feedback sought from traders.

Our results indicator may include the following elements: -

Type of service - a description of the means to achieve the planned change.

Quantity - specifying the increase of the level of service involved.

Quality - with reference to the standards that this change will hopefully adhere to.

People Served - an explanation of which group/s of people will benefit from the project.

Target - the planned improvement across the total life of the project in terms of people or resources for this results indicator.

Timeline - the period when the target for the results indicator is expected to be achieved.

Baseline - the comparison between the target and past performance for the results indicator.

Level - outcome or output level indicators, such as change in knowledge/awareness of how accessible Bognor Regis is for disabled people through increased access of the public realm.

QUESTION 12: TIMETABLE AND MILESTONES

Please set out your key delivery milestones and timetable.

| Milestone | By when |
|---|---------|
| Appoint Project Team with defined accountability and responsibility | 2023/4 |
| Appoint services of a consultant | 2023/4 |
| Agree outcomes and plan timetable and budget | 2023/4 |
| Identify key partners | 2023/4 |
| Carry out stakeholder engagement | 2023/4 |
| Begin tender process and appoint contractors | 2023/4 |
| Set up project control system | 2023/4 |
| Improvement works complete | 2024/5 |
| Analysis of results indicators | 2025/6 |

| | |
|----------------------|--|
| Approved (signature) | |
| Name: | Glenna Frost |
| Role: | Town Clerk/Responsible Financial Officer |
| Date: | 15.12.2022 |

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 30th JANUARY 2023**

AGENDA ITEM 21 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF DECEMBER 2022 - COPIED TO COUNCILLORS**

The financial reports for the month of December 2022 are being 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 OCTOBER, NOVEMBER AND DECEMBER 2022 UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS**

BACKGROUND

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

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

In line with this requirement, the Chairman of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of October, November and December 2022.

DECISIONS

To **NOTE** receipt of the financial reports for the month of December 2022.

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of October, November and December 2022, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JANUARY 2023**

AGENDA ITEM 22 - CORRESPONDENCE

FOR INFORMATION

- 1. Response from Nick Gibb MP to re supporting the Early Day Motion 16.01.2023**
- 2. Clerks & Councils *Direct* – January 2023 Issue 145**
- 3. The Sussex Police & Crime Commissioner newsletter wishing you all a safe and happy Christmas – Circulated to all Councillors 23.12.2022**
- 4. NALC JOB LISTINGS 26.12.2022**
- 5. NALC EVENTS previously circulated to all Councillors 27.12.2022**
- 6. Neighbourhood Alerts - Have your say on Sussex Police funding and priorities – Circulated to all Councillors and on Social Media 28.12.2022**
- 7. Neighbourhood Alerts -Get Safe Online - Holiday and Travel Booking – Circulated to all Councillors and on Social Media 02.01.2023**
- 8. Heather Perrott Next International film at the Picturedrome Monday 9th January – Circulated to all Councillors 02.01.2023**
- 9. NALC EVENTS previously circulated to all Councillors 03.01.2023**
- 10. WSCC Reminder: apply for primary school places before 15 January – Circulated on Social Media 03.01.2023**
- 11. Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 03.01.2023**
- 12. Stonepillow - Take part in our BIG Quiz of the Year – Circulated to Cllr Barrett 03.01.2023**
- 13. VAAC Funding Focus - January 2023 – Circulated to all Councillors 04.01.2023**
- 14. Neighbourhood Alerts fresh look – Circulated to all Councillors and on Social Media 04.01.2023**
- 15. Paul Legrave WS Lieutenancy Officer - New Year Honours 2023**
- 16. West Sussex Mind - Mount Kilimanjaro virtual challenge 04.01.2023**
- 17. Neighbourhood Alerts - Fraud Newsletter - January 2023 – Circulated to all Councillors and on Social Media 05.01.2023**
- 18. VAAC Happy new year - weekly update – Circulated to all Councillors 05.01.2023**
- 19. NALC OPEN LETTER 05.01.2023**
- 20. Census 2021 - housing results published 05.01.2023**
- 21. WSCC news release Just the ticket: get around for £2 or less on most West Sussex bus routes in New Year 05.01.2023**
- 22. Twinning minutes for December and January agenda – 06.01.2023**
- 23. Census 2021 - sexual orientation and gender identity results published – 06.01.2023**
- 24. Neighbourhood Alerts - Have your say on Sussex Police funding and priorities - Final reminder – Circulated to all Councillors and on Social Media**
- 25. St Wilfrid's Hospice - Happy New Year from your local community Hospice 06.01.2023**
- 26. The Sussex Police & Crime Commissioner newsletter Last chance to have your say on police funding – Circulated to all Councillors 06.01.2023**
- 27. NALC JOB LISTINGS 09.01.2023**
- 28. CCLA December PSDF Factsheet 09.01.2023**

29. Neighbourhood Alerts January edition of OUR NEWS is here – Circulated to all Councillors 09.01.2023
30. WSCC enewsletter – Ways to have a Healthy New You in 2023 – Circulated to all Councillors 09.01.2023
31. Census 2021 - education results published today 10.01.2023
32. NALC EVENTS – Previously circulated to all Councillors 10.01.2023
33. Highways Transport and Planning: Major Projects Schemes Newsletter – Circulated to all Councillors 11.01.2023
34. VAAC E-bulletin – Circulated to all Councillors 11.01.2023
35. Happy New Year from the 🌻 Hidden Disabilities 11.01.2023
36. WSCC Pothole reports – Circulated to all Councillors 11.01.2023
37. Arun Weekly Bulletin – Circulated to all Councillors 12.01.2023
38. CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 13.01.2023
39. The Sussex Police & Crime Commissioner newsletter Tackling abuse of key workers – Circulated to all Councillors 13.01.2023
40. JOB LISTINGS – 16.01.2023
41. Neighbourhood Alerts - Met Office - Level 3 Cold Weather Alert – Circulated to all Councillors and on Social Media 16.01.2023
42. Neighbourhood Alerts - Environment Agency Flood Warnings - West Sussex and East Sussex – Circulated to all Councillors and on Social Media 16.01.2023
43. NALC EVENTS – Circulated to all Councillors 16.01.2023
44. Neighbourhood Alerts - New fake banking app scam – Circulated to all Councillors and on Social Media 16.01.2023
45. Sussex by the Sea Bitesize News - Building Resilience events, and other important 2023 Dates 17.01.2023
46. NALC EVENTS – Circulated to all Councillors 17.01.2023
47. VAAC Volunteer Co-ordinators Meeting – Circulated to all Councillors 17.01.2023
48. Enquiry by resident about the Town Councils approach to equality, diversity and inclusion 17.01.2023
49. WSCC news release – Committee Meeting re; Proposed County Council budget for the year ahead to be examined by scrutiny committee – Circulated to all Councillors 17.01.2023
50. NALC NEWSLETTER 18.01.2023
51. West Sussex Mind News updates 18.01.2023
52. West Sussex County Council: Met Office Level 3 Cold Weather Alert extended – Circulated to all Councillors and on Social Media 18.01.2023
53. Census 2021 health, disability and unpaid care results 19.01.2023
54. NALC INTERNATIONAL WOMEN'S DAY – Circulated to Councillors Daniells, Needs, Staniforth and Warr 19.01.2023
55. VAAC E-bulletin – Circulated to all Councillors 19.01.2023
56. VAAC Vacancies – Circulated to all Councillors 19.01.2023
57. ONS newsletter for local authority partners 19.01.2023
58. A29 Pulborough landslide update – Circulated to all Councillors 19.01.2023
59. WSCC - Met Office Level 3 Cold Weather Alert extended – Circulated to all Councillors and on Social Media 20.01.2023
60. The Regis School Newsletter 20.01.2023
61. NALC CHIEF EXECUTIVES BULLETIN – Circulated to all Councillors 20.01.2023
62. The Sussex Police & Crime Commissioner newsletter Tackling anti-social behaviour – Circulated to all Councillors 20.01.2023
63. JOB LISTINGS – 23.01.2023
64. West Sussex Mind: News update January 2023 – 23.01.2023