



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 27th MARCH 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 27th March 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 20th DAY of MARCH 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 30th January and the Extraordinary Meeting of 6th March 2023
 4. ADJOURNMENT for public question time and statements
 5. Clerk's report from previous Minutes
 6. To receive the Town Force Report
 7. Bognor Regis Heritage & Arts Partnership Board (BRHAPB) including: -
To receive the Notes of the Meeting held on 13th March 2023 previously circulated to Councillors
 8. To receive any update from the Joint Action Group (JAG) following the meeting held on 19th January 2023 (if available)
 9. Terms of Reference Review – to ratify the proposed changes and recommend to Council that these be adopted - Min. 119.1 refers
 10. Grant Aid – any update on outside Representatives engagement with organisations as a condition of their awards – Min. 129 refers
 11. To ratify release of 2023-2024 Partnership Funding for CCTV, Bognor Regis Seafront Lights (Year 3 of 3), Bognor Regis Regeneration Board, and Town Centre Warden
 12. To discuss any improvement works deemed necessary to the seafront showers – Min. 172 of the Council Meeting held 6th March 2023 refers
 13. To consider the criteria and conditions to be met in relation to ADC match-funding for events supported by the Town Council's Grant Aid process
 14. To receive an update on UK Shared Prosperity Fund – Min. 134 refers
 15. To receive any recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for utilisation of the £10k Publicity/Promotion Budget – Min. 113 refers
 16. To review the use of variable Direct Debits, Standing Order mandates and BACS payments as required under 6.6, 6.7 and 6.8 of the financial regulations
 17. Rolling Capital Programme – to ratify expenditure of £5,745 excluding VAT for replacement projector for use in the Council Chamber
 18. Financial Reports including: -
 - To note Committee I&E Reports for the month of [February](#) 2023 - previously copied to Councillors (if available). 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 that verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2023, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
19. Updates to: -
 - Publication Scheme & Information Guide
 - Document Retention Policy
 20. Correspondence
 21. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
 22. Town Force: Note of outstanding debtors

Agenda item 22 will contain confidential items and require a resolution to exclude public & press.



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 30th JANUARY 2023

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett, A. Cunard, Mrs. S. Daniells, S. Goodheart, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. J. Brooks in the public gallery
1 member of the public in the public gallery

The Meeting opened at 6.30pm

115. 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. W. Smith who was unwell. No apologies had been received from Cllr. J. Erskine.

116. DECLARATIONS OF INTEREST

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

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

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

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

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

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

Cllr. Goodheart declared an Ordinary Interest in Agenda item 20 as Chairman of Bognor Community Gardeners

117. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th DECEMBER 2022

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15th December 2022, and these were signed by the Chairman.

118. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

A Councillor seated in the public gallery made reference to paper copies of agendas, and guidance on how Council meetings operate, that had been available, pre-covid, in the public gallery and requested that these be returned.

The Chairman reconvened the Meeting at 6.35pm

119. CLERK'S REPORT FROM PREVIOUS MINUTES

119.1 21st November – Min. 85.1 – Terms of Reference Review

Following a face-to-face meeting with Members and consultant Pete Cooper to undertake a review of the various Terms of Reference, a report has now been received from Pete Cooper along with the draft amended Terms of Reference documents for the various Committees.

As the usual practice is for each Committee to review their Terms of Reference at their first meeting after its appointment following the Annual Town Council meeting, it is proposed that a further Members Briefing with Pete Cooper be held via **Zoom** to consider the report and draft amended documents and that this will be held on **Monday 27th February 2023 at 6.30pm.**

This will allow for a final review of the documentation before being taken to the meeting of the Policy and Resources Committee on 27th March 2023 with an Officer recommendation that the resulting amended draft documents are presented for consideration by each Committee in the usual way at their first meeting of the new administration prior to adoption by Council.

NOTE: Subsequent to the meeting and following further liaison with the consultant Pete Cooper, the proposed amended Terms of Reference once ratified by the Policy and Resources Committee at their meeting on 27th March, will be referred straight to Council for adoption at the Annual Town Council Meeting so they are in place for the new administration.

119.2 21st November – Min. 85.2 - Fishermen’s Huts

Since last reporting that communications were ongoing with the Bognor Fishermen’s Association and the District Council, regarding future provision at the site including water provision for the showers by way of a sub-metered water supply, the Clerk further reported that communications have once again stalled between the BFA and ADC in connection with details that are required for the lease for the site. The Clerk asked that any Councillors who felt able to assist in any way in bridging the gap between these two organisations, do so to enable this protracted situation to finally move forward.

The Clerk reported that the Bognor Fishermen’s Association had held a meeting to discuss the Fishermen’s Quarter future developments, local marine conservation and funding in the Regis Centre on 17th January 2023. This event included presentations from the Blue Marine Foundation on the international significance of the local marine area, Sussex Wildlife Trust/The Kelp Foundation on local marine conservation activities and plans and the BFA on their plans to improve the Fishermen’s Quarter. An invitation was sent by the BFA to all Councillors to attend and further information following the event was requested by the Clerk to be circulated to Councillors for information when received, although to date this has not been received.

119.3 21st November - Min. 85.3 - Bognor Regis 2-Hour Free Parking Discs

Members were advised at the meeting held on 21st November that the Group Head of Technical Services, Growth Directorate had advised that it was their intention to undertake a review of the Council’s off-street parking services. It has since been established that this proposal was considered by Members of the ADC Environment Committee in November 2022 and following a vote, it was resolved not to commission a Parking Services Review. An update has therefore been requested on how the future provision of the 2-Hour Free Parking Disc Scheme for Bognor Regis is now being dealt with and whether Arun District Council are happy to continue to support the 2-Hour Free Parking Disc Scheme including the recommendations put forward. Members will be updated once further information becomes available.

119.4 21st November – Min. 92 Bognor Regis Twinning Association Interpretive Signage Board for Place Saint-Maur

Following this Committee's agreement to support the Bognor Regis Twinning Association by contributing up to £350 towards the costs to install an interpretation board on the Place St Maur subject to ADC permissions, contact had been made with the ADC Parks and Cemeteries Manager, who had since advised that although in principle support for the location of the interpretation signage board on the Place St Maur was likely, final agreement was still being considered.

In the meantime, the Twinning Association is working on a draft of the text for the board in order for the artwork to be prepared and printed once agreement is reached.

The ADC Parks and Cemeteries Manager had also confirmed that the principle of relocating the Twinning bench to Hotham Park was also supported although an exact location was still to be determined. The Twinning Association had considered this at their December meeting and suggested to the ADC Officer that the bench would be best located in the Boules Piste area. This is an area frequented by twinning people, among others. Although there are a couple of picnic tables at this location, there is no other seating. It has also been noted that on sunny days there is nowhere to sit in the shade there. Therefore, it is proposed that the best siting would be on the side of the area adjacent to the little railway line, where tree cover provides much-needed shade. Another suggestion was that the bench could be placed near the Bandstand in the park, as there is insufficient seating in this area when concerts are taking place. A further update will be provided to Members once this becomes available.

119.5 31st October 2022 – Min. 80 Grant Aid and Arun Arts

Members will recall at this meeting on 31st October it was agreed to award Arun Arts £6,000 Grant Aid subject to certain conditions. Members agreed that the £6,000 should be earmarked, pending wider conversations with ADC and Arun Arts around a plan to ensure they survived the estimated 18mth/2yr closure of the Alexandra Theatre whilst the refurbishment and extension of the site takes place.

Having liaised with the ADC Group Head of Business and Economy in relation to this matter I have been advised as follows: -

"ADC is not giving Arun Arts any financial assistance whilst they are closed. We are trying to find them alternative studio accommodation (one of our properties) so they can keep some of their groups going, which may generate a little income for them. We are also trying to find them storage facilities for their equipment and other stage and performance stuff. There is loads of it! They have costly removal costs to find, and we haven't offered to pay for this. The volunteers will be stood down, but key staff will be needed to prepare for the opening of the theatre and its fit-out and a new F & B provider.

They will need funds because they will have costs for key staff. They won't be charged rent whilst the building is being refurbished, nor have to pay the service charges and utilities on the building. In many ways, ADC is covering a lot of their expenses if not giving a direct grant, but they still have a lot of expenses to cover."

A meeting with the Chairman of Arun Arts is being arranged and once Officers have further information Members will be updated to enable a decision to be made in connection with release of the Grant Aid funds.

119.6 14th June 2022 – Min. 17 Return to paper copies of Agendas and Reports

Members were reminded that at the Policy and Resources Committee Meeting held in June 2022 a small number of Councillors who had difficulty accessing agendas and reports online had requested via the Chairman of Committee, the return to paper copies. Following some discussion at the meeting Members agreed the following: -

- That the standard approach would be for Councillors to access agendas and reports online but that in exceptional circumstances paper copies would be provided to Councillors that have requested this by emailing the Town Clerk.
- That those Councillors having requested paper copies and agendas and reports collect them from the office by no later than the Thursday prior to the meeting.
- That if having failed to collect paper copies from the office on two occasions, or more, the provision be withdrawn.
- That this provision be on a trial period of four Council Meetings after which time the matter will be reviewed.

With the January Town Council Meeting being the fourth held since this decision was taken, it was considered by Officers that Members may wish to review their previous decision at this meeting. However, this option has only been taken up by one Councillor currently and in view of the pending elections, it was felt that it would be prudent for the matter to be deferred until after the new administration has been appointed. This would allow any newly elected Members who may also have difficulties with online access to documentation to have the ability to also request paper copies. The matter will therefore be deferred to a meeting later in the year for review.

119.7 BRTC/ADC Liaison Meetings

The Clerk advised that she had been chasing ADC Officers to get a date in the diary for a BRTC/ADC Liaison Meeting since October 2022 as it was February 2022 since the last Liaison meeting was held. There has been a reshuffle of roles at the District Council and as a result of chasing again the following response has now been received: -

"As you are aware, Robin Wickham, took over Liaison meetings from Jackie last summer. Robin has now left ADC, so we are awaiting the recruitment process to replace his post.

*I have therefore been awaiting guidance from the Chief Executive and Leader on how they wish to take these meetings forward and accordingly I am not able to advise as yet.
As soon as I have a way forward, I will be in touch."*

120. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was **NOTED**.

A Councillor asked whether Town Force could remove buddleia growing in Hotham Way and the Clerk advised that this request would be passed on to the Town Force Manager, who would need to liaise with West Sussex County Council.

121. INTERNAL AUDIT – TO REVIEW THE 2023/24 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

The Town Clerk's report was **NOTED**.

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and unanimously **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2023/24 to the Town Council.

122. TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION AND CONFIRM APPOINTMENT FOR A THREE-YEAR PERIOD COMMENCING WITH THE 2023/2024 MUNICIPAL YEAR

The Town Clerk's report was **NOTED**.

Members unanimously **RESOLVED** 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.

123. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

The Town Clerk's report including the appendices was **NOTED**.

Members unanimously **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2022/2023 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council, and the Town Clerk.

124. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 13th MARCH 2023

The Town Clerk's report including the appendix was **NOTED**.

Discussion took place about possible locations, with consideration given to hire costs and accessibility. The general consensus was that the meeting should take place in the evening, and thought was given to the most appropriate start time that would be convenient for electors.

Some Members felt that the topics for discussion should not be prescribed but left open for electors to raise at the meeting. However, suggestions for topics to be added to the Agenda included regeneration, the Coronation of King Charles III, and the work of the Town Council. With many residents likely wanting to celebrate the King's Coronation in May, it was felt that the Electors Meeting would be a good platform from which to further elaborate on the exciting plans that the Town Council has to celebrate this event. Members went on to suggest that the opportunity could be taken to detail and promote all of the events that the Town Council are planning for the year, and it was suggested that the Chairman of the Events, Promotion and Leisure Committee could give a short presentation to electors.

It was proposed by a Member that either a representative from Southern Water be invited to speak about water quality, or that a historian be asked to give a talk in relation to 2023 being 'National Year of the Pier'.

A Member suggested that publicity regarding the event should focus on ideas and pointers to stimulate discussion from the public. The Chairman suggested that Members send their ideas that might help to achieve this to the Clerk to be used in any social media publicity.

Members **RESOLVED** to **AGREE** that a historian be invited to give a talk in relation to the Pier at the Annual Town Meeting of Electors, and that the Chairman of the Events, Promotion and Leisure Committee would present the Town Council's programme of events for the year. The meeting will be held in the Council Chamber at Bognor Regis Town Hall on 13th March 2023, whereby doors will open at 6.30pm, with light refreshments on offer, and the meeting to commence at 7pm.

125. TO RECEIVE ANY UPDATE FROM JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 18th NOVEMBER 2022

The Projects Officer's report, including confirmation that the notes and action plans of the meeting held on 18th November 2022 were available to Members in the Town Council offices, was **NOTED**.

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

The Projects Officer's report was **NOTED**.

A Member commented on the reference made within the report to any future TASTE! event being held in an alternative location to Place St Maur, where the 2022 event had been held. Interest was expressed into why the BID, and other event organisers, might be put off of using Place St Maur as an outdoor event space, with there being concern that the area was not fit for purpose.

These concerns were shared by several Members, and it was suggested that contact be made with Arun District Council to establish what type of events can happen on Place St Maur, with a list provided of what is permissible. The Town Clerk advised that this matter was one for the Events, Promotion and Leisure Committee and suggested that it could be included on their next Agenda. The Chairman of the Events, Promotion and Leisure Committee, Cllr. Brooks was seated in the public gallery and agreed to the Town Clerks suggestion.

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

The Town Clerk's report, and the related appendix, was **NOTED**.

The Chairman read the Motion proposed by Cllr. Brooks as follows:

"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."*

Members unanimously **AGREED** to **RECOMMEND TO COUNCIL** that the pre-meeting announcement, referred to in Minutes as the Opening Statement, be revised, as proposed by Cllr. Brooks, without any further amendments.

Following a vote, Members **AGREED** 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.

128. TO RECEIVE THE DRAFT MINUTES OF THE AGM OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 27th OCTOBER 2022

The Town Clerk's report including the draft Minutes of the AGM of the Arun District Association of Local Councils held on 27th October 2022 was **NOTED**.

A Member made reference to the comments made within the Minutes of the AGM, under the Management Committee Update, in relation to challenges faced by Arun District Council with recruiting Officers. The Member highlighted that during recent work on the Town Council's Vision, discussion had included possible services that might be devolved from Arun, which could address some of those challenges. With it noted in the Minutes that the CEO of Arun, Mr. James Hassett, had indicated that he would like to meet with parishes, a Member suggested that, on the back of this, an invite from the Town Council be extended.

It was **AGREED** that the Town Clerk would write to the CEO of Arun District Council to invite him to meet with Members of the Town Council, at a time convenient to him either face-to-face or online.

129. 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

The Town Clerk's report was **NOTED**.

Members **AGREED** to appoint Councillor Reserve Representatives to 'Outside' Bodies, for the remainder of the 2022/23 municipal year, as follows: -

Arun Arts Ltd - Cllr. Mrs. Warr
 Bognor Regis Carnival Association – Cllr. Goodheart
 Bognor Regis Foodbank - Cllr. Stanley
 Grandads Front Room CIC – Cllr. Goodheart
 Southdowns Music Festival – Cllr. Goodheart
 UK Harvest - Cllr. Stanley

A Member reiterated that, to ensure public monies are spent correctly, there is an expectation that recipients of Grant Aid funds of £5,000 or more invite their appointed Town Councillor Representative to at least one financial meeting before the funds are released to them at the beginning of April.

Whilst this requirement had been made clear to the relevant recipients when they were notified of the outcome of their Grant Aid application, it was **AGREED** that those organisations who had yet to invite their appointed Representative to a meeting, would be written to and reminded of the expectation placed upon them.

130. 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

The Town Clerk's report was **NOTED**.

Members **RESOLVED** 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 on the proviso the bin indicates that it has been provided by Bognor Regis Town Council.

131. 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

The Town Clerk's report was **NOTED**.

During the discussions, a Member suggested as an alternative to a plaque, the possibility of incorporating something into the painted design on the wall within the area where the beacon is located to commemorate the Platinum Jubilee. The Clerk confirmed that the organisers of the '2022 Jubilee Street Party on The Prom' event had requested that a plaque be located near to where their event took place on the seafront in the location of the Pier, which was noted.

In considering the suggestion of a plaque to commemorate the Platinum Jubilee in Bognor Regis, discussion turned to developing this idea into a Hollywood-style 'Walk of Fame'. This would allow for other commemorative installations to be incorporated to create a trail, with the Coronation of King Charles III and granting of the Royal Suffice to the Town given as examples.

Members spoke in support of the idea of commemorating the Platinum Jubilee in some way based on the request received, including developing the idea of a commemorative trail. For this proposal to progress though, this would require all necessary permissions from the relevant landowner to be sought prior to installation.

Following further discussion, it was **RESOLVED** to **AGREE** that this be referred to the Events, Promotion and Leisure Committee to scope out. Recommendations would then be referred back to this Committee for final approval to be funded from the Policy and Resources unspent Grant Aid funding returned by the organisers of the Jubilee Street Party event to a maximum value of £2,194.93.

132. TO NOTE CONTRACT RENEWAL OF HR AND H&S SERVICES PROVIDER FOLLOWING QUOTATIONS BEING SOUGHT

The Town Clerk's report, including the renewal of the HR and H&S service contract with WorkNest being renewed from February 2023 for a period of 5 years, was **NOTED**.

133. ADC MATCH-FUNDING FOR EVENTS – CONSIDERATION OF ALLOCATION

The Town Clerk summarised her report for Members present and this was **NOTED**.

In relation to the Officer recommendation that the pot be split with £12,500 used as match-funding against Grant Aid already awarded to event organisers for 2023, the Clerk informed Members that, having looked at the list of potential recipients, it may not be possible to fully utilise this proportion of match-funding as she had initially recommended for this purpose. The final allocation of the match-funding will therefore need to be revisited again when further consideration is given to this matter at the next meeting.

Members put forward various suggestions for use of the funding with the Chairman reiterating that this was match-funding to be used against funding which the Town Council has already committed. The Chairman also clarified that the finer details regarding its use were not required at this stage and could be discussed and agreed later.

Following further discussion, Members **RESOLVED** to **AGREE** the Officer recommendation as detailed in the report that £25,000 match-funding, to be used for Town Centre events to boost footfall in the Town, be split with £12,500 allocated to the Policy and Resources Committee to be used as match-funding against Grant Aid already awarded to event organisers for 2023. 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.

Members further **RESOLVED** to **AGREE** the Officer recommendation that 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. The Events Officer will 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 £12,500 allocation across Town Council events.

Following the vote and to avoid any confusion, the Town Clerk reiterated that despite Members agreeing to the Officer recommendation in relation to the allocation of the funding in line with the current financial year, the final allocation of funds will need to be revisited owing to the level of Grant Aid already awarded to event organisers for 2023, as previously reported.

134. UK SHARED PROSPERITY FUND

The Town Clerk's report including the appendices was **NOTED**.

135. FINANCIAL REPORTS INCLUDING: -

135.1 To note Committee I&E Reports for the month of December 2022 - copied to Councillors

Members **NOTED** receipt of the financial reports for the month of December 2022.

135.2 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

The verification of bank reconciliations as detailed was **NOTED**.

136. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the list previously circulated.

Members noted the initial response from Nick Gibb MP to the Council's request for his support in signing the Early Day Motion (EDM) to address concerns regarding intimidation at community, parish and town councils in which he advised he had forwarded the Council's letter to Lee Rowley MP at the Department for Levelling Up, Housing and Communities and would forward any response he received in due course.

A further letter to Nick Gibb MP had been sent, confirming the Council's appreciation for forwarding on the letter to Lee Rowley MP and seeking confirmation as to whether Mr. Gibb would also be supporting the Early Day Motion, by adding his signature as per the Council's initial request. A further response has now been received to advise that as a Minister he is not permitted to sign Early Day Motions and he believed it to be more beneficial to write directly to the responsible Minister to achieve a more substantive response.

137. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - (contractual).

138. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential).

The Meeting closed at 8.07pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON MONDAY 6th MARCH 2023

PRESENT: Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett,
Mrs. S. Daniells, J. Erskine (from Min. 142), W Smith and
Mrs. J. Warr

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Cllrs. J. Brooks and P. Woodall in the public gallery
1 member of the public in the public gallery

The Meeting opened at 6.00pm

139. 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 the Town Clerk, Mrs. G. Frost, who was unwell. No apologies had been received from Cllrs. A. Cunard, S. Goodheart and M. Stanley.

140. 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

141. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from those seated in the public gallery and the meeting was not, therefore, adjourned by the Chairman.

Cllr. Erskine arrived at the Meeting

142. TO CONSIDER THE RECOMMENDATION FROM THE ALLOTMENTS SUB-COMMITTEE IN RELATION TO SECURITY FENCING AT THE ORIGINAL ALLOTMENTS SITE, GRAVITS LANE - MIN. 29 REFERS

The Town Clerk's report was **NOTED**.

Members unanimously **RESOLVED** to **AGREE** the recommendation from the Allotments Sub-Committee and subsequently **RATIFIED** the £2,941.67 (plus a 15% contingency if required) expenditure from the Rolling Capital Programme, to pay for the installation of security fencing at the Original Allotments site, Gravits Lane.

The Meeting closed at 6.04pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 27th MARCH 2023**

AGENDA ITEM 6 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR DECISION

Replacement of a Town Force vehicle.

Town Force's fleet of vehicles consists of 2x Ford Transit vans, a cherry picker and a Ford Escort. The Escort is 22 years old and in a need of replacing. Members are asked to consider replacing the Ford Escort with a second hand but newer van of a similar size. Initial research indicates a price of about £20,000 + VAT.

DECISION

Members are asked to consider replacing the Ford Escort with a newer van at a cost of approximately £20,000, funded out of the Rolling Capital Programme.

Bathing machine filming update.

Following filming of an episode of The Greatest British Dig in September, the Production Company have been in touch to advise that the Bognor Regis episode is so packed with finds they made on the archaeological dig, that regrettably, the bathing machine could not be featured.

The Executive Producer was very appreciative of Town Force's hard work and effort that went into getting the bathing machine out of storage and down to the seafront and confirmed that the Town Council will be getting a special "with thanks" in the credits. The episode is due to air on Channel 4 in late April/early May.

Graffiti.

There has been an unprecedented outbreak of graffiti across the town in the last month. This has resulted in increased work pressure for the three-man Town Force team who have been removing graffiti daily in the last four weeks. Regrettably, only three reports of graffiti have been received on the dedicated email address graffiti@bognorregis.gov.uk, despite Town Force's long-term efforts to encourage the public to report graffiti to the Town Council as well as the Police. The team is often approached by the public stating that they witnessed the graffiti being done, yet there seems to be a reluctance to report any sightings to the Police. Exemption to this is a member of the public whose frustration with Arun DC and their perceived lack of action over reported graffiti led to a negative post on the Facebook group 'Bognor Regis Matters'. The member of the public has since been in touch with the Town Council and could not thank Town Force enough for all the hard work they have done removing graffiti around the town in the last few weeks.

One of the graffiti reports received related to a brick wall along Spencer Street. The team were able to remove some of the incidents but cannot deal with the remaining graffiti until the parking bays nearby are empty. Despite several site visits, displaying notices and dropping letters off to the residents and businesses, the parking bays remained occupied. Arun DC even suspended the parking bays following our plea for assistance, but this didn't have the desired outcome either. Arun DC are currently looking into a solution on our behalf.

Another graffiti incident that had to remain uncleared for a considerable amount of time was in Clarence Road. As some alarming circumstances came to light and the property owner was tracked down, the Police were notified, and assistance to both parties provided. An investigation was opened, and an arrest was made. Permission to clear the graffiti was eventually received on Monday 13 March and Town Force attended two days later.

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

Month	Man hours
1 - 14 March	95.25
February	59.50
January	75.50
December	33.00
November	13.50
October	29.25

A meeting was held with an ex-Police Officer who is part of the local Shopwatch and has extensive experience in dealing with graffiti offenders. It was useful to hear how the Police operate and that the Force shares our frustration when it comes to catching and convicting graffiti offenders. The Town Force Manager was advised that reporting graffiti to the Police was not the responsibility of Town Council staff but that of the property owner.

Town Force have been contracted by Arun DC to remove extensive historical graffiti from around the Trees Estate, Bersted. This will generate income of some £2k.

An upcoming event, Discover the Fun, has raised concerns due to one of its elements being a graffiti workshop which may raise levels of graffiti even further. The organisers have been approached and advised that *"Our intention in running this session is about sharing quality creative skills with young people in the town. It will be led by a professional mural artist who makes a living from his street art. It will be working with quality materials and on the small scale – using urban styles to explore ideas / feelings and issues of importance to young people..."*. The organisers have acknowledged that the term 'Graffiti Art' could be seen as provocative and offered to rebrand the workshop to 'Urban Art' in all future promotion. Nevertheless, some scepticism over this element of the event remains, as young people do not necessarily differentiate between street art, which is commissioned and done with property owner's permission, and criminal damage of graffiti.

Community Highway Partnership Agreement with West Sussex CC.

This Agreement, which expires on 31st March 2023, covers removal of offensive graffiti from WSCC assets, removal of flyposting and enhanced maintenance of the five local roundabouts. Regular chasers have been sent to WSCC in the last few months asking if the Agreement is likely to be renewed and on what terms, but a response is yet to be received.

Town Force Training.

A member of staff has successfully passed the PASMA scaffold tower course, IPAF cherry picker course and IPAF harness course.

Town Force Yard and Equipment.

The cherry picker passed its 6 monthly LOLER inspection.

Generators, fire extinguishers, gardening machinery, and the yard burglar alarm have received their annual service. The roller shutters are booked for their annual service on 5 April.

It has become necessary to replace the light fittings within the TF yard. Quotes from various electrical contractors have been obtained and an appointment will be made shortly.

Annual Asset Checks and Repairs.

The Town Council's flagpole was found to be loose in its base. Following an assessment by the supplier, loose bolts were found to be the cause. This was rectified straight away, and Town Force instructed to undertake regular checks.

Although Town Force have started the annual check of all Town Council's assets, it has not been possible to finish the task due to the high levels of graffiti.

Horticultural matters.

Replacement brackets for the Queensway troughs have been ordered and will be installed before the inserts with summer bedding plants go in.

Following submission of an application to attach hanging baskets to Queensway and Aldwick Road lampposts, permission from Enerveo has been received.

Sponsored Planters.

PRN Homecare Ltd. renewed their sponsorship agreement for 3 years.

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

Van sponsorship.

NL Auto have renewed their sponsorship agreement for another 3 years.

Odd Jobs completed for 3rd parties (extra revenue).

- Pagham Parish Council – Removal of graffiti from a play area;
- Middleton-on-Sea Parish Council – Installation of benches and minor repairs to the Shrubbs Field Pavilion;
- Bersted Parish Council – Tree planting;
- Pier Co. – Picturedrome gutter inspection and clearance.

Examples of other jobs.

In addition to the routine jobs, TF have also installed a 3x3 m shelter at the allotments, removed an allotments hedge ready for a fence to be installed by a contractor, delivered Heritage Partnership leaflets, delivered/collected trophies from Engravers, put up Book Day banners, relocated a hanging basket bracket at the front of the Station, delivered/collected display board and tables for the Electors meeting, put up/removed posters from seafront shelters (and continue to do so) and serviced BRTC noticeboards (and continue to do so).

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 27th MARCH 2023**

AGENDA ITEM 7 - BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO RECEIVE THE NOTES OF THE MEETING HELD ON 13th MARCH 2023 PREVIOUSLY CIRCULATED TO COUNCILLORS

REPORT BY ASSISTANT CLERK

FOR DECISION

The Notes of the Heritage & Arts Partnership Board Meeting held on 13th March 2023 are attached to this report (**Appendix 1**).

The Chairman advised the Board that the designer of the Bognor Regis Trails website, which was funded via Heritage Lottery Funding, has strongly recommended the following expenditure on security updates for the website:

- PHP upgrade: £350 plus VAT
- WordPress updates: £120 plus VAT

Members **AGREED** to **RECOMMEND** the total expenditure of £470 plus VAT to the next Policy and Resources Committee Meeting to be held on 27th March 2023.

BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD MEETING

HELD ON WEDNESDAY 13th MARCH 2023

PRESENT:

Ken Blamires - Chairman
Howard Dicks - Bognor Regis Museum
Sylvia Endacott - Local Historian
Irene Campbell - Community Volunteer
Cllr. Jim Brooks - BRTC
Cllr. Steve Goodheart - BRTC

IN ATTENDANCE:

Matthew Hall - Projects Officer, BRTC
Salema Miah - Committee Administrator, BRTC

APOLOGIES

Clive Mott
Margaret Murphy - Arun District Council
Paul Wells - Bognor Pier Trust C.I.C.
Cllr. Mrs. Sandra Daniells - BRTC
Cllr. Wayne Smith - BRTC

The Meeting opened at 3.00pm

1. CHAIRMAN'S INTRODUCTION AND WELCOME

The Chairman welcomed those present and apologies were given for those unable to attend. The Projects Officer introduced the new Committee Administrator and asked those present to introduce themselves.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD 8th SEPTEMBER 2022

The Notes from the meeting held on 8th September 2022 were approved by all as a true record.

Irene Campbell noted that the notes of the meeting held on 27th July 2022 had not been approved, to which the Projects Officer stated that these will be carried to the next meeting to approve.

3. TO CONSIDER A PROPOSAL FROM DREWITTS EVENTS IN RELATION TO THE 60th ANNIVERSARY OF THE TONY HANCOCK FILM, PUNCH & JUDY MAN AND BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD'S INVOLVEMENT

The Pier Trust have been approached by Drewitts Events in regards to holding an event to celebrate the 60th anniversary of Tony Hancock's film, 'The Punch and Judy Man', on 30th September or 1st October 2023. Drewitts Events initially asked if Bognor Regis Pier could be a potential location for the event, but due to accessibility reasons this is not possible. The Regis

Centre was also not considered due to work about to take place at that venue. The Chair advised he had contacted The Royal Norfolk Hotel, who advised they would give permission to use the lawn for an event but should the weather be inclement another option might be considered. After a lengthy discussion, other possible venues were mentioned, such as Picturedrome Cinema, the Bandstand, Hotham Park, Bognor Regis Museum. Cllr. Goodheart suggested that he might be able to enquire whether there might be an opportunity to explore The Royal Hotel, which was soon to open, as a possible location. Other discussions were had about holding a screening of the film at the Picturedrome or an outdoor screening to celebrate the anniversary. The Board also spoke of ways to promote any event taking place.

4. TO CONSIDER THE CLOSURE OF THE REGIS CENTRE'S TOURIST INFORMATION AREA AND SEEK AN ALTERNATIVE LOCATION FOR THE TRAIL GUIDES

The Chair advised that The Regis Centre's Tourist Information desk is a key distributor of the Trail Guides, alongside the Bognor Regis Library and the Bognor Regis Museum, however the latter is only open seasonally. Members discussed alternative outlets such as Bognor Regis BID POP! shop. It was noted that Margaret Murphy would speak with Heather Allen at the BID to discuss this matter further. An alternative suggestion was the Bognor Regis train station's café Kofi Cup, with a potential of having a wall display with the Trail Guides inside. Cllr. Goodheart is in contact with the Butlin's Resort Manager's PA and stated that he would mention using Butlin's as a possible outlet to promote the Trail Guides. Cllr. Goodheart also suggested that there might be the opportunity to explore other train stations along the South Coast to promote the Trail Guides.

A Member suggested the use of QR codes to encourage a different demographic who may wish to explore the local area via the use of their smartphone.

It was discussed that some of the Trail Guides need updating. 'Bognor Regis in the Monarchy' needs updates, and the Hotham Park Tree Trail needs to remove the Hotham Park Heritage Trust logo as it no longer exists.

5. SUNKEN GARDENS INTERPRETATION BOARD

The Chair advised of a request from Cllr. Goodheart and James Jones-McFarland (Arun District Council), to prepare an Interpretation Board for the Sunken Gardens, using one of the three plinths currently in the Town Council's Lock Up. Part of the request was to include a tribute to the late Kim Davis of the Bognor Community Gardeners, who maintained the gardens, however the Board felt this may set a precedent and ultimately choose not to include a tribute.

6. TO REVIEW THE TERMS OF REFERENCE

At the Policy and Resources Committee Meeting held on 21st November 2022 (Min. 88 refers), it was highlighted that the Terms of Reference didn't reflect the Board's new name, Bognor Regis Heritage & Arts Partnership Board, nor did it have any reference to the 'Art' element in the Terms of Reference.

The Board **AGREED** to the updated Terms of Reference. A grammatical error was noticed, which would need correcting before issuing.

7. RECOMMENDATIONS TO BOGNOR REGIS TOWN COUNCIL

The Chairman advised the Board that the designer of the Bognor Regis Trails website, which was funded via Heritage Lottery Funding, has strongly recommended the following expenditure on security updates for the website:

- PHP upgrade: £350 plus VAT
- WordPress updates: £120 plus VAT

Members **AGREED** to **RECOMMEND** the total expenditure of £470 plus VAT to the next Policy and Resources Committee Meeting to be held on 27th March 2023.

8. A.O.B

Irene Campbell suggested a Literature Event to take place this summer, following the success of last year's event. The proposal is for a short story writing competition and Peter Gutteridge has agreed to facilitate the event. The entries will be narrowed down to the final 10 entrants, where they will be invited to read their short stories or possibly Peter's wife, actor Greta Sacchi, could narrate the stories. Members were very keen on this proposal. Irene advised she will meet with Peter soon to discuss the event and will report back to the Board with further information.

9. DATE AND TIME FOR NEXT MEETING

The Projects Officer will send out invitations for the next meeting, which will be approximately two weeks before the next Policy and Resources Committee Meeting.

The Meeting concluded at 5.00pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 27th MARCH 2023**

AGENDA ITEM 8 - TO RECEIVE ANY UPDATE FROM THE JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 19th JANUARY 2023 (IF AVAILABLE)

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

At the time of writing this report, the notes and action plans of the meeting held on 19th January 2023 were not yet available.

Members are advised that on 24th February 2023 an email was received from Dax O'Connor, ADC Community Safety Officer, informing the Town Council that the Joint Action Group (JAG) will no longer meet in the same way that it has to date.

The Neighbourhood Policing Team currently hold a monthly briefing session with parish councils and other relevant community groups, with a BRTC Officer in attendance. Therefore, it has been proposed to utilise this forum to ensure communications around place-based concerns are dealt with efficiently, and to avoid duplicating work.

If there is a need to implement local action teams around specific issues, the team at ADC will still do so with a request for parishes to provide representation where appropriate. They will also continue to raise communications around seasonal trends and issues for sharing.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 27th MARCH 2023**

**AGENDA ITEM 9 - TERMS OF REFERENCE REVIEW – TO RATIFY THE
PROPOSED CHANGES AND RECOMMEND TO COUNCIL THAT THESE BE
ADOPTED - MIN. 119.1 REFERS**

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

At the Policy and Resources Committee Meeting held on 30th January 2023, it was reported that a Members Briefing would be held on 27th February 2023 (Min. 119.1 refers). However, during the Briefing, Members expressed concern that insufficient time had been allowed for them to consider the report from Pete Cooper following a review, along with the draft amended Terms of Reference documents for the various Committees. It was, therefore, agreed to reschedule the Members Briefing to take place on 14th March with Members asked to email the Town Clerk with any suggestions by midday on Friday 10th March.

Unfortunately, owing to technical difficulties, the Members Briefing on 14th March had to be abandoned and rescheduled for 21st March 2023. This Briefing would allow for a final review of the report and draft amended Terms of Reference documents (attached to this report as **Appendices 1–13**), after which the proposals would be presented to the Policy and Resources Committee Meeting on 27th March for ratification.

It is usual practice for each Committee to consider their Terms of Reference at their first meeting following the Annual Town Council Meeting in May. However, with such a thorough review of all the Council's Terms of Reference having been recently carried out, it is the Officer recommendation that once ratified by the Policy and Resources Committee, the resulting Terms of Reference be referred straight to Council for adoption at the Annual Town Council Meeting so that they are in place for the new administration.

DECISION

Members are asked to **RATIFY** the proposed changes to the Terms of References, attached to this report as Appendices 2-13, and **RECOMMEND** to Council that these be **ADOPTED**.



Report to Bognor Regis Town Council Policy and Resources Committee on 27th March 2023

Review of Terms of Reference and Delegation.

1. Background

Several Councillors have raised queries and issues with the Council's Terms of Reference and Delegation Scheme. The last major review of Committee Terms of Reference and the delegation to them, took place in 2015 however minor updates have taken place regularly since, most recently in 2021.

As a result, it was decided to undertake a review process in which every Councillor would be given the opportunity to be involved from the beginning. Pete Cooper, acting through DCK Accounting Solutions was asked to facilitate the review.

A guidance document was prepared and circulated to all Councillors. The following methodology was then agreed:

1. All Councillors were asked to consider all the Terms of Reference for Council, Committees, Sub-Committees or Working Groups and to give thought to the guidance document. It was suggested there was no need to comment on things that they are happy to remain unchanged.
2. Councillors were asked to raise any questions or make suggestions for change on any matter relating to the Committee system, Terms of Reference, or delegation to the Town Clerk in writing, within a 3-week period.
3. A roundtable (face-to-face) meeting was arranged to discuss all the matters raised. This took place on 15th December 2022 and resulted in a wide-ranging discussion.

The objectives of the meeting were:

- To explore issues raised by Councillors
 - To help Councillors better understand the documents
 - To identify changes needed to documents
4. A second roundtable (via Zoom) meeting was arranged to a first draft of a report to address the matters discussed at the first meeting. This took place on 27th February 2023. It was decided that although the majority of draft recommendations were supported, some councillors wished to further explore further changes. All councillors were invited to submit queries and further suggestions to the Town Clerk. These would then be analysed and discussed at a final roundtable.

5. The final roundtable (via Zoom) meeting took place on the 21st March 2023. There was a broad consensus amongst the four councillors who attended about the changes to Terms of Reference which should be recommended at this time. Some councillors thought that eventually a different model of committees, division of functions between them and frequency of meetings should be discussed, but all accepted that the new Council should be given time to become established before the issues were raised again.

2. Introduction

It was agreed that Pete Cooper in consultation with the Town Clerk, would submit a report to Policy and Resources Committee recommending the changes considered necessary to address the concerns of Members. Committee would then make recommendations to the Annual Town Council Meeting on 22nd May. The discussions at the roundtable meeting inevitably were wider than the initial brief but all issues raised were answered where possible, even though they were procedural, concerned Standing Orders or in one case a specific Council policy.

As stated in the initial guidance, with every local council, all power is vested in Full Council, unlike many principal councils which have adopted an executive structure (cabinet) where the executive has responsibilities by law. This means that any formal decision making by Committees or Sub-Committees or indeed by Officers, must be authorised through a formal scheme of delegation. This needs to be current and well defined.

Larger local councils usually find it necessary to establish Committees (or Sub-Committees) to enable business to be dealt with efficiently by way of a smaller number of Members being able to give more detailed consideration to the more complex matters. This takes the load off full Council and allows it to deal with the more major matters, strategic issues, and policies. The responsibilities of each body and sub-body, should also be clearly defined, so that as far as possible, overlap is avoided.

Each Council works slightly differently and divides functions between Committees to suit its own needs. There is no right or wrong way to “slice the cake.” The sensible way forward would seem to be to keep what works well for BRTC and change things that do not. The report addresses the issues raised and recommends how each should be dealt with. Appended are suggested revised TOR and delegation, with changes identified in red type. There may be some re-numbering required after they are approved, but changes have been left so that they still align with Member’s questions.

A concern which kept cropping up at the meetings was the poor attendance of councillors at many committee meetings. Some councillors explained that “proportionality” did not always result in members being the ones that were really interested in a particular committee being allocated to it. It was explained that unlike with principal councils, local councils were not obliged to offer committee seats proportionately. BRTC however decided to do so many years ago and has included the requirement in its Standing Orders (4d.X). If this were to change in future an amendment would be required to Standing Orders.

3. How many Committees, Sub-Committees do you need?

In the guidance, it was explained that it depends on the workload, but 3-5 standing Committees would be normal for an authority of the size of Bognor Regis. Committees demand a lot of both Officers and Members, so too many is wasteful of resources. If the remit of a Committee is too wide, Members may not be able to deal with the volume of business or build up the

same degree of specialist knowledge. If it is too narrow, it will have very short meetings and not be interesting enough to attract Members.

Conclusion: *There appeared to be no desire to change the number of Committees and Sub-Committees at this time and so no recommendations for change have been made.*

4. What should the frequency of meetings be?

BRTC have a Council Meeting every 2 months, most Committees holding meetings once each cycle. Planning Committee necessarily meets more frequently to achieve planning deadlines. Other Sub-Committees etc may only be called on as and when business demands. Again, you would expect sufficient meaningful business for most meetings, resulting in matters not being unnecessarily delayed. Additional meetings can always be called if urgent matters arise or if there is an unusually high volume of business.

Conclusion: *The frequency of meetings appears to work well and therefore no recommendations for change have been made. Some Councillors would like a monthly cycle to be considered after a year of the new Council has passed.*

5. How do you divide the functions between Committees?

Most councils use a “themed” approach, combining associated matters to one Committee. As already stated, there is not one right answer but TORs should contain an easily understood logic and one that Councillors are comfortable with. Each Committee needs to have enough meaningful business to keep the interest of its members.

Conclusion: *Again, generally Councillors appeared to be content with the division of functions although small issues of clarity were raised. Only minor changes of functions have been recommended, therefore.*

6. How detailed should TOR and delegation be?

BRTC use a format based on the legislative powers. These powers may not all be used but it is a clear way to set out the Council’s specific authority. If as expected, Council re-adopts the General Power of Competence, it becomes the power of first resort but some specific powers are still relied on. Delegation also needs to be unambiguous in order to avoid unauthorised actions.

Conclusion: *The current format is very comprehensive and logical. A number of clarifications in terminology are included in the appendices.*

7. How do you avoid overlap between Committees?

A well-structured TOR usually avoids this although some matters can appear to fall into two camps. A major issue can be the degree to which budgets are delegated. For example, if a Community Committee exists, does it have the authority to approve grants to community groups or is this delegated separately to Policy and Resources Committee? There are pros and cons to the two approaches, but discussions can be duplicated, and delays may occur.

A question asked was “What is the minimum legal requirement of functions of the P&R Committee?” The answer is that P&R is not a compulsory Committee, but a Committee overseeing financial and policy matters is common and sensible. BRTC’s P&R does have a wide remit with several functions which are more usually separate, such as staffing and communications, but this was Council’s choice.

Conclusion: BRTC have traditionally preferred a “strong” P&R Committee, however some Members appear to prefer a little more delegation to other standing Committees. Whilst some changes are recommended, the Council’s established approach has not been challenged, however amendments could be easily made if it is the wish of Council.

8. Committee Budgets

There was a view that standing Committees other than P&R, do not get sufficient control of their budgets. There were questions such as “why do P&R overview their budgets?” and “how can we streamline the budget setting process?”.

The budget setting procedure is logical and follows good practice. Each standing spending Committee makes its bid to P&R, which has the responsibility to balance demands and advise Council accordingly, whilst highlighting the effect of expenditure on the precept and balances. As Council make the final decision, any Committee Members who do not agree with P&R’s recommendation can make the case at Full Council. It is very much up to each Committee to make its own case and put together a costed spending plan. It is not good practice for Council to allocate “contingency” sums, but it should consider whether a Committee has achieved its spending plans for the previous year.

Conclusion: Once a spending Committee is given a budget, it is free to spend it in accordance with its budget headings and subject to complying with Financial Regulations and Standing Orders for Contracts. It can apply for virements between budget headings and in exceptional circumstances, additional resources. See heading below.

9. What if a decision is outside policy or budget?

No Committee, or indeed Officer is allowed to make decisions which breach a Council policy or a budget allocation, however in exceptional circumstances a recommendation can be made for determination by Council.

Conclusion: This is non-negotiable but has been clarified in Terms of Reference of Council.

10. Adding Items to the Agenda

The Town Clerk compiles an Agenda, normally in consultation with the Chairman, however as Proper Officer, it is Town Clerk’s decision whether to include an item. However, the Town Clerk would not exclude a relevant item if requested by a Councillor, without good reason.

Once the Agenda and summons are issued, matters cannot usually be added. The exception is that in urgent cases an Additional Agenda can be issued only if still within the statutory notice period. (3 clear days excluding Sunday and bank holidays and not including the day of issue or day of the meeting).

If a genuinely urgent item occurs after this, it can be advised to the relevant meeting, however as it is not on the Agenda, no decision can be taken. The Town Clerk has power to deal with urgent items in consultation with specified Councillors. The Town Clerk can canvass opinion at the meeting but it is the Officer’s decision.

Members raised a perceived inconsistency in how to get items place on Agendas. The practice with one Committee (Events, Promotion and Leisure) is to submit written items to be approved or refused by Committee for the next Agenda. This is not the case with Council or other Committees. The reason for this appears to be that an inordinate number of Agenda items are put forward for E,P&L, which would mean the business could not be dealt with in one meeting.

Conclusion: *This is a matter of law and delegation to the Proper Officer for urgent matters and emergencies.*

Whilst I understand the reason for a separate procedure at E,P&L, it would appear more logical to have a consistent practice, however this relies on Members making the more normal procedure work. If Council consider this matter does need addressing, it would be part of the next review of Standing Orders.

11. Minimum requirement for Minutes

This was more a general query than a TOR issue. Minutes should be concise, not a verbatim record of the debate. It must be an accurate record of the resolution with just enough description to give the resolution context. There is no need to record movers and seconders of a Motion or amendment. (Under Standing Orders (3V), a Councillor may, before the vote is taken, request that the way each Councillor votes is recorded).

Now all meetings are recorded, this aids the accuracy of Minute writing. It is still however the approved written Minute that is the legal record. It is a recognised practice that notes of meetings are destroyed once the Minutes are approved and BRTC have adopted a similar practice with recordings.

Members queried whether it would be better to keep the recordings longer in case of a challenge, especially as the public have a right to record meetings which they attend (except for confidential items).

Conclusion: *BRTC Minutes appear to comply with best practice, and are placed on the website as draft, to be replaced by final copies when approved. If Members agree to retain the recordings for a longer period (up to a maximum of three months would be recommended), which I think has some merit, it should be dealt with in a review of the Document Retention Policy which is now due for review to include the latest Data Protection guidance.*

12. How can Councillors comment on the Clerk's Report?

Again, this is more of a procedural issue. Some council's only use "exception reporting", i.e. it is assumed a resolution is fully implemented unless a report is submitted to the contrary. The Clerk's Reports give a broader update, but in the main they are for information and do not warrant discussion. Only if a further decision is required by Council or Committee is a discussion necessary, and then the item would need to be on the Agenda. Obviously, a member can raise a question to gain further clarification.

Conclusion: *This is a procedural matter requiring no action.*

13. Questions from the public

"How can we capture questions submitted by the public online during our meetings so they can be addressed as if they were submitted by members of the public in person at the meetings?"

Again, this is really a matter for Standing Orders. Modern technology and remote meetings during the pandemic are making authorities review how they involve the public. There is no reason this cannot be done, but I have not yet worked with a council that currently does it. Certainly, there would need to be protocols put in place, and a detailed procedure worked out which would ensure online questions did not disrupt the meeting, and only take place during Public Question Time, as it could be open to abuse.

At BRTC, the Clerk does read questions during online Community Open Forums and either answers them or relays them to Members.

Conclusion: It is possible for the future, and there was a desire from Councillors to accommodate questions from people whose health or disability prevents them attending a meeting. However, if Council wished to investigate this, I would suggest that a feasibility report is prepared. Alternatively, Council may wish to wait to see if other councils pioneer it.

14. General Issues raised on terms of Reference

Clarification was sought on the following:

'Committee within policy' or 'within budget' - see 9 above.

'Committee for strategic overview' - this term has caused some confusion as "strategy" is the remit of Council. It can be seen that new terms have been used and defined "Management Overview" and "Operational Management". It is hoped this will lead to a better understanding of TOR.

Where 'None' is listed why is there an entry? - because the matter is within the remit of the Committee, however there is currently no delegated authority to Committee beyond making recommendations.

Where 'Committee' is listed does that signify the tagged function is solely the responsibility of the Committee and its actions are final? - generally, yes, but see revised TOR in appendices.

What is the difference between 'Committee' and 'Power to Committee'? - essentially very little, the latter referred to where the power existed but was unlikely to be used. See clarifications in revised TOR.

15. Attendance at Committee by Councillors who are not Members of the Committee

This issue was raised by Councillors both before and during the discussion meeting. Councillors who are not Members of a Committee may always attend as a member of the public but must therefore leave for any confidential items. They may ask questions as a member of public if a public question time is allowed. Being a Councillor does not take away their rights as a citizen, however information provided to a Councillor has to be on a need-to-know basis and if they are not on a Committee, they do not need to know confidential information that would be necessary for Committee Members to make a decision. If the confidential information needs to be referred to Council, the non-Committee Member will of course be made aware at that time, as they would then be part of the decision making.

BRTC's Standing Orders do make provision that a Member who has proposed a Motion that has been referred to any Committee, of which he/she is not a Member, may explain her/his Motion to the Committee but shall not vote.

Many Councils include in Standing Orders, a protocol that the Councillors may speak or answer questions (outside their right as a member of the public) at the discretion of the Chairman. This does not allow them to join in the debate or vote however, nor allow them to remain for the confidential part of the meeting. BRTC have never included this although Chairman do use their discretion.

Conclusion: If Council consider this would be a useful addition to Standing Orders, they could resolve to have it included at the next review.

16. Substitutes at Committees

Some councils allow substitutes, but it can be messy deciding which Reserve will attend, or if an absence is not known in advance. Substitute Members do not tend to be as well informed or build up expertise in the same way as the permanent Members.

One or two Reserves per Committee would need to be appointed at the Annual Town Council Meeting. They would be invited to be present, only if the absence was notified to the Clerk in advance of the meeting.

Conclusion: I would not recommend allowing substitutes for the reasons stated and because it would create an additional administrative task. However, if Council take the opposite view, it could be built in to Standing Orders at the next review.

17. Specific issues raised on Policy and Resources Committee

Should approval of all grants and sponsorship be with P&R? - *practice varies between councils. It is not unusual for it to be with the Committee responsible for financial control, but equally others devolve it to a Committee responsible for community engagement. BRTC have tried both ways and consider the current arrangements work best for them.*

Is information on grants made available? - *grants available are made known on the website along with details of how to apply. Details of grants given are legally required to be made public under the Transparency Regulations. It is good practice to work with community groups.*

5.2 Should responsibility for Web Layout go to E,P&L? - *as already explained, BRTC have chosen to have a "strong" P&R Committee responsible for communications, marketing (other than for events) and the website. Certainly, Council could pass several aspects of these to E,P&L if they wished.*

Could communications transfer to E,P&L? - *see answer immediately above.*

Could 8.1 and 8.2 be merged? - *yes, see revised TOR, also two sections brought together.*

In 10.3, could provision of common land be transferred to CE&E? - *Currently a power linked with other Land Management. If Council took any on in future, it would be logical to transfer management.*

In section 10, "Land Assets" - suggest adding registering land assets - *agree, see revised TOR.*

In 12.3, "To lobby for road safety improvements", suggest location specific - *this is a generic responsibility, and any particular representation would be site specific.*

For 16.2, "Public realm facilities" would need a budget - *see 8 above, Committee Budgets.*

18. Specific issues raised on Events, Promotions and Leisure Committee

BID does a great deal of Town Centre promotion - Is this duplication? - *no, the ToR refers to working in partnership and hopefully this has been strengthened in the revision. BRTC can be involved in promotion of the Town as a whole and not just the BID area. It is not a competition and Council should "fill gaps" rather than duplicate. Very much a Town Council function.*

Would it be wise to focus the Terms of Reference to promotion of the Town Council? - *no, this currently lies with P&R. It would be equally logical to transfer all Communications & Marketing but see earlier comments about Council's preference for a "strong" P&R. Wherever*

responsibility lies the Council should "shout about" its successes. There was a view expressed that widening the responsibilities of the Events Officer to that of a Tourism Officer would much improve promotion and marketing of our resort of Bognor Regis.

Split responsibility for Marketing/promotion between P&R and EP&L? - see comments in paragraph above.

Tourism. Is this a District function? - yes, but it is also a Town Council function. ADC will promote the whole district so BRTC's actions should cascade from this but focus on Bognor Regis.

'Consideration of Future Projects' deferral causing delays - see earlier comments on putting costed ideas forward for budgets (Section 8).

Explain "Lottery" - Council has the power to promote a local lottery if it wishes. There is now a lot of competition for this, however.

19. Specific issues raised on Community Engagement and Environment Committee

1.5 How to identify community sector engagement? - it is a matter of getting to know local community groups and trying to engage with the harder to reach groups. Try to support them and "fill gaps" in community needs. The voluntary sector is an under-valued resource.

1.6 What does this mean? - it is the responsibility of the Committee to define the methods by which the Council will effectively engage with the community.

1.9 Assess the delivery of community engagement - how often? - it is up to Committee to decide how and how often assessment is needed.

2.2 Ancient monuments - explain budget! - not a TOR matter, but again Committee have the option to bid for funds if they have a related project.

2.3 Environmental audits - explain budget! - not a TOR matter, however many Town Councils are now having environmental audits undertaken on their own activities so they can lead by example. Many are also working with local environmental groups on climate change issues.

3.2 Public Health Act - need budget! - see comments under Section 8 about Committees putting forward schemes at budget time.

3.5 Explain waste & recycling - this is a generic term which devolves the responsibility to Committee. For example, it can cover working with the District Council to promote recycling, or with community groups to implement change. It is up to Committee and Officers to put forward suggestions as part of a wider environmental remit.

4. Personal Health? - the Town Council are not a statutory provider but have a local role in helping NHS and principal councils promulgate health messages and may also lobby for local provision, as well as supporting community groups.

6.2 Street furniture-need budget! - see comments under Section 8 about Committees putting forward schemes at budget time.

6.5 Baths & Washhouses - do we need? - the power is still on the statute book, but it is so unlikely to be used it can now be removed (see revised TOR).

7. Clocks - only one clock! - This is a generic power, however Town Clerk advises there are 3 public clocks. A discretionary part has been added to the TOR.

20. Recommendations

1. To consider the report and the conclusions for the sections listed and advise whether to advise additional changes for Terms of Reference and the Delegation Scheme to Council.
2. To consider the draft revised Terms of Reference/ Delegation for Council, Committees, Sub-Committees, Steering Groups, Working Groups, Partnership Boards, Focus Group and Topic Team and decide on changes to recommend to Council.

Pete Cooper



BOGNOR REGIS TOWN COUNCIL

COUNCIL

TERMS OF REFERENCE

Adopted by the Council at its Meeting held on **22nd May 2023**

BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: COUNCIL

16 Members of the Authority

Quorum = Minimum of one third of the total Council membership but no less than 3

Introduction to Powers and Duties of Standing Committees

Subject to the matters to be ~~dealt with solely by~~ reserved to Council, ~~set out below and to observance of decisions of Council on matters of principle or policy, the~~ a majority of the Council's powers and duties are delegated to standing committees as set out in their respective terms of reference, subject to the acts and proceedings of a committee:

- a. where delegated to committee, so far as is legally permissible, be deemed the acts and proceedings of the Council;
- b. ~~as regards other matters where not delegated, recommendations from Committee, will~~ be subject to confirmation by Council and when confirmed will be deemed the acts and proceedings of the Council;
- c. in all respects be subject to the provisions of the Council's Standing Orders, Standing Orders for Contracts and Financial Regulations except as otherwise determined by Council.

~~No Committee, or officer is authorised to make decisions which breach a Council policy or a budget allocation, however in exceptional circumstances a recommendation can be made for determination by Council.~~

Where acting under delegated authority, a committee may decide to refer the decision to full Council and shall make recommendations as appropriate.

Standing Orders make provision for a public question time at all standing committee meetings as well as at Council. In addition, all committees may take representations from the public on an agenda item if it is notified to them prior to the meeting, subject to agreement of the whole committee.

Committees must submit an annual proposed budget to Policy & Resources Committee within the annual budget programme.

Function of Council Column 1		Delegation of Functions Column 2
1.	Powers of all Standing Committees	
1.1	To arrange extra meetings	<ul style="list-style-type: none">Town Clerk in consultation with Chairman or Vice Chairman
1.2	To cancel or postpone a meeting owing to lack of business or in an emergency	<ul style="list-style-type: none">Town Clerk in consultation with Chairman or Vice Chairman
1.3	To monitor implementation of actions on minutes of the committee	<ul style="list-style-type: none">Committee
1.4	To manage services for which they are responsible within an approved budget & policy	<ul style="list-style-type: none">Committee
1.5	To make recommendations to Council on efficiency and effectiveness measures.	<ul style="list-style-type: none">Committee
1.5	To authorise spending/ issue works orders within budgets delegated to committee, & in accordance with Financial Regulations.	<ul style="list-style-type: none">Committee
1.6	To establish sub-committees and working groups on a task and finish basis, relevant to the work of the committee	<ul style="list-style-type: none">Committee, subject to terms of reference of sub-committees being approved by Policy & Resources Committee, not exceeding powers of committee.Council to ratify permanent sub-committees and working groups
1.7	Appointment of Chairmen of committees, sub-committees and working groups.	<ul style="list-style-type: none">Committee chairmen reserved to CouncilCouncil may delegate appointment of Vice Chairman to CommitteeCommittee may appointment Chairman & Vice Chairman of sub-committee or working group which they establish
1.8	Agreeing and/or amending the Terms of Reference for Committees, sub-committees deciding on their composition and making	None for committee, but on advice from committee Policy & Resources Committee for sub-

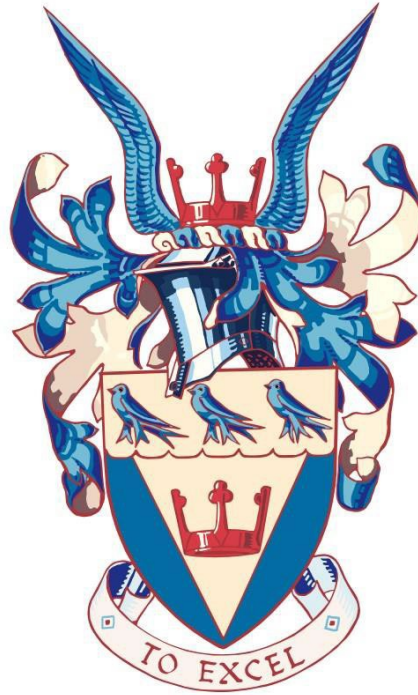
	appointments to them	committees
1.9	In addition to authority under Financial Regulations, any committee other than Policy & Resources shall refer proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to Policy and Resources Committee, which shall make recommendations to Council on the matter.	<ul style="list-style-type: none"> • Committee
1.10	A committee may vire monies within its approved budget between heads provided that any virement which would exceed 5% of the committee's budget would be referred to Policy & Resources Committee for consideration of any purely financial implications.	<ul style="list-style-type: none"> • Committee

Draft

2	General Governance	
2.1	Adoption and amendment of the Council's Corporate Strategy.	None, but to receive advice from Policy & Resources Committee
2.2	Comments on the Strategic Plans or strategies of principal councils	None, but to receive advice from relevant committee
2.3	Approval and amendment of all policies not delegated to a particular committee <ul style="list-style-type: none"> • Pensions Discretions Policy • Personnel Policies and Employee Handbook 	None except <ul style="list-style-type: none"> • Policy & Resources Committee • Policy & Resources Committee
2.4	Endorsement of Town Centre Plans etc	None
2.5	Approval of Neighbourhood Plan	None
2.6	Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None, but on advice of Policy & Resources Committee
2.7	Approving annual budget, Precept, and Medium-Term Financial Strategy	None, but on advice of Policy & Resources Committee
2.8	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
2.9	Election of the Mayor, appointment of Deputy Mayor	None, but on advice from Mayoralty Selection Committee
2.10	Appointment of Members or Officers to outside bodies	None
2.11	Adopting an allowance scheme for Mayor or other members	None, but for members to be on the advice of Arun District Council panel
2.12	Changing the name of the Town Council	None
2.13	Deciding on honorary titles or awards	None
2.14	Making, amending, revoking, re-enacting or adopting Bylaws	None
2.15	To represent the view of the local community on matters of significance	None, unless specifically delegated to committee or officer
2.16	Power to make payments or provide other benefits in cases of fault or maladministration	<ul style="list-style-type: none"> • Policy & Resources Committee up to £1000
2.17	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> • As set out in Personnel Policies and the Complaints Procedure
2.18	Co-option of a member of Council	None
2.19	Co-option of a non-councillor as a member of a committee	None
2.20	To approve the Annual Calendar of Meetings	None
2.21	Decisions on issues relating to Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> • Strategic overview to Policy & Resources Committee & decisions to refuse or limit information requests within legislation. • Town Clerk to renew Data Protection Registration and make amendments if necessary and respond to routine requests for information
2.22	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision	None generally <ul style="list-style-type: none"> • In cases of urgency, the Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chairman

2.23	<p>a. All powers of the Council in the case of a civil emergency</p> <p>b. All powers of the Council in the case of urgency</p>	<ul style="list-style-type: none"> The Town Clerk in consultation with three of: The Mayor, Deputy Mayor, Policy & Resources Chairman or Community Engagement & Environment Committee Chairman The Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chairman, subject to reporting justification to the next Council meeting
2.24	Election issues and filling of vacancies	None
2.25	Power to direct as to the Custody of town documents	None
2.26	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> Town Clerk
2.27	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> Town Clerk
2.28	Attendance at conference	None
2.29	To adopt general power of competence, Local Government Act 2011	None
3.	Personnel Issues	
3.1	To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer	None
3.2	To determine the overall Staffing structure and approval of additional posts	<ul style="list-style-type: none"> Policy & Resources Committee
3.3	Confirming the appointment of the Town Clerk	<ul style="list-style-type: none"> Interviewing for, subject to confirmation by Council is delegated to Policy & Resources Committee & Mayor
3.4	Dismissal of Town Clerk	None
3.5	Other Personnel matters	<ul style="list-style-type: none"> As set out in Terms of Reference for Policy and Resources Committee
3.6	Health & Safety Policy- General Statement & Organisation	<p>None</p> <ul style="list-style-type: none"> Arrangements to Policy & Resources Committee
4.	Quality & Integrated Management	
4.1	Matters relating to Quality and Integrated Management and Local Council Award Scheme	<ul style="list-style-type: none"> Policy & Resources Committee
4.2	Administration of the Complaints Procedure	<ul style="list-style-type: none"> As set out in Complaints Procedure

5.	Finance	
5.1	Authorisation of Payment of accounts.	<ul style="list-style-type: none"> Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations
5.2	Approval of Annual Return & Statement of Accounts	None
5.3	Approval of Banking Arrangements	None
5.4	Approval of Orders for work, goods or services	<ul style="list-style-type: none"> Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations
5.5	Audit arrangements	<ul style="list-style-type: none"> Town Clerk/ RFO to manage in accordance with Financial Regulations Council to approve annual external audit report Policy & Resources Committee to consider interim audit report, final internal audit report and any agree internal audit brief
5.6	Power to accept gifts, Local Government Act 1972, S139 and to borrow money Local Government Act 1972 Sch. 13	None
5.7	Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
5.8	Authority for capital expenditure not specifically included Budget	None
6.	Land	
6.1	Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127	None
6.2	Power to accept gifts of land, Local Government Act 1972, S139	None
6.3	Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition <ul style="list-style-type: none"> Community Engagement & Environment Committee for maintenance & management
7.	Delegated Services	
7.1	To take on services from other local authorities or public bodies (LGA 1972, S101, 111 & 112 or Localism Act 2011) or General Power	None
7.2	To undertake services for another local authority or public body	None
8.	Ethical Framework	
8.1	To approve Member & Officer codes of conduct and protocols	None
8.2	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> Proper Officer to obtain declarations, give reminder annually and to act as necessary for Monitoring Officer Mayor may obtain declarations of office in the absence of the Proper Officer
8.3	To approve dispensations	None, except in a case of urgency, Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chairman, subject to reporting the justification to the next Council meeting



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

POLICY AND RESOURCES **COMMITTEE**

Adopted by the Council at its Meeting held on **22nd May 2023**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: POLICY AND RESOURCES COMMITTEE

9 Members of the Authority

Quorum = 3

Purpose

The Policy and Resources Committee (P&RC) is the senior Committee of the Council. The Policy and Resources Committee shall consider all matters that affect the finances of the Council and report to the Council accordingly.

- Where there is a dispute between itself and another committee, the decisions of P&RC shall take precedence the matter shall be determined by Council.

Definitions

- "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions within budget and Financial Regulations/Standing Orders for contracts.
- "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Governance	
1.1	To advise Council on Corporate Strategy, policies not within the terms of reference of any other committee and the Constitution, including Standing Orders, Financial Regulations and Standing Orders for Contracts	<ul style="list-style-type: none"> Committee
1.2	To advise Council on the need for new services and facilities and major changes in administration.	<ul style="list-style-type: none"> Committee
1.3	To advise Council on new or revised policies	<ul style="list-style-type: none"> Committee after considering the advice of the Town Clerk and recommendations from other committees.
1.4	Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	<ul style="list-style-type: none"> Committee, except for Arun District Council and West Sussex County Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee.
1.5	To resolve disputes between two other committees	<ul style="list-style-type: none"> Committee, decision shall be final
1.6	To review the terms of reference of committees whilst considering proposals from other committees	<ul style="list-style-type: none"> Committee to recommend to Council
1.7	To agree terms of reference of any sub-committees established by itself. or another committee	<ul style="list-style-type: none"> Committee
2.	Resources	
2.1	To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> Strategic Management Overview to Committee Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations. Strategic advice by Town Clerk & Accountant
3.	Finance	
	Under the direction of the Council: -	

3.1	To be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • RFO / Town Clerk in accordance with Financial Regulation and for Operational Management
3.2	To formulate the annual budget for Council and submit recommendations on Budget & Precept requirements (including recommendations on savings and efficiency gains) by December preceding the relevant Council year, after receipt of draft budget submissions from other committees.	<ul style="list-style-type: none"> • Committee • Town Clerk/RFO to prepare draft Budget & Budget Report in consultation with the Accountant, Chairman and political group leaders
3.3	To monitor the Council's capital and revenue budgets during the year & consider requests from other committees for supplementary expenditure, recommending to Council in accordance with Financial Regulations.	<ul style="list-style-type: none"> • Committee/ RFO in accordance with Financial Regulations.

3.4	Approval of variation, overspend, and virement in accordance with Financial regulations	<ul style="list-style-type: none"> • Committee, Town Clerk / RFO as set out in Financial Regulations
3.5	To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> • Committee
3.6	To advise Council on borrowing policy, investment & treasury management	<ul style="list-style-type: none"> • Committee
3.7	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> • Committee, Town Clerk/RFO
3.8	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> • Town Clerk for renewal & operational matters. • Town Clerk for tendering & changes of cover such as an increase to public liability cover, or loss of business, i.e. changing cover by adding a new section
3.9	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> • RFO • Authorised signatories to authorise Mandate
3.10	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> • RFO, & Committee as set out in the Financial arrangements
3.11	Approval of all fees and charges	<ul style="list-style-type: none"> • Committee
3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off	<ul style="list-style-type: none"> • Committee in accordance with Financial regulations
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> • Committee/Town Clerk/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders as set out at the end of this Terms of Reference. Exemption from Financial Regulations or Standing Orders for Contracts reserved to Council.
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
3.15	To authorise investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> • Committee
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
4.	Grant Scheme	
4.1	To administer the Council's Grant Scheme in accordance with Policy	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations.
4.2	To approve grants within the approved budget and policy	<ul style="list-style-type: none"> • Committee
4.3	Events Sponsorship Budget	<ul style="list-style-type: none"> • Oversee to ensure delivery of sponsored events • To negotiate the return of sponsorship money if events do not take place
4.4	Grants and sponsorship for cultural activities in the Town	<ul style="list-style-type: none"> • Committee
4.5	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies.	<ul style="list-style-type: none"> • Committee, but may refer to Community Engagement and Environment Committee
4.6	To advise Council on the formulation and amendment of its Grants Policy	<ul style="list-style-type: none"> • Committee
4.7	Powers to make grants for bus services or taxi concession	<ul style="list-style-type: none"> • Committee within any policy adopted by Council

4.8	To support a CAB for the Town, Local Government Act 1972, s 142	<ul style="list-style-type: none">• Committee under the direction of Council• Grants to Policy and Resources Committee
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Draft

5.	Information Technology Services	
5.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
5.2	Amendments & updates to layout of Web Site	<ul style="list-style-type: none"> • Town Clerk for updates & layout • Committee for new websites & contracts within budget.
6.	Procurement	
6.1	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
7.	Performance & Business Management	
7.1	To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
7.2	To monitor the progress of the Capital Programme.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
7.3	Approval of Corporate Business Plan	<ul style="list-style-type: none"> • Committee • Town Clerk to determine underlying Action & Project Plans
8.1 7.4	To promote efficiency, value for money and an integrated approach to management and to manage any formal quality systems, risk assessments, local council awards and self - assessments programmes. To oversee the formal administration of any adopted integrated management systems, risk management and quality self assessment programmes	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk • Approval of operational procedures to Town Clerk
8.2		
8.3 7.5	To promote customer care and equality in service delivery and access.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
8.	Communications / Public Relations and Marketing	
9.1	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
9.2	To promote the public face of the Council through the management of public and media relations. Design and presentation of the council website, including content of Civic, governance and policy pages (content of website pages relating to events and promotion to EP&L Committee)	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
9.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
9.4	To advise Council on adoption of a Publication Scheme, including Information Guide, and Information & Data Protection Policy	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
10.	Land & Asset Management	
10.1	Maintenance of the Asset Register	<ul style="list-style-type: none"> • Town Clerk (Chairman to verify annually)
10.2	Provision & management of office accommodation, other corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
10.3	Provision of common land	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
10.4	Responsibility for energy conservation and disabled access in the Council's facilities.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
10.5	Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings and land registration.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk

10.6	<p>Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215</p> <p>Power to provide and equip community buildings, Local Government Act 1972, S133</p>	<ul style="list-style-type: none">• Strategic Management Overview to Committee• Operational Management to Town Clerk
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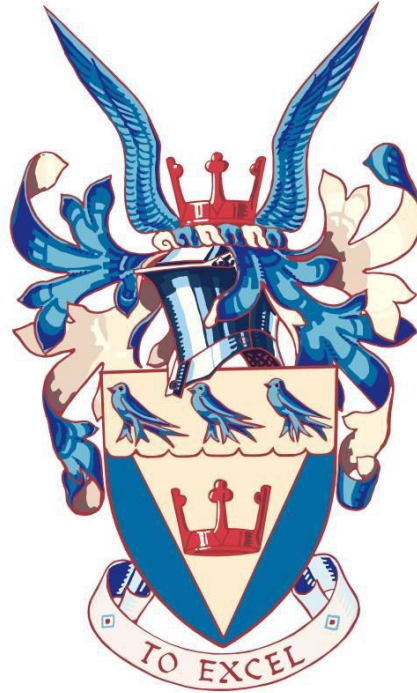
10.7	Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
11.	Audit	
11.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference brief.	<ul style="list-style-type: none"> • Committee • Town Clerk to support with operating procedures
11.2	To receive, approve and action interim audit reports.	<ul style="list-style-type: none"> • Committee generally, Council if change of policy required. • Council to receive external audit reports.
11.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Policies reserved for Council • Operational Management to Town Clerk
12.	Crime & Disorder	
12.1	Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk • Management and maintenance of any CCTV.
12.2	To support initiatives of the Crime Reduction Partnership.	<ul style="list-style-type: none"> • Committee/ Town Clerk in accordance with Council direction.
12.3	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> • Committee
12.4	To liaise with the Police Authority & Constabulary & Crime Commissioner	<ul style="list-style-type: none"> • Committee to respond to consultations • Operational Management to Town Clerk
12.5	To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
13.	Town Development & Tourism	
13.1	To promote the economic wellbeing of the Town through partnership with the business and community sectors	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
13.2	To promote tourism within the Town and power to encourage visitors	<ul style="list-style-type: none"> • Committee within Policy and Budget
13.3	Power to provide conference & other facilities	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
13.4	To promote regeneration in the Town	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
13.5	To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment	<ul style="list-style-type: none"> • Strategic Management Overview to Committee, in conjunction with Planning Committee • Operational Management to Town Clerk
13.6	To support skills & training for local businesses	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
14.	Personnel	
	To administer personnel matters on behalf of the Council after receiving considering recommendations from the Joint Consultative Sub-Committee (Staffing)	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
14.1	To determine on behalf of Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> • Committee, but Town Clerk reserved for Council, except increments which are determined by Committee
14.2	To agree the pay and conditions of staff	<ul style="list-style-type: none"> • All other staff to Committee including payment of honoraria
14.3	Determination of individual grading issues and job Evaluation	<ul style="list-style-type: none"> • Committee, except Town Clerk reserved to Council

14.4	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none">• Committee, including discretionary provisions of National Joint Agreement
14.5	Appointment of Staff	<ul style="list-style-type: none">• Recommend appointment of Town Clerk to be endorsed by Council

		<ul style="list-style-type: none"> • Selection of long list for Town Clerk list by personnel advisor. • Selection of final short list for Town Clerk - Chairman & Vice Chairman, plus Mayor & Deputy Mayor • Final Interview - 5 members of Committee & Mayor • Appointment of other management Staff to Town Clerk & 2 Members of Committee • Appointment of other Staff to Town Clerk • Town Clerk for casual staff and temporary appointments to approved positions • Decision on whether to fill vacant positions is delegated to Town Clerk • Decision on recruitment of contract staff or interim contract staff to Committee
14.6	Disciplinary matters under the Council's Disciplinary Procedure	<ul style="list-style-type: none"> • Town Clerk with appeal to Policy and Resources Committee. Policy and Resources Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on P&RC and not previously connected to the process. • Dismissal of Town Clerk to be ratified by Council
14.7	Appeals Procedure (other appeals including Redundancy, Competency, Grievance & Absence)	<ul style="list-style-type: none"> • Committee - however in the case of the Town Clerk to Council.
14.8	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement	<ul style="list-style-type: none"> • Committee (Council in case of Town Clerk) • Committee for administration of retirement in cases of permanent ill health, after appropriate medical advice via West Sussex County Council Pensions • Pensions Discretions Policies to Committee
14.9	Approval of job descriptions & person specifications	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
14.10	Absence issues under the Council's Attendance Management Guidelines	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of the Town Clerk
14.11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> • Council
14.12	Competence Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
14.13	Issue of Contracts of Employment	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Model Contract approved by Committee
14.14	Redundancy & Redeployment.	<ul style="list-style-type: none"> • Committee
14.15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> • Committee
14.16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> • Council
14.17	Health & Safety	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement & Organisation which are reserved for Council • Strategic Management overview by Committee • Operational Management to Town Clerk on advice from consultants
14.18	Grievance Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
14.19	Administration of other Personnel procedures	<ul style="list-style-type: none"> • Town Clerk for all staff often delegated to direct manager. • Mayor, P&RC Chairman and one other Member of Committee for Town Clerk

14.20	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none">Town Clerk except Committee in the case of Town Clerk
14.21	Training & Development Plan	<ul style="list-style-type: none">Town Clerk

14.22	To administer the Volunteers Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
14.23	To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
15.	Burial Facilities	
15.1	Power to acquire, provide & maintain; Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, S9 & S10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1	<ul style="list-style-type: none"> • Acquisition & provision reserved for Council • Strategic Management Overview to Committee • Operational Management to Town Clerk
15.2	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
15.3	Power to provide Mortuaries, Public Health Act 1936, S198	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
16.	Public Realm & Public Facilities	
16.1	Power to maintain, repair, protect & alter War Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
16.2	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

EVENTS, PROMOTION AND LEISURE COMMITTEE

Adopted by the Council at its Meeting held on **22nd May 2023**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: EVENTS, PROMOTION AND LEISURE COMMITTEE

9 Members of the Authority

Quorum = 3

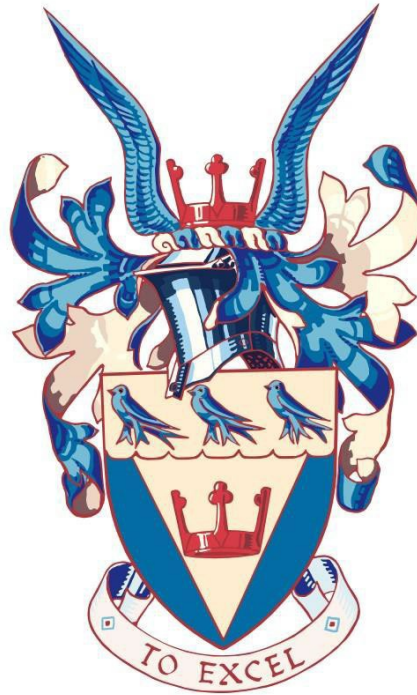
Definitions

- "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Events, Promotions, Publicity & Marketing	
1.1	<p>To consider and make recommendations work with partners on the publicity and promotion of the town, its environs and attractions, and to determine the Town Council's Events Strategy Programme for the coming year, or other time frame as agreed by Council including:</p> <ul style="list-style-type: none"> • Promotion and protection of the Brand Image including and advertising campaigns. • Issuing of press releases, press features, promotional copy and reports on matters within the remit of the Committee • Producing and managing Newsletters, webcams, /Facebook /twitter and other social media. Design and presentation of the Website and content of promotional pages. (Content of Civic, governance and policy pages to Policy & Resources Committee) • Reviewing and initiating literature available for visitors including Visitor Guide • Devising marketing logos and strap-lines • Managing Town boundary signs, poster sites and Town map boards <p>To work in partnership with others to promote the Bognor-Regis brand</p>	<ul style="list-style-type: none"> • Committee strategic overview within policy Management Overview to Committee • Town Clerk for management and promotion of events, marketing & public relations within policy and approved programme, subject to reporting on progress. • Grants to Policy and Resources Committee
1.2	To advise Policy and Resources Committee on relevant aspects of Communications & Marketing Policy, particularly Town Council events.	<ul style="list-style-type: none"> • Committee
1.3	To agree an Events Programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors	<ul style="list-style-type: none"> • Committee
1.4	To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view	<ul style="list-style-type: none"> • Committee
1.5	Recognise the value of volunteers and external organisations and establish the level of support to be given to them by the Town Council. This will include Events Sponsorship and support for cultural activities and events from Council officers or Town Force.	<ul style="list-style-type: none"> • Committee

1.6	To agree budget expenditure for each event under delegated powers within the overall budget allocation approved by the Events Committee and always ensure adherence to the Town Council's Standing Orders relating to contracts.	<ul style="list-style-type: none"> Committee
1.7	To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.	<ul style="list-style-type: none"> Town Clerk
1.8	To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the over-riding consideration when determining whether an event proceeds	<ul style="list-style-type: none"> Town Clerk
1.9.	Develop and deliver a marketing strategy plan for all Town Council events, ensuring that an appropriate marketing budget is allocated	<ul style="list-style-type: none"> Management Overview to Committee within budget Operational Management to Town Clerk
1.10	To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Events, Promotion and Leisure Committee	<ul style="list-style-type: none"> Management Overview to Committee within budget Operational Management to Town Clerk
2	Entertainment & the Arts outdoors	
2.1	Power to provide entertainment and support of the arts, Local Government Act 1972, S145	<ul style="list-style-type: none"> Committee within policy Grants to Policy and Resources Committee
2.2	Power to promote lotteries, Gambling Act 2005	<ul style="list-style-type: none"> Committee within policy Operational management to Town Clerk
3.	Markets	
3.1	Any matters concerning markets including power to operate markets. Food Act 1984 S50-61 or any charters	<ul style="list-style-type: none"> Strategic Management Overview to Committee within policy & budget Operational management to Town Clerk
4.	Leisure & Recreation	
4.1	Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 & 10	<ul style="list-style-type: none"> Committee for strategic Management overview Town Clerk for operational management
4.2	Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54	<ul style="list-style-type: none"> Acquisition to Council Strategic-Management & development to Committee within budget & policy Town Clerk for operational management
4.3	Management & enhancement of Play areas	<ul style="list-style-type: none"> Strategic Management & development to Committee within budget & policy Town Clerk for Operational management
5.	Allotments	
5.1	To provide and manage allotments, improve land and let rights under S23, 26, & 42 of the Small Holding & Allotments Act 1908	<ul style="list-style-type: none"> Operational Management to Town Clerk Strategic-Management overview & development to Committee
6.	Tourism & Christmas Lights	
6.1	To promote tourism within the Town and encourage visitors	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
6.2	To work in partnership with others to promote and develop the Bognor Regis brand and to market the Town.	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk

6.2	Provision, directly or indirectly of Christmas lights, Local Government Act 1972. S144, including sponsorship and maintenance of the High Street Pea Lights	<ul style="list-style-type: none"> • Grants to Policy Committee. • Management Overview to Committee within budget • Operational Management to Town Clerk
7.	Meteorological Office	
7.1	Maintenance of the Town Meteorological Office	<ul style="list-style-type: none"> • Management Overview to Committee • Committee within budget • Operational management to Town Clerk
8.	Power to market the Town	<ul style="list-style-type: none"> • Committee within Policy and Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

Adopted by the Council at its Meeting held on **22nd May 2023**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

9 Members of the Authority

Quorum = 3

Definitions

- "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions within budget and Financial Regulations/Standing Orders for contracts.
- "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

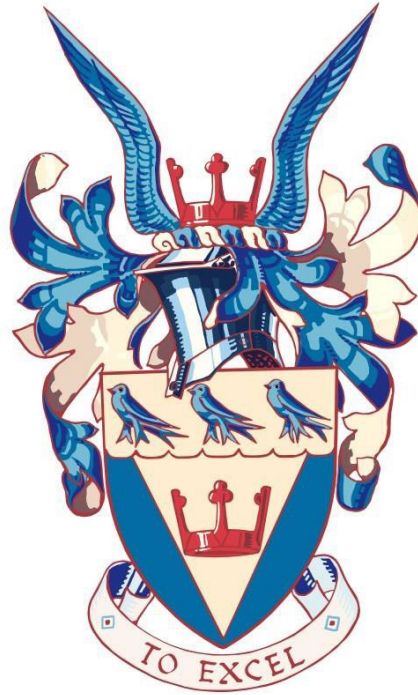
Function of Committee Column 1		Delegation of Functions Column 2
1.	Community Engagement	
1.1	To lead and encourage effective local community engagement, ensuring that, embedded throughout the Council and its decision-making processes is a clear understanding of the need to engage with the local community about decisions which affect them. Such thinking to be reflected throughout the implementation of the terms of reference 1 to 8 detailed below.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
1.2	To champion and where possible enable the aspirations/comments/suggestions obtained from the community to have an impact on decision making and the way in which services are being delivered.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
1.3	To promote the social wellbeing of the Town and to facilitate and support local community and voluntary organisations within the framework of our Corporate Strategy	<ul style="list-style-type: none"> • Grants to Policy and Resources Committee • Strategic Management Overview to Committee • Operational Management to Town Clerk
1.4	To lead the drive for one Bognor Regis engaged community and to take responsibility for the reporting of Community Engagement with to those living and working in the Town.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
1.5	To identify different community sectors of place or interest not already involved in the engagement process to ensure all parts of the community are reached.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
1.6	To organise, and facilitate the methods of community engagement for participation by all Members of the Council, tailored to the specifics of the target community sectors when applicable.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
1.7	To organise and facilitate the formation of Topic Teams with focus on specific issues as identified through community engagement.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
1.8	To review the outcome from all engagement activities and make suitable recommendations to Council or committee with reference to the Corporate Strategy.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
1.9	To regularly assess the delivery of engagement to identify strengths and weaknesses and required resources from within the Council to ensure effective engagement	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk

2.	Environment	
2.1	To promote the environmental wellbeing of the Town	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
2.2	Issues involving ancient monuments & areas of archaeological interest	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
2.3	To approve & action any Environmental Audits	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
2.4	To promote environmental awareness	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
2.5	To lead work in partnership on sustainability and transition for the Town	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
2.6	To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, S40	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk

3.	Environmental & Public Health	
3.1	Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
3.2	Power to deal with ponds & ditches, Public Health 1936, S260	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
3.3	To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, animal welfare issue,	<ul style="list-style-type: none"> • Petitions to Committee • Town Clerk in other cases
3.4	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)	<ul style="list-style-type: none"> • Committee • Town Clerk in consultation with Chairman in cases of urgency
3.5	Waste & recycling	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
4.	Personal Health	
4.1	To work with partner organisations to improve the health of people in the Town	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
4.2	To improve access to services which can contribute to health	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
4.3	To promote healthy living	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
4.4	Contribute to the development of and co-ordination of NHS services	<ul style="list-style-type: none"> • Committee for strategic management overview • Town Clerk for operational management
5.	Children and Young People	
5.1	Support public and community services and facilities for the young	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
5.2	Co-ordinate the involvement of children and young people in decision making	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
5.3	Support to children and young people in their communities	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
6.	Public Realm & Public Facilities	
6.1	Provision of litter receptacles, Litter Act 1983, S5&6	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
6.2	Provision and maintenance of street furniture and directional signs in the public realm .	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
6.3	Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
6.4	Power to provide & maintain public conveniences, Public Health Act 1936, S87, including partnerships for community provision.	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk
6.5	Power to provide baths & washhouses under Secs 221, 222, 223 & 227 of Public Health Act 1936.	<p>Committee for strategic overview Town Clerk for operational management</p>
6.6	To promote and support floral and planting Initiatives, Local Government Act 1972. S144	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational management to Town Clerk

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

JOINT CONSULTATIVE

SUB-COMMITTEE (STAFFING)

Adopted by the Council at its Meeting held on **22nd May 2023**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

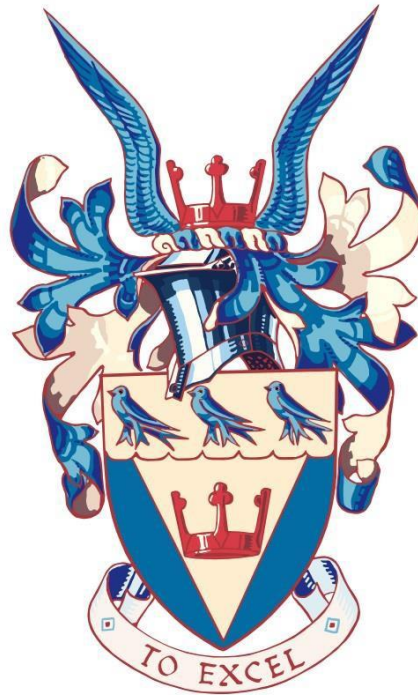
This is a Sub-Committee of the Policy and Resources Committee

Member representation on the Joint Consultative Sub-Committee (Staffing) shall comprise: Town Mayor and Deputy Town Mayor, Chairman of Policy and Resources Committee and Group Leaders from the political groups

Staff representation on the Joint Consultative Sub-Committee (Staffing) shall comprise: Town Clerk, Assistant Clerk and the Civic & Office Manager

Quorum 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. All matters relating to Terms and Conditions of Employment2. Issues of Health and Safety and Accommodation3. Training & Development4. Pensions5. Duty of Care	<ul style="list-style-type: none">• To discuss and recommend to Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on **22nd May 2023**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

9 Members of the Authority

Quorum = 3

Introduction

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Definitions

- **“Management Overview”:** To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- **“Operational Management”** That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1	Delegation of Functions Column 2
1 Planning and Development Control To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
2 Referring any Planning enforcement issue to the principal Council	<ul style="list-style-type: none"> • Town Clerk
3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
4 To comment on Tree Preservation applications or the making of Orders	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
5 To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies	<ul style="list-style-type: none"> • Committee, except Local Plan and strategic Regeneration sites which are reserved for Council
6 To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
7 To make observations on Hazardous Substance applications	<ul style="list-style-type: none"> • Committee

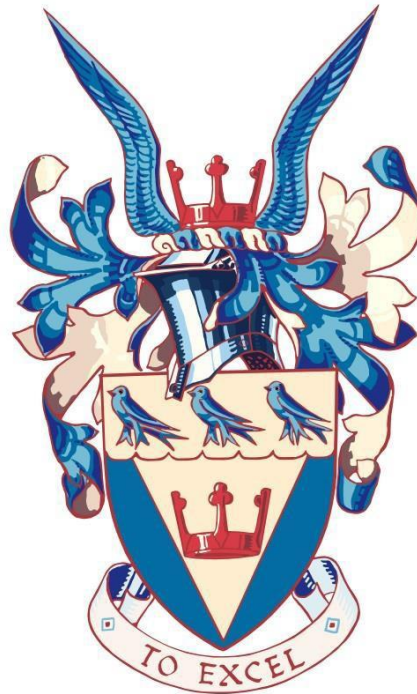
8	Responding to consultations from adjoining parishes	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
9	Making observations on applications for amendments to planning and other related consents previously granted by any authority	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
10	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
11	Making observations on applications and other actions	<ul style="list-style-type: none"> • Committee

	in relation to hedge rows	<ul style="list-style-type: none"> Town Clerk if observation would be out of time, after consultation with Members
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> Committee
14	Making observations on highways consultations including all on-road issues, on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> Committee
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> Town Clerk in the case of an emergency, or following consultation with Members
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> Strategic Management Overview to Committee Operational Management to Town Clerk
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 S3: Highways Act 1980, S301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> Strategic Management Overview to Committee Operational Management to Town Clerk
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> Committee
22	Responding to consultations on community assets	<ul style="list-style-type: none"> Committee
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> Committee within Council Policy
24	Highways & Transport	
24.1	Power to maintain footpaths & bridleways	<ul style="list-style-type: none"> Strategic Management Overview to Committee Operational Management to Town Clerk
24.2	Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives	<ul style="list-style-type: none"> Strategic Management Overview to Committee Operational Management to Town Clerk
24.3	Improve off street parking	<ul style="list-style-type: none"> Strategic Management Overview to Committee Operational Management to Town Clerk
24.4	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> Strategic Management Overview to Committee Operational Management to Town Clerk
24.5	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> Strategic Management Overview to Committee Operational Management to Town Clerk
24.6	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> Strategic Management Overview to Committee Operational Management to Town Clerk
24.7	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> Strategic Management Overview to Committee Operational Management to Town Clerk
24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> Strategic Management Overview to Committee Operational Management to Town Clerk

24.9	To support approved community transport schemes.	<ul style="list-style-type: none">• Strategic Management Overview to Committee• Operational Management to Town Clerk
24.10	Making observations on transportation consultations	<ul style="list-style-type: none">• Committee under the direction of Council• Grants to Policy and Resources Committee

Draft

24.11	Power to erect flagpoles in highway land. Highways Act 1980, S144	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk
26.	Bus Shelters	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> • Strategic Management Overview to Committee • Operational Management to Town Clerk • Power to make contribution, within budget to Committee
27.	Neighbourhood Planning	
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> • Management overview to Committee
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	<ul style="list-style-type: none"> • Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on **22nd May 2023**

BOGNOR REGIS TOWN COUNCIL

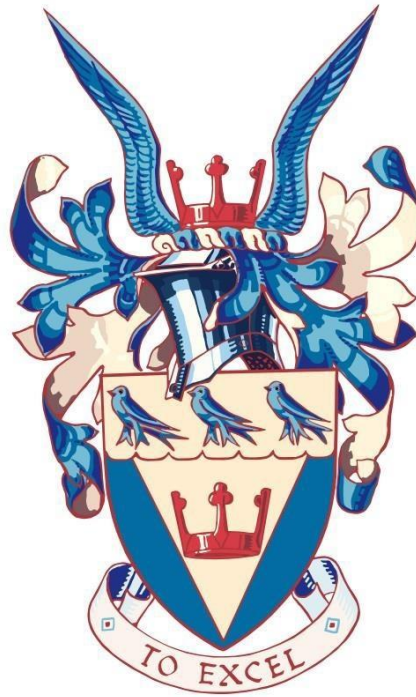
TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

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

9 Members of the Authority and co-opted Members

Quorum = 3

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM

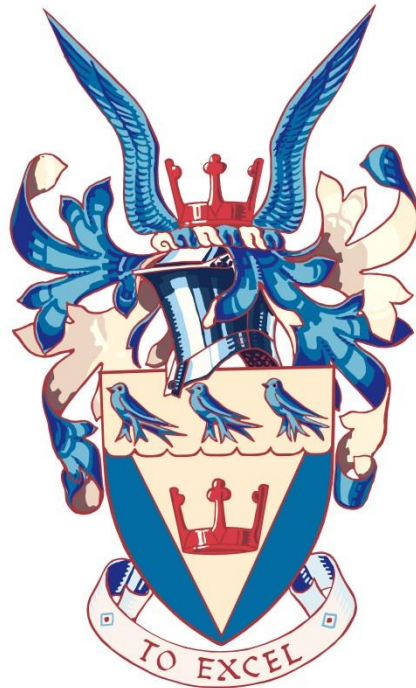
WORKING GROUP

Adopted by the Council at its Meeting held on **22nd May 2023**

TERMS OF REFERENCE: BOGNOR REGIS IN BLOOM WORKING GROUP

6 Members of the Authority and co-opted Members

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BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

**BOGNOR REGIS HERITAGE & ARTS
PARTNERSHIP BOARD**

Adopted by the Council at its Meeting held on **22nd May 2023**

BOGNOR REGIS TOWN COUNCIL

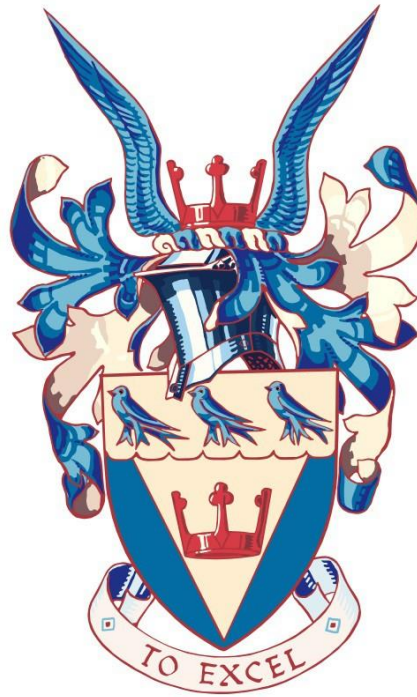
TERMS OF REFERENCE: BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD

This is a Working Group of the Policy and Resources Committee

Membership: Nominated representatives of the Bognor Regis Town Council and representatives of Community Stakeholders and interested parties.

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To create and promote an exciting, informative and accessible heritage and arts offer for all2. To establish a strong heritage and arts sector in Bognor Regis by partnership working3. To develop, protect and promote a greater understanding of Bognor Regis heritage and arts4. To liaise and comply with all statutory legislation and other requirements imposed by the Principal Authority, Arun District Council	<ul style="list-style-type: none">• Board to make recommendations to the Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BEACH & SEA ACCESS

TOPIC TEAM

Adopted by the Council at its Meeting held on **22nd May 2023**

BOGNOR REGIS TOWN COUNCIL

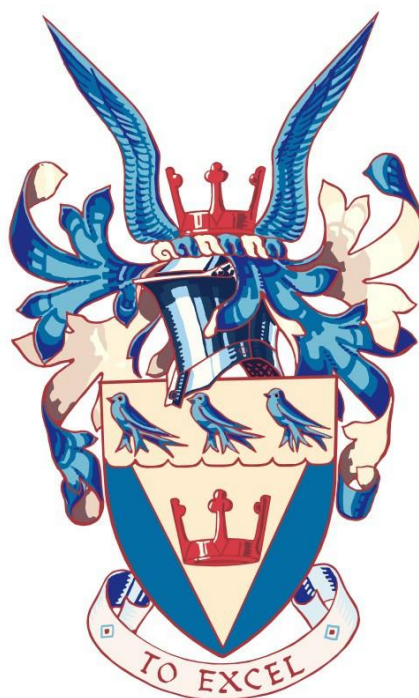
TERMS OF REFERENCE: BEACH & SEA ACCESS TOPIC TEAM

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

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

Quorum = n/a

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

CLIMATE EMERGENCY FOCUS GROUP

Adopted by the Council at its Meeting held on **22nd May 2022**

BOGNOR REGIS TOWN COUNCIL

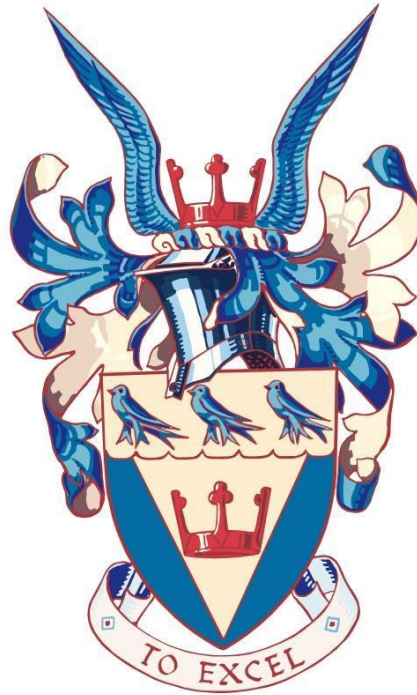
TERMS OF REFERENCE: CLIMATE EMERGENCY FOCUS GROUP

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

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

Quorum = N/A

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



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

YOUTH PROVISION

STEERING GROUP

Adopted by the Council at its Meeting held on **22nd May 2023**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: YOUTH PROVISION STEERING GROUP

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

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

Quorum = n/a

Function of Steering Group Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To consult with youth providers within Bognor Regis and the wider area2. To encourage collaborative working where possible and to share best practices3. To liaise with statutory bodies to undertake a multi-agency approach towards safeguarding young people and where necessary signpost to the correct authority	<ul style="list-style-type: none">• Steering Group to make recommendations to Community Engagement and Environment Committee on all functions

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 27th MARCH 2023**

AGENDA ITEM 10 – GRANT AID – ANY UPDATE ON OUTSIDE REPRESENTATIVES ENGAGEMENT WITH ORGANISATIONS AS A CONDITION OF THEIR AWARDS – MIN. 129 REFERS

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

Arun Arts Ltd – Grant Aid Awarded (conditionally) - £6,000:

Members will recall that at the Extraordinary Meeting of the Policy and Resources Committee on 31st October, at which 2023 Grant Aid applications were discussed, Members agreed to earmark £6,000, for Arun Arts Ltd, to support them during the closure of the Alexandra Theatre. This was pending wider conversations with ADC, to ensure Arun Arts Ltd survived the closure period of the theatre, which was estimated at 18 months/2 years (Min. 80 refers).

At the last Policy and Resources Committee Meeting on 30th January 2023, it was further reported that “A meeting with the Chairman of Arun Arts is being arranged and once Officers have further information Members will be updated to enable a decision to be made in connection with release of the Grant Aid funds” (Min. 119.5 refers).

Following said Meeting, and as confirmed to Members of this Committee by the Town Clerk via email, Arun Arts Ltd have made the decision to withdraw their Grant Aid application.

Bognor and Arun Chess Club – Grant Aid Awarded (conditionally) - £250:

The condition placed upon releasing the £250 grant, as decided by Members at the Extraordinary Meeting of the Policy and Resources Committee on 31st October was that adequate bank statements were to be provided (Min. 80 refers).

Bank statements were received from Bognor and Arun Chess Club on 3rd January 2023.

Bognor Coastal Arts Trail – Grant Aid Awarded (conditionally) - £1,000:

When considering this application, Members agreed to place a two-part condition on release of funding, for this application.

The Civic & Office Manager forwarded the first response from the applicant, via email to all Members of this Committee on 27th February, which responded to the conditions as follows:

Condition 1 - "Funds should be spent entirely within the wards of Bognor Regis and are not used to fund any part of the Art Trail, in neighbouring Towns and Parishes".

Response from Bognor Coastal Arts Trail - "As mentioned in the original application, the Art Trail is along a 7-mile coastal strip from Pagham to Elmer. And whilst a proportion of artists live within the 5 Wards, the Art Trail will attract a lot of people into the Town Centre. They will either be visiting those artists within the Ward or stopping on their way through from Pagham to Elmer. Last year several people walked parts of the trail from Bognor along the promenade. This would mean town centre cafes, restaurants, shops and coffee huts along the prom will benefit from the extra footfall".

Condition 2 - "At least £500 of the awarded funds should be utilised on the POP! shop element of the event".

Response from Bognor Coastal Arts Trail – "I can confirm that the POP shop was provisionally booked in Sept last year to hold a weeklong preview exhibition for the Bognor Coastal Art Trail in 2023. At the time BID were unable to confirm the booking until they had been through the voting process to extend their term. Following the successful extension of their term on 14 February I emailed BID to request the week of 11th to 17th July 2023 again and am waiting a response. As far as I'm aware there will be no problem in us hiring the POP Shop for this exhibition".

Following the email response, which as stated above was forwarded to all Members, Bognor Coastal Arts Trail sent a further email on 1st March, at which point new information had been received from Bognor BID in relation to the discontinuation of the POP! Shop by Arun District Council, which affects condition 2 of the Grant.

Bognor Coastal Arts Trail stated in the email that they are "very keen on holding a preview exhibition to showcase the talent in the Bognor area", but that they would not be able to do this before 6th March, which was the timeframe given for all Grant Aid applicants, placed with 'conditions', to have satisfied these by.

They have therefore asked for Members to consider providing an extension to this time period, to allow them to source another venue or if another venue was not forthcoming, for Members to consider "allowing the funds be utilised for advertising the event to draw more people into the Town Centre".

Members have been sent all the above information, via email, and were asked to respond to the Civic & Office Manager, by Monday 13th March. Unfortunately, very few responses were received.

On Monday 20th March, Bognor Coastal Arts Trail sent another email, informing that Reynolds Furniture Store had offered their shop in the High Street, as a venue for the preview exhibition. This would be offered free of charge and as such, Bognor Coastal Arts Trail have suggested the £500 funding, which originally was to be used for the hire of a venue "could be used to promote the exhibition and art trail, which will draw more people into the town centre".

In their email, it was further suggested that a band could be hired to play in the High Street, on the opening day and that they would like to produce posters and flyers for the preview exhibition as well as place an advert in the local paper.

Bognor Regis Carnival Association – Grant Aid Awarded (conditionally) £4,500:

The condition set upon the award of this funding, was that a “non-voting Council Representative be appointed to participate at all BR Carnival Association Meetings”.

Cllr. Claire Needs is the appointed representative to the Carnival Association, and whilst she has been invited to two meetings, since this stipulation was put in place, unfortunately she has been unable to attend either meeting.

Cllr. Steve Goodheart, as reserve representative was also invited to the second meeting on 1st March, but was also unable to attend, due to a clash of meetings with ADC.

It was reported at the Council Meeting on 6th March 2023 (Min. 176.2 refers), that Cllr. Claire Needs is hoping to attend the next meeting of the Carnival Association, but that she hadn’t yet been forwarded any Minutes of the meetings which she had missed.

Bognor Regis Foodbank – Grant Aid Awarded (conditionally) £10,000:

As this was a Grant Aid award of over £5,000, it was stipulated that a “non-voting Council Representative be appointed to participate at all Bognor Regis Foodbank Meetings”.

As the Councillor appointed as representative to the Bognor Regis Foodbank, Cllr. Wayne Smith reported at the Council Meeting of 6th March 2023 (Min. 176.6 refers) that he had unfortunately missed the first meeting he was invited to attend, since the Grant Aid condition was put in place. He did however confirm that he will be meeting with Trustees of Bognor Regis Foodbank, in a subsequent meeting on 23rd March 2023.

Grandads Front Room CIC – Grant Aid Awarded (conditionally) £8,663.83:

As this was a Grant Aid award of over £5,000, it was stipulated that a “non-voting Council Representative be appointed to participate at all Grandad’s Front Room CIC Meetings”.

Cllr. Wayne Smith is the representative appointed to Grandad’s Front Room CIC, who confirmed at the Council Meeting on 6th March 2023 (Min. 176.6 refers) that he has attended a meeting with Danny Dawes, to receive an update on the current building works underway at their premises in the High Street.

Further to this update from Cllr. Wayne Smith, Grandads Front Room were emailed by the Civic & Office Manager on 8th March, seeking evidence to confirm that Grandads Front Room will soon once again be operational from its charity shop in the High Street, as a large proportion of the Grant Aid funding of £8,663.82 conditionally awarded is to “fund a “drop-in 'Front Room' inside our existing charity shop at Grandads Front Room CIC”, to include items such as iPads and refurbishment to facilitate this”.

The following response was received on 8th March, from Grandads Front Room:

"Grandads Front Room CIC is currently operating out of B.R.A.G., Claremont House, West Street, opposite the foodbank. We are operating as a warm space, community fridge, drop-in community space and storage for fundraising games. This means we are still open to all, and focused on helping our most deprived, vulnerable and struggling residents of Bognor Regis with food vouchers, white goods and other resources. We are in the process of renegotiating our lease at 2-4 High Street and hope to move back in once it is safe to do so (it is currently being refurbished in line with fire safety requirements). We are liaising with Cllr Wayne Smith on this and have met with him about our plans. We are intending to move back into the shop on 2-4 High Street by April, and have also been offered a different space nearby as a plan B. So we don't think there is any need to delay the grant payment".

On Saturday 18th March, Grandads Front Room forwarded an email to BRTC, from the landlord of the premises at 2-4 High Street, whereby it was explained that the freeholders, ISSO Properties Ltd are "happy to offer a new 10 year lease to Grandads Front Room having financially assisted in meeting the demands of the Fire Rescue Service to ensure the unit is compliant. The terms of the lease are to be determined."

Southdowns Music Festival – Grant Aid awarded (conditionally) £3,000:

The condition set upon the award of this funding, was that a "non-voting Council Representative be appointed to participate at all Southdowns Music Festival Meetings".

Cllr. Sandra Daniells, as the appointed representative, has attended regular meetings of the Southdowns Music Festival. Most recently updating Members at the Council Meeting on 6th March (Min. 176.4 refers) of the 'festival for a fiver' campaign, at which the festival hopes to raise extra funds for the running of the 2023 event.

UK Harvest – Grant Aid awarded (conditionally) £1,500:

UK Harvest are to be awarded their Grant of £1,500, subject to the following condition being met, that a "non-voting Council Representative be appointed to participate at all UK Harvest Meetings".

Since being made aware of this condition, the Town Council representative, Cllr. Steve Goodheart was invited to attend a 'supporters' reception' to receive a tour of the premises and to hear about the charity's plans for 2023. Unfortunately, Cllr. Goodheart had to give last minute apologies for this reception. The reserve representative, Cllr. Matt Stanley was therefore invited, but unfortunately was unable to attend.

However, the Mayor, Cllr. John Barrett had additionally been invited, in his formal capacity as 'Mayor' of the Town, confirming to the Civic & Office Manager that the visit he had undertaken, along with the Mayoress, had been very beneficial in learning more of the work of UK Harvest.

DECISIONS

Members are asked to **NOTE** that £6,000 Grant Aid funding, awarded to Arun Arts Ltd for 2023 and subsequently declined, will be returned to General Reserves as agreed at the Extraordinary Meeting of the Policy and Resources Committee held 31st October 2022 (Min. 80 refers).

Having received the required bank statements, do Members **AGREE** that Bognor and Arun Chess Club have met the condition placed upon them and, if so, further **RESOLVE** to **AGREE** that they be presented with a Grant Aid cheque for £250 at the Civic Reception on 28th March 2023?

Following a change in venue for Bognor Coastal Arts Trail, are Members satisfied that the conditions have been met and **RESOLVE** to **AGREE** that Bognor Coastal Arts Trail be presented with a Grant Aid cheque for £1,000 at the Civic Reception on 28th March 2023?

With Town Council appointed representatives having been invited to meetings, but unable to attend, do Members **AGREE** that Bognor Regis Carnival Association have met the condition placed upon them and, if so, further **RESOLVE** to **AGREE** that they be presented with a Grant Aid cheque for £4,500 at the Civic Reception on 28th March 2023?

With Town Council appointed representatives having been invited to meetings, but unable to attend, do Members **AGREE** that Bognor Regis Foodbank have met the condition placed upon them and, if so, further **RESOLVE** to **AGREE** that they be presented with a Grant Aid cheque for £10,000 at the Civic Reception on 28th March 2023?

Whilst the condition relating to a non-voting Council Representative being invited to Grandad's Front Room CIC Meetings has been met, the organisation is currently operating out of a different premises to that detailed in their Grant Aid application. Despite this, do Members **RESOLVE** to **AGREE** that they be presented with a Grant Aid cheque for £8,663.83 at the Civic Reception on 28th March 2023? If not, Members are asked to **AGREE** that the money is either held in Earmarked Reserves whilst talks continue, or else the Grant Aid award withdrawn, and the funds returned to General Reserves.

With the Town Council appointed representative having been invited to meetings, do Members **AGREE** that Southdowns Music Festival have met the condition placed upon them and, if so, further **RESOLVE** to **AGREE** that they be presented with a Grant Aid cheque for £3,000 at the Civic Reception on 28th March 2023?

With the Town Council appointed representative unable to attend the meeting to which they were invited, but with the Mayor in attendance, do Members **AGREE** that UK Harvest have met the condition placed upon them and, if so, further **RESOLVE** to **AGREE** that they be presented with a Grant Aid cheque for £1,500 at the Civic Reception on 28th March 2023?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 27th MARCH 2023**

**AGENDA ITEM 11 - TO RATIFY RELEASE OF 2023-2024 PARTNERSHIP
FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 3 OF 3),
BOGNOR REGIS REGENERATION BOARD, AND TOWN CENTRE WARDEN**

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Provision has been made by the Town Council for the following revenue partnership contributions in the 2023-2024 budget and as we are about to enter the next financial year, the Committee is asked to ratify the release of these partnership contributions as has been done at this time in previous years.

- £2,000 – CCTV
- £9,000 - Bognor Regis Seafront Lights (BRSFL) (year 3 of 3-year agreement)
- £4,500 - Bognor Regis Regeneration Board (BRRB)
- £21,000 – Town Centre Warden (Report from BID Co-Ordinator attached as **Appendix 1**)

DECISION

The Committee is invited to **RATIFY** the release of the 2023-2024 Partnership Funding of £2,000 for CCTV, £9,000 for BRSFL, £4,500 for BRRB, and £21,000 for Town Centre Warden, as agreed as part of the Town Council's budget provision for the next financial year.



Bognor Regis BID: Request to BRTC to ratify £21k allocation towards provision of Warden Service 2023-24

Date: 20th March 2023

Prepared by: Heather Allen, BR BID CO

Executive summary

Following the BID's successful outcome at ballot, the organisation is continuing to both deliver and develop its activity to reduce crime and anti-social behaviour that ultimately benefits all town centre users. This will result in additional costs that cannot be borne without increased funding support from stakeholder partners for activity. Ongoing provision of a highly visible warden is one element of the BID's crime and anti-social behaviour reduction activity and provision under its Welcoming Town Objective.

Bognor Regis Business Improvement District (BID) is seeking Bognor Regis Town Council's (BRTC) support through ratification of the decision to commit £21,000 towards warden services in the town centre for 2023-24, as agreed by members at P&R Committee on 15.12.22. This will enable continuation of the enhanced **seven day a week** service from 1st September to the end of the 2023-24 financial year.

In response to the resurgence of early-stage discussion about the feasibility of partnership funded, district wide Business Crime Reduction measures, the BID asks Elected Members to accommodate a slight reframe of the BID's "match funding" referenced in the original request. In light of the emerging situation, rather than the appointment of a full time Business Crime Reduction Co-Ordinator, the BID will: continue to fund all reporting tools and data compliant structures and services for levy paying businesses, employ a part time Business Crime Reduction Engagement Officer, and continue investigations into funding an additional reporting tool to enable community members to report public realm issues across all wards quickly and easily, plus all management of the platform.

There would be no change to the allocation of BRTC funding, which would be specifically set against the provision of the warden service, with the additional benefit of seven day a week presence to the end of the 2023-24 financial year.

Background to funding of the warden service in context of all crime reduction activity

Since the 2018-19 financial year, BRTC has generously supported businesses and visitors to the town centre through a £10k per annum funding contribution towards a five day a week Community Warden. The warden's high-vis presence is reassuring for town centre visitors, acts as a deterrent to potential offenders and disrupts anti-social behaviour. The warden is trained to intervene in and diffuse situations and provides daily support through their interactions with businesses, the community and visitors to the town centre. The warden also works closely and proactively with Sussex Police's Neighbourhood Policing Team on a day-to-day basis. Intelligence provided by the warden and businesses is used to identify prolific offenders so that relevant agencies can take targeted action, with the overall aim of making Bognor Regis town centre a safe and welcoming place to work, shop, live and visit.

Majority funding for and management of the warden service is only one element of the BID's business crime reduction services and activities. In addition to the 2/3 warden costs, since 2018 the BID has funded and managed all elements of the data-protection compliant protocols and structure required for the warden to communicate with businesses and the police via a radio network, and the robust, data-protection compliant reporting tools for sharing sensitive information between the warden, businesses, Sussex Police and ADC's Anti-Social Behaviour Team.

All financial outlay on staffing, services and activity to reduce actual and perceived levels of crime and anti-social behaviour under the BID's banner must therefore be clearly understood as costs that **businesses** are paying. At present, total costs for crime reduction services and activity in the town centre, including the five day a week warden, equate to around £58,661 per annum. This is almost half (46%) of the total income available from BID levy of around £127,500.

Total annual costs for crime and anti-social behaviour reduction services:

<i>Cost elements</i>	CURRENT COSTS
<i>BCRP MANAGER / BID COO time value</i>	£ 9,120.00
<i>Annual DISC Licence - crime and ASB reporting app for businesses</i>	£ 1,140.00
<i>3 x Radio Hire - annual charge</i>	£ 800.00
<i>NABCP professional body membership</i>	£ 300.00
<i>12 x room hire for Business Crime Reduction meetings</i>	£ 720.00
<i>3rd PTY Data Platform</i>	£ 6,000.00
<i>BCRP Engagement - self employed - 8 hours per week</i>	£ 5,408.00
<i>WARDEN SERVICE (5 day / 40 hours,) * 52 weeks</i>	£ 35,173.00
<i>TOTAL COSTS of all Crime and Anti-Social Behaviour activity</i>	£ 58,661.00

Business crime reduction services are only one element of the BID's "Welcoming Town" objective, and the Welcoming Town Objective is only one of the BID's four core delivery objectives. While efforts to reduce crime and anti-social behaviour remain the number one priority for businesses, this annual financial commitment to one service element limits the BID's operational ability to deliver other business priorities that equally benefit the community and attract visitors, including: footfall-attracting events, improving the appearance of the town centre, promoting Bognor Regis as a seaside destination and ongoing provision of the two-hour parking disc scheme. In light of this, since January 2022 the BID has worked extensively with stakeholder partners to explore more equitable funding arrangements for crime and anti-social behaviour reduction services that benefit all town centre users. Unfortunately, efforts in 2022-23 ultimately resulted in no change to existing arrangements, with BRTC and ADC failing to agree on a partnership funded approach to warden provision and funding.

At BRTC's Policy & Resources Committee Budget Meeting for the 2023-24 financial year, Elected Members considered the BR BID's request to increase provision towards the five day a week (40 hours) Community Warden service, starting from 1st September in the 2023 – 2024 financial year. This would see BRTC's contribution increase from £10,000 to £21,000. The request was made in advance of the BID's impending ballot for a second term, and allowed for two outcomes:

- 1) That, in the event of a NO vote, town centre businesses and visitors would continue to benefit from a five day a week warden service, funded wholly by BRTC until the end of the financial year.
- 2) That, in the event of a YES vote, BRTC's enhanced contribution would fully fund the 5/7 warden provision from 1st September 2023 to 31st March 2024, enabling the BID to appoint a

full time Business Crime Reduction Co-Ordinator to manage all aspects of its crime reduction activities and develop the effectiveness of information sharing at a cost of £34,800 per annum.

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 subsequently 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.

Current request:

Following a successful outcome at ballot, the BID has secured a second, five year term which runs to 31st March 2028. As a result, the BID is asking BRTC to ratify the £21,000 funding towards warden provision to support businesses and the community in the town centre for the 2023-24 financial year.

Since the initial request for funding of £21k, there have been some changes affecting Business Crime Reduction activity across the district that, while still in very early stages, has resulted in the BID Board of Directors and business representatives from the Business Crime Reduction Partnership's Steering Group reviewing the appointment of a full time BCRP Co-Ordinator. At the time of writing, the situation is fluid and evolving, with resurgence of early-stage discussion about the feasibility of partnership funded, District wide Business Crime Reduction activity. Regardless of the outcome, Bognor Regis businesses' primary concern is for the retention of the warden service, with ongoing seven day a week provision.

The funding allocation approved by BRTC would be specifically targeted to the ongoing provision of the warden service, with the additional benefit of seven day a week presence. The BID is presenting only a reframe of the "match funding" included in the original proposal, which, rather than the appointment of a full time Co-Ordinator, the BID will: continue to fund all reporting tools and data compliant structures and services for levy paying businesses, employ a part time Business Crime Reduction Engagement Officer, and continue investigations into funding an additional reporting tool to enable community members to report public realm issues across all wards quickly and easily, plus all management of the platform.

A table showing costs for all crime and anti-social behaviour reduction services is shown overleaf. Please note that warden costs are shown for 30/52 weeks, due to the funding secured through the Safer Streets Fund, which ends on 31st August 2023.

2023-2024 costs for proposed crime and anti-social behaviour reduction services

Cost elements - specific to 2023-24 financial year (SSF warden funding secured to 31.08.23)	Costs: 2023-24 FY
<i>Annual DISC Licence</i>	£ 1,140.00
<i>3 x Radio Hire - annual charge</i>	£ 800.00
<i>NABCP professional body membership</i>	£ 300.00
<i>12 x room hire for BCR meetings (£60 per 2 hour bkg pcm * 12)</i>	£ 720.00
<i>3rd PTY Data Management</i>	£ 7,800.00
<i>BCRP Engagement - employed - (hrs * hrly rate * 1.2 * 52</i>	£ 6,240.00
<i>WARDEN based on (7 days is 56 hours) * 30 weeks (01.09.23-31.03.24)</i>	£ 28,408.80
<i>50% costs app including reporting tool for community to report public realm issues inc grafitti, litter, fly posting etc</i>	£ 4,500.00
Potential BRTC Contribution	-£ 21,000.00
TOTAL COSTS BORNE BY BUSINESSES (VIA BID)	£ 28,908.80

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 27th MARCH 2023**

AGENDA ITEM 12 - TO DISCUSS ANY IMPROVEMENT WORKS DEEMED NECESSARY TO THE SEAFRONT SHOWERS – MIN. 172 OF THE COUNCIL MEETING HELD 6th MARCH 2023 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DISCUSSION

At the Town Council Meeting held 6th March 2023, whilst discussing the leasing of the three seafront decking areas, discussion turned to the ownership and maintenance of the seafront showers, which many Members felt needed some attention. A Member felt that signage needed to be improved and questioned whether improvement work on the showers could be included as an agenda item at the next Policy and Resources Committee Meeting. The Chairman of the Committee, Cllr. Waterhouse, who was present at the Council Meeting was agreeable to this suggestion (Min. 172 refers).

Provision is made for the seafront showers under the Events, Promotion and Leisure Committee, with a budget of £250 for annual maintenance. Historically, this budget has been utilised to replace the push buttons on non-functioning showers at the start of each season. Therefore, in this instance, any further works suggested for the showers would potentially require a budget to be established.

It would be the Officer recommendation that, at this stage, Members discuss any works deemed necessary, with the matter referred to the next meeting to allow Officers time to look into Members suggestions and the costs, permissions etc involved.

DECISION

Do Members **AGREE**, having discussed any improvement works deemed necessary to the seafront showers, that the matter be **REFERRED** to the next Policy and Resources Committee Meeting to allow Officers time to look into Members suggestions and the costs, permissions etc involved?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 27th MARCH 2023**

AGENDA ITEM 13 - TO CONSIDER THE CRITERIA AND CONDITIONS TO BE MET IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS

REPORT BY THE TOWN CLERK

FOR DECISION

At the Policy and Resources Committee Meeting, held 30th January 2023, Members received a report advising that, 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, however, 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.

The report stated that it was 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, with an item on the next Agenda for confirmation of the criteria and decision as to which event organisers should be invited to apply this year (Min. 133 refers).

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

Last years' considerations for release of this further grant included: -

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

AGENDA ITEM 13

In recognising the importance of increasing footfall by encouraging people back into the Town, last year it was agreed that the qualifying Grant Aid recipients be written to and invited to apply for this additional funding, up to the value of the Grant Aid award previously received, whereby they would be asked to explain what they would do differently, or what extra element they would bring to their event, if successful in securing additional funding. They were also encouraged to put forward one or more differently costed options to enhance their event so that when considering the applications, the Town Council could seek a maximum return for the investment.

The established events in the town run by organisations that are supported through the Town Council's Grant Aid process for 2023 include: -

Carnival

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

Southdowns Folk Festival

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

As explained in the report to Members at the January Meeting, having looked at the list of potential recipients, it may not be possible to fully utilise this proportion of match-funding as initially recommended for this purpose. The final allocation of the match-funding will therefore need to be considered with any remaining funds going into Earmarked Reserves to be used next year.

DECISION

Members are asked to **AGREE** the criteria for this match-funding, to enable Officers to contact qualifying Grant Aid recipients to invite their applications.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 27th MARCH 2023**

**AGENDA ITEM 14 - TO RECEIVE AN UPDATE ON UK SHARED
PROSPERITY FUND – MIN. 134 REFERS**

REPORT BY THE TOWN CLERK

FOR INFORMATION

As reported to Members at the Policy and Resources Committee Meeting, held 30th January 2023, notification had been received that the relevant panel at ADC had met on 12th January and looked at each UK Shared Prosperity Fund (UKSPF) bid in detail. BRTC's submissions, in relation to the Bike Project, and the Lighting Project, had been supported in principle, pending further information and clarification. Members were advised that Officers would be working on the Town Council's re-submissions, 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 (Min. 134 refers).

Following liaison work undertaken with various Officers at ADC, the panel reviewed the Town Council's projects and have agreed to support them in full with money allocated from the UKSPF.

Having been involved with the initial Expressions of Interest submitted to ADC for a share of the UKSPF, and subsequently kept updated on the progress of the Town Council's bids, Members will be asked to give full consideration to the Bike Project and Light Project, in terms of delivery and agreeing next steps, at a future meeting.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 27th MARCH 2023**

AGENDA ITEM 15 – TO RECEIVE ANY RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE IN RELATION TO THE PROPOSALS FOR UTILISATION OF THE £10K PUBLICITY/PROMOTION BUDGET – MIN. 113 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Policy and Resources Committee Meeting held on 15th December 2022, the following was discussed regarding the Publicity and Promotion Budget: –

"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."*

At the Events, Promotion and Leisure Committee held on 20th March 2023, Members received details of a new event proposed by the Bognor Regis Carnival Association and were asked to consider a request for funding from the Town Council. The letter received from the Carnival Association suggested that they did not believe there were plans for a similar event to take place over the proposed August Bank Holiday weekend. Officers made contact with Bognor Regis Seafront Lights to try and ascertain whether this was correct, however, the information received in response was contrary to what the Carnival believed to be the case.

Mindful that there was the potential for two similar events to be organised on the same weekend, subject to permissions from Arun District Council, Members nonetheless **AGREED** to **RECOMMEND** to the Policy and Resources Committee the following events/projects, which were shortlisted from a list of proposals submitted by Cllr. Brooks to utilise the £10,000 Publicity and Promotion Budget: –

- £1,500 - Bognor Regis Carnival Association to organise a Twilight Carnival on Sunday 27th August 2023
- £1,500 - Bognor Regis Seafront Lights to organise a walking night-time procession, during the Illuminations Gala weekend, on Sunday 27th August 2023

Whilst it was noted that these two events are proposed to take place on the same date, subject to approval by ADC, if both events go ahead then Members would be keen to see the two event organisers work in collaboration to enhance the August Bank Holiday Weekend.

- £2,000 - Halloween 'Scare' Train Event to enhance the Town Council's planned activities in Hotham Park during Half Term
- £1,500 - 3 x Bandstand Music Events similar to those organised by the Town Council in partnership with the Rotary Club
- £500 - A combined Bognor Regis In Bloom and Allotments Presentation Event
- £600 - Monthly Social Media Geocaching Competition with prizes
- £1,000 - Town decoration support for the Coronation with Union flags/bunting and any stress testing of catenary wires required
- £2,500 - Support for Bognor Regis Concert Band, by appointing them as the Town Council's preferred band, with provision made for uniform incorporating Town Crest

The Events, Promotion and Leisure Committee Members acknowledged that the total of these events/projects amount to £11,100, and that potentially not all proposals could be agreed by the Policy and Resources Committee.

Subsequent to the Events, Promotion and Leisure Committee Meeting, Bognor Regis Carnival Association emailed the Town Clerk to thank the Committee for discussing their proposed event and explained that the reason for applying was to make sure that Bognor Regis did not lose another important and popular event. However, having watched the Committee meeting online, they now realised that Bognor Regis Seafront Lights were, in fact, planning to hold a "Walking Lit Parade" event on the August Bank Holiday weekend. Therefore, Bognor Regis Carnival Association have said that they are happy to bow out and leave Seafront Lights to their plans. In closing, Carnival Association have said that if, in the future, Seafront Lights do decide that a Lit Parade is not for them, then the Association would be happy to revisit a Twilight Carnival.

DECISIONS

Having considered the recommendations from the Events, Promotion and Leisure Committee, and in light of the Carnival Association withdrawing their request, Members are asked to **RESOLVE** to **AGREE** which of the following proposals, and the relating expenditure, should be funded from the Publicity and Promotion Budget of £10,000 for 2023-24: -

£1,500 for Bognor Regis Seafront Lights?

£2,000 for Halloween 'Scare' Train Event?

£1,500 for 3 x Bandstand Music Events?

£500 for a combined Bognor Regis In Bloom and Allotments Presentation Event?

£600 for monthly Social Media Geocaching Competition?

£1,000 for Town decoration support for the Coronation with Union flags/bunting and any stress testing of catenary wires required?

£2,500 for support for Bognor Regis Concert Band?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 27th MARCH 2023**

**AGENDA ITEM 16 - TO REVIEW THE USE OF VARIABLE DIRECT DEBITS
STANDING ORDER MANDATES AND BACS PAYMENTS AS REQUIRED UNDER
6.6, 6.7 AND 6.8 OF THE FINANCIAL REGULATIONS**

REPORT BY THE TOWN CLERK**FOR DECISION**

Clauses 6.6, 6.7 & 6.8 of the Town Council's Financial Regulations require this Committee to reapprove the use of variable Direct Debits, Standing Order Mandates and BACS payments at least every two years.

The Town Council currently has no regular payments made using BACS.

The list below summarises all of the Direct Debits and Standing Order Mandates in force as at 1st March 2023 and Members are invited to **APPROVE** these for continued future use.

ADC	Direct Debit	Business Rates for Lock Up
Adobe	Direct Debit (Card)	Software fee
BNP Paribas	Standing Order	Copier Lease
British Gas	Direct Debit	Energy charges
BT	Direct Debit	Broadband Charges
Everflow Water	Direct Debit	Water for Lock-up/Allotments
F P Mailing	Direct Debit	Franking Machine/Postage
ICO	Direct Debit	Data Protection Fees
Limpio Office Solutions	Direct Debit	Printer/copier toner
National World Publishing	Direct Debit	Subscription Bognor Observer
Portsmouth Communications	Direct Debit	Phone charges
PWLB	Direct Debit	Loan repayments
SSE	Direct Debit	Street Lighting
Telefonica UK Ltd/O2	Direct Debit	Mobile Phone charges
Vodafone	Direct Debit	Mobile Phone charges
Worldline IT Services UK Ltd	Direct Debit	Fuel Charges
WPS Insurance/Hiscox	Direct Debit	Insurance
Zoom Video Comms	Direct Debit (Card)	Remote Meeting Platform

DECISION

To **APPROVE** the continued future use of the listed Direct Debits and Standing Order Mandates.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 27th MARCH 2023**

**AGENDA ITEM 17 - ROLLING CAPITAL PROGRAMME - TO RATIFY
EXPENDITURE OF £5,745 EXCLUDING VAT FOR REPLACEMENT
PROJECTOR FOR USE IN THE COUNCIL CHAMBER**

REPORT BY THE TOWN CLERK

FOR RATIFICATION

Members are invited to ratify the following expenditure: -

£5,745 excluding VAT for a replacement projector in the Council Chamber.

DECISION

The Committee is therefore invited to **RATIFY** the £5,745 excluding VAT expenditure for the item as noted above.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 27th MARCH 2023**

AGENDA ITEM 18 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF FEBRUARY 2023 - COPIED TO COUNCILLORS**

The financial reports for the month of February 2023 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 JANUARY AND FEBRUARY 2023 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 January and February 2023.

DECISIONS

To **NOTE** receipt of the financial reports for the month of February 2023.

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2023, 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 – 27th MARCH 2023**

AGENDA ITEM 19 - UPDATES TO: - PUBLICATION SCHEME & INFORMATION GUIDE; DOCUMENT RETENTION POLICY

REPORT BY ASSISTANT CLERK

FOR DECISION

A review of the following Council documents and policies has been undertaken and the following are now presented to the Committee for approval and recommendation to Council: -

Publication Scheme & Information Guide - Appendix 1

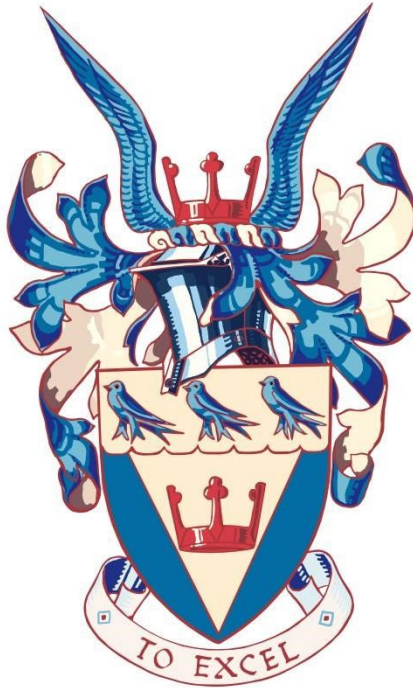
With the recommended additions as highlighted in red in the appendix to include updates within the Model publication scheme (Version 1.2) published in 2015.

Document Retention Policy - Appendix 2

With the recommended additions as highlighted in red in the appendix to include compliance with the Data Protection Act 2018.

DECISION

Do Members **AGREE** to **RECOMMEND** to Council the Adoption of the Policies as attached to this report as Appendices 1 and 2, subject to any alterations or amendments agreed at this Meeting?



BOGNOR REGIS TOWN COUNCIL PUBLICATION SCHEME

Adopted by the Council at its Meeting held on ???

Bognor Regis Town Council, as the first tier of local government for the Town, has a range of powers and provides a growing number of local services. It believes in openness and working closely with all of its communities of place and interest. It is also determined to involve as many of its citizens as possible in its decision-making processes. It has based this it's Publication Scheme on the statutory Model Publication Scheme for local councils and hopes it will help to develop a greater culture of transparency, awareness and understanding. It will be supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

The purpose of the scheme is to be a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish.

MODEL PUBLICATION SCHEME FREEDOM OF INFORMATION ACT

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

CLASSES OF INFORMATION:

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website **or when an individual does not wish to access the information by the website**, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

WRITTEN REQUESTS

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Please send requests to:

Town Clerk, Bognor Regis Town Council, The Town Hall, Clarence Road, Bognor Regis, West Sussex, PO21 1LD (Tel: 01243 867744) bognortc@bognorregis.gov.uk

BOGNOR REGIS TOWN COUNCIL: Publication Scheme- Information Guide (~~July 2013~~???)

Information available from Bognor Regis Town Council under its model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COPY COST INCLUDING POSTAGE
Class 1 – Who we are and what we do		
Where to find us - Location and map	On Website or in Hard Copy	£0.70
Committee Structure - Current only	On Website or in Hard Copy	£0.70
About the Town Council	On Website or in Hard Copy	£1.10
Council and Committee Membership & Terms of Reference (hard copy prices are per Committee/Group)	On Website or in Hard Copy	£1.00
Contact details for Councillors	Website, Hard Copy/Newsletter	£0.80
Staffing Structure	On Website or in Hard Copy	£0.70
Contact details for Town Clerk and Managers	Website, Hard Copy/Newsletter	£0.70
Ward details	On Website or in Hard Copy	£0.80
Class 2 – What we spend and how we spend it		
Financial Regulations - Current only	On Website or in Hard Copy	£1.60
Standing Orders for Contracts - Current only	On Website or in Hard Copy	£0.90
Approved Budget (including balances & Precept) - Current and previous 3 years	Hard Copy	£1.10
Approved Budget & Precept - One page summary	On Website	Nil
Treasury Management Policy - Current only	On Website or in Hard Copy	£0.80
Procurement Policy - Current only	On Website or in Hard Copy	£0.80
Grants & Funding Guidelines/Criteria - Current only	On Website or in Hard Copy	£0.80
Mayor's Allowance Scheme - Current only (from July 2015)	On Website or in Hard Copy	£0.80
Medium Term Financial Strategy - Current only (from July 2015)	On Website or in Hard Copy	£1.10
Annual Return Form and Report by Auditor - Latest or previous 3 years	Hard Copy	£1.60
Annual Accounts - Most recent and previous 3 years	Hard Copy	£1.60
Financial Management Report - From 2011 only	Hard Copy	£1.60

Borrowing Approval Letters - Within last 3 years (if applicable)	Hard Copy	£0.80
Grants received	Hard Copy	£2.60
Grants given - List for current financial year and 3 previous years	On Website or in Hard Copy	£2.60
List of current contracts awarded and value of contract	On Website or in Hard Copy	£2.60
Members' allowances and expenses	On Website or in Hard Copy	£1.60
Class 3 – What our priorities are and how we are doing		
Corporate Strategy 2016-2019 2019-2024 –“Back to the Best of Bognor”	On Website or in Hard Copy	£1.40
Communications & Marketing Policy	On Website or in Hard Copy	£1.10
Annual Report - Current and Previous 3 years	On Website or in Hard Copy	£1.10
Town Quality Status and Report - Current (if applicable)	On Website or in Hard Copy	£1.10
Extract from Business Plan - Current only (non-commercial information)	On Website or in Hard Copy	£3.60
Performance Management Report - Latest or previous end of year	On Website or in Hard Copy	£3.60
External Audit Report - Latest or previous 3 years as part of Annual Return, plus specific audit reports or letters	On Website or in Hard Copy	£1.10
Internal Report - Final or Interim (latest or previous 3 years)	On Website or in Hard Copy	£1.10
Class 4 – How we make decisions		
Extracts from Constitution - Current only	On Website or in Hard Copy	£0.70
Minutes of Annual Town Meeting - Latest and previous year	On Website or in Hard Copy	£1.40
Reports to Annual Town Meeting - Latest and previous 3 years	Hard Copy	£1.00
Timetable of Meetings (Council, Committee/Working Group Meetings and Town Meetings) - Current & last year	On Website or in Hard Copy	£0.80
Agendas of meetings - current & previous 3 years	On Website or in Hard Copy	£0.80
Minutes of meetings - current & previous 3 years)	On Website or in Hard Copy	£1.10
Reports presented to council meetings - current & previous 3 years - Nb. this will exclude information that is properly regarded as private to the meeting.	Hard Copy	£1.20
Responses to consultation papers	Hard Copy	£0.80
Responses to planning applications	Hard Copy	£0.80
Bye-laws - where applicable	Hard Copy	£1.40
Class 5 – Our Policies and Procedures		
Standing Orders	On Website or in Hard Copy	£1.70
Quality Policy (when adopted)	On Website or in Hard Copy	£0.90
Customer Care Policy (when adopted)	On Website or in Hard Copy	£0.70

Terms of Reference of Committees & Delegation Scheme (hard copy prices are per Committee/Group)	On Website or in Hard Copy	£2.60
Communications & Marketing Policy (when adopted)	On Website or in Hard Copy	£1.10
Members Code of Conduct & Social Media Policy for Councillors	On Website or in Hard Copy	£1.10
Officers Code of Conduct	On Website or in Hard Copy	£1.20
Member/Officer Protocol	On Website or in Hard Copy	£1.20
ICT Policy (when adopted)	On Website or in Hard Copy	£0.90
Environmental Policy	On Website or in Hard Copy	£0.70
Policies and procedures for the provision of services and about the employment of staff	Hard Copy	£1.60
Community & Social Policy	On Website or in Hard Copy	£0.80
Protection of Children & Vulnerable Adult Policy	On Website or in Hard Copy	£0.80
Equality Policy	On Website or in Hard Copy	£0.90
Health and Safety Policy	Hard Copy	£3.60
Current employment vacancies	On Website or in Hard Copy	£0.70
Job Descriptions & Person Specifications of current posts (where there are vacancies advertised)	On Website or in Hard Copy	£1.10
Publication Scheme & Information Guide	On Website or in Hard Copy	£0.90
Complaints Code & Procedure	On Website or in Hard Copy	£0.90
Information & Data Protection Policy	On Website or in Hard Copy	£0.30
Document Retention Policy	Hard Copy	£0.90
Schedule of charges for Services	Quote available by email	Nil
Flag Flying Policy (when adopted)	On Website or in Hard Copy	£0.90
Smoke Free Policy	On Website or in Hard Copy	£0.70
External Funding Policy	On Website or in Hard Copy	£1.00
Volunteers Policy	On Website or in Hard Copy	£0.80
Business Continuity Policy	On Website or in Hard Copy	£1.00
Employers Pensions Discretions Policy	On Website or in Hard Copy	£0.80

Class 6 – List and Registers		
Members Declaration of Acceptance of Office	Hard Copy	£0.70
Candidates at last election	Hard Copy	£0.90

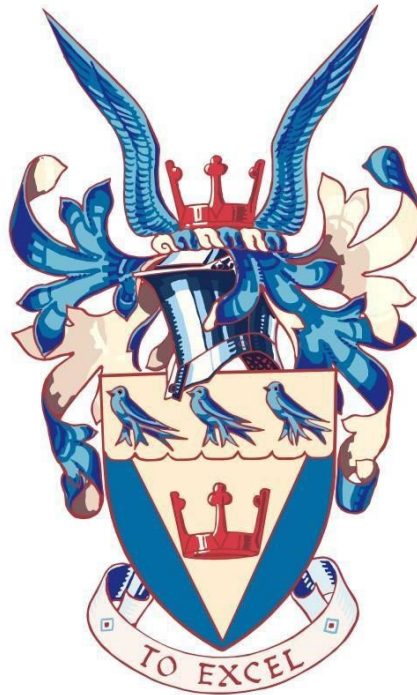
Assets Register - current and previous 3 years	Hard copy	£1.60
Register of members' interests	On Website or in Hard Copy	£0.80
Class 7 – The services we offer		
Old Records and Minutes Records	Inspection by appointment	Nil
Town Force	Quote available by email	Nil
Weather Reports from 1999 (cost per month of each year)	On Website or in Hard Copy	£1.00
Floral Displays	Quote available by email	Nil
Sea front concessions	Contact Arun District Council	Nil
Neighbourhood Plan progress	On Website or in Hard Copy	£1.00
Additional Information		
Glossary of Terms & Acronyms	On Website or in Hard Copy	£1.00
Newsletter - Most recent	On Website or in Hard Copy	£1.00
Visitor Guide - current	On Website or in Hard Copy	£0.70
Press releases - previous year only	On Website or in Hard Copy	£0.80
Information relating to the last Periodic Electoral Review of the Council's area	Hard Copy	£1.00
Events & Sponsorship	On Website or in Hard Copy	£0.80
Roundabout sponsorship	On Website or in Hard Copy	£0.80

SCHEDULE OF CHARGES - This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopy @ £0.10 per sheet (black & white)	Actual cost*
	Photocopying @ £0.20 per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class

*Please note, document charges are based on photocopy costs, however these may be varied where documents have to be compiled specially. In some cases, where a small number of documents only are requested, we may decide not to charge if the administrative cost of raising the charge is disproportionate.

Costs correct as at November 2016 **March 2023**.



BOGNOR REGIS TOWN COUNCIL DOCUMENT RETENTION POLICY

Adopted by the Council at its Meeting held on 12th January 2015 Updated

~~16th December 2016~~ ????

This Policy was adopted by Council on 12th January 2015, replacing the version of 9th September 2013, was updated on 16th December 2016 and further updated on ?????.

In the course of carrying out its various functions and activities, the Council collects information from individuals and external organisations and generates a wide range of data/information both electronically and in hard copy.

Retention of specific documents may be necessary to:

- Fulfil statutory or other regulatory requirements
- Evidence events/agreements in the case of disputes
- Meet operational needs
- Ensure the preservation of documents of historic or other value.

The untimely destruction of documents could cause the Council:

- Difficulty in defending litigious claims
- Operational problems
- Embarrassment
- Failure to comply with the Freedom of Information Act or General Data Protection Acts Regulations.

Conversely, the permanent retention of all documents is undesirable, and appropriate disposal is to be encouraged for the following reasons:

- There is a shortage of new storage space
- Disposal of existing documents can free up space for more productive activities
- Indefinite retention of personal data may be unlawful
- Reduction of fire risk (in case of paper records)
- There is evidence that the de-cluttering of office accommodation can be psychologically beneficial for many workers.

Modern day records management philosophy emphasises the importance of organisations having in place systems for the timely and secure disposal of documents/records that are no longer required for business purposes. Additionally, the Freedom of Information Act makes it important that the Council has clearly defined policies and procedures in place for disposing of records, and that these are well documented.

SCOPE & PURPOSE

The purpose of this policy is to provide a corporate policy framework to govern management decisions on whether a particular document (or set of documents) should either be:

- Retained - and if so in what format, and for what period; or
- Disposal of - and if so when and by what method.

Additionally, this policy seeks to clarify the roles and responsibilities in the decision-making process.

This policy is not concerned with the disposal/retention of unused materials (e.g. stocks of paper, unused forms and duplicated documents).

THE RETENTION/DISPOSAL PROTOCOL

Any decision whether to retain or dispose of a document should be taken in accordance with the following criteria:

- Has the document been appraised?
- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to evidence events in the case of dispute?
- Is retention required to meet the operational needs of the Council?

Where a retention period has expired in relation to a particular document a review should always be carried out before a final decision is made to dispose of that document. Such reviews need not necessarily be detailed or time consuming. Where the Managing Officer is familiar with the contents of the document or where the contents are straightforward and easily apparent then such an exercise may only take a few minutes.

In the event that a decision is taken to dispose of a particular document or set of documents, then consideration should be given to the method of disposal.

ROLES & RESPONSIBILITIES - MANAGING OFFICERS

Responsibility for determining (in accordance with the Retention/Disposal protocol mentioned above) whether to retain or dispose of specific documents rests with the individual Officer, in respect of those documents that properly fall within the remit or control of his/her responsibilities.

The rationale for this is that it is reasonable to both assume and expect that each Managing Officer should be broadly conversant with the types of documents received, generated and stored by his/her department.

Because of the clear benefits resulting from the disposal of unnecessary documentation, Managing Officers are expected to be proactive in carrying out or instigating audits of existing documentation that may be suitable for disposal.

Managing Officers may delegate the operational aspects of this function to one or more senior officers within their department. However, in doing so they should ensure that any such Officer is fully conversant with this Policy and is also familiar with the operational requirements of the Service in relation to document retention/disposal.

DISPOSAL

Disposal can be achieved by a range of processes:

- Confidential waste - i.e. making available for collection by a designated refuse collection service
- Physical destruction on site (paper records - shredding)
- Deletion - where computer files are concerned
- Migration of document to external body.

Managing Officers should take into account the following considerations when selecting any method of disposal:

- Under no circumstances should paper documents containing personal data or confidential information be simply binned or deposited in refuse tips. To do so could result in the unauthorised disclosure of such information to third parties, and render the Council liable to prosecution or other enforcement action

under the **General Data Protection Act Regulations**. Such documents should be destroyed on site (e.g. by shredding) or placed in the specially marked “Confidential Waste” refuse bins

- Deletion - the Information Commissioner has advised that if steps are taken to make data virtually impossible to retrieve, then this will be regarded as equivalent to deletion
- Migration of documents to a third party (other than for destruction or recycling) is unlikely to be an option in most cases. However, this method of disposal will be relevant where documents or records are of historic interest and/or have intrinsic value. The third party here could well be the Public Record Office (“PRO”). “Migration” can, of course, include the sale of documents to a third party. The Information Manager is happy to be a point of reference in cases where migration to the PRO or other external archive is considered a possibility.
- Recycling - wherever practicable disposal should further recycle in-line with the Council’s commitment to sustainable development and promoting an alternative waste disposal strategy.

Disposal should be documented by keeping a record of the document disposed of, the date and method of disposal, and the officer who authorised disposal. The documenting of disposal will be particularly important now that the Freedom of Information Act is in force.

DATA PROTECTION ACT 1998 GENERAL DATA PROTECTION REGULATION 2018

Managing Officers need to be aware that under the **General Data Protection Act Regulations** personal data processed for any purpose must not be kept for longer than is necessary for that purpose. In other words, retaining documents or records that contain personal data beyond the length of time necessary for the purpose for which that data was obtained is unlawful.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Record of disposal records	Destroy after 12 years	Common practice
Minute Books-Council & Committee/ Sub-Committee	Indefinite	Archive
Council/Committee meetings notices, agendas, reports & documents	Electronic archive after administrative use	Local decision
Working party agendas, reports	Archived indefinitely	Local decision
Minute-taking notes	Destroy after minutes approved	Local decision
Record of Officer decisions under delegated authority & background documents	Destroy after 6 years	Statutory (2014 Regulations)
Scales of Fees and Charges	6 years	Management
Receipt and payment(s) accounts	Indefinite, archive hard copy or electronic after 2 years	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books & Cheque stubs	Last completed audit year	Audit
Agreements between organisations & Partners	Destroy 6 years after expiry	Common practice
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Contracts & Tendering - all documents	Destroy 6 years after last action except under seal (12 years)	Part statutory

Building contracts	Life of building + 15 years	Statutory
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Budget & estimates Working papers	Permanent archive after 3 years 2 years	Statutory Local choice
Accounts & Audits Associated documents	Permanent archive after administrative use concluded Destroy after administrative use	Common practice
Petty cash, postage and telephone records	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Salaries and wages documents, Inland Revenues(tax & NI)	12 years	Superannuation
Insurance policies Claims	While valid & permanent archive Destroy after 7 years	Management
Insurance Certificates/Employers' Liability Certificates	40 years from date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite, archive after 5 years	Audit, Management
Loans	Destroy 7 years after loan repaid	Common practice
Title deeds, leases, agreements, contracts	Indefinite, archive after 5 years	Audit, Management
Register/file of Members allowances	6 years	Tax, Limitation Act 1980 (as amended)
For Halls, Centres, Recreation Grounds (if applicable) - applications to hire - lettings diaries - copies of bills to hirers - record of tickets issued	6 years	VAT
For Allotments - register and plans	Indefinite	Audit, Management

For Burial Grounds (if applicable) <ul style="list-style-type: none"> - Register of fees collected - Register of burials - Register of purchased graves - Register/plan of grave spaces - Register of memorials - Applications for interment - Applications for right to erect memorials - Disposal certificates - Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (Sl. 204)
Planning lists, plans & observations	Destroy after 2 years	Local choice
Statutory Development Plans	Destroy 5 years after expiry or when draft superseded	Local choice
Observations	Same	
Consultations on statutory functions e.g. Licensing, Highways	Destroy after 2 years	Local choice
Elections - Register & associated lists	Destroy after 4 years	Local choice (assume permanent record with A.D.C.)
Lists of candidates	Destroy after 4 years	Local choice (assume permanent record with A.D.C.)
Election results	Permanent	Local choice (assume permanent record with A.D.C.)
Member contact details	As long as remain a member of Council	Common practice
Representation - list of members representing the Council on outside bodies	6 years	Local choice
Political party papers	3 years	Common practice

Corporate plans, Strategies, policies Business plans, annual reports, asset reg	Permanent archive after superseded	Common practice
Personnel administration	Destroy 5 years after person leaves Authority (except staff working with children - 25 years)	Local choice & statutory
Recruitment & interview documents	1 Year	Equal opportunities claims
Staff team briefs	3 years	Common practice
Equality opportunities	Destroy 15 years after last action	Common practice
Health & Safety	Destroy 15 years after last action or after 6 years if superseded 40 years for asbestos & other occupational health records	Statutory & Common practice
Statutory returns to Government etc.	7 years	Common practice
Operating procedures	2 years after superseded	Local choice

Consultations of public & staff	Destroy after 5 years from closure	Common practice
Record of complaints against Council	Destroy after 6 years	Common practice
Freedom of information	Destroy after 5 years	Common practice
Reviewing the quality, efficiency, or performance of the Council	Destroy after 5 years	Common practice
Publicised work of the Council	One copy to permanent archive destroy others after administrative use	Common practice
Media Relations - records of interactions	Destroy after 3 years	Common practice
Marketing & promotions literature	Destroy after 6 years	Local choice
Civic & Royal events - records of	Permanent archive after administration use concluded	Common practice
Organising documents	Destroy after 7 years	Common practice
Making local byelaws, copies & procedures (if applicable)	Permanent archive after administrative use ended	Common practice
Administration/enforcement of byelaws	Destroy 2 years after conclusion of action	Common practice
Transport management	Destroy 7 years after disposal of vehicle	Common practice
Emergency planning & environmental issues Contaminated land	Destroy 7 years after administration concluded Indefinitely	Common practice

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 27th MARCH 2023**

AGENDA ITEM 20 - CORRESPONDENCE

FOR INFORMATION

- 1.** Clerks & Councils *Direct March 2023 issue*
- 2.** Royal British Legion Celebrating the Coronation 23.02.2023
- 3.** The Sussex Police and Crime Commissioner - Domestic abusers will be watched more closely – Circulated to all Councillors 24.02.2023
- 4.** NALC JOB LISTINGS – 27.02.2023
- 5.** Neighbourhood Alerts - Sussex Alerts Survey – Circulated to all Councillors and requested they respond 27.02.2023
- 6.** Sussex Alerts – Buying and selling a vehicle safely on line – Circulated to all Councillors and on Social Media 28.02.2023
- 7.** NALC EVENTS – Circulated to all Councillors 28.02.2023
- 8.** Office for National Statistics Research update: admin-based population estimates 28.02.2023
- 9.** Snowdrop Trust - Upcoming Events – Circulated to all Councillors 28.02.2023
- 10.** VAAC Funding Focus - March 2023 – Circulated to all Councillors 01.03.2023
- 11.** Mind Mental Health Awareness Week 01.03.2023
- 12.** NALC NEWSLETTER 01.03.2023
- 13.** WSCC Higher number of children offered first preference secondary school places in West Sussex – Circulated to all Councillors 01.03.2023
- 14.** Stonepillow's BIG Bake Off! Forwarded to Cllr John Barrett (Patron) 01.03.2023
- 15.** Sussex by the Sea Business Newsletter – 02.03.2023
- 16.** St Wilfrid's Hospice March e-newsletter – Circulated to all Councillors 02.03.2023
- 17.** WSCC proposed cycling and walking improvements in Felpham – Circulated to all Councillors 02.03.2023
- 18.** NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 03.03.2023
- 19.** VAAC E-bulletin – Circulated to all Councillors 03.03.2023
- 20.** West Sussex County Council: Met Office Level 2 Cold Weather Alert – Circulated to all Councillors 03.03.2023
- 21.** Sussex Alerts Met Office Level 3 Cold Weather Alert – Circulated to all Councillors and on Social Media 03.03.2023
- 22.** Arun & Chichester Citizens Advice February – Circulated to all Councilors 03.03.2023
- 23.** WSCC Cabinet Agenda 14.03.2023 – Circulated to all Councillors 03.03.2023
- 24.** The Sussex Police and Crime Commissioner – newsletter – Circulated to all Councillors 03.03.2023
- 25.** Twinning minutes for February and March Agenda – 04.03.2023
- 26.** Next International film at the Picturedrome – Circulated to all Councillors 05.03.2023
- 27.** Arun Weekly Bulletin – Circulated to all Councillors 06.03.2023
- 28.** The Clerk Magazine March 2023 issue 06.03.2023
- 29.** The Public Sector Deposit Fund fact sheet – 06.03.2023
- 30.** Sussex Alerts - Neighbourhood Watch's biggest recruitment drive in recent times launched – Circulated to all Councillors 06.03.2023

- 31.** West Sussex County Council: Met Office Level 3 Cold Weather Alert – Circulated to all Councillors 06.03.2023
- 32.** NALC EVENTS – Previously circulated to all Councillors 06.03.2023
- 33.** Arun & Chichester Citizens Advice – Southeast – upcoming event – Circulated to all Councillors 07.03.2023
- 34.** NALC NEWSLETTER – 08.03.2023
- 35.** Parish Online Newsletter #378 – 08.03.2023
- 36.** National Highways - A27 Chichester bypass - Stakeholder update March 2023 – Circulated to all Councillors 08.03.2023
- 37.** Alexandra Theatre Rejuvenation - Public Consultation Information – Circulated to all Councillors 9.03.2023
- 38.** NALC EVENTS – Circulated to all Councillors 09.03.2023
- 39.** Sussex Alerts - Safe Online Shopping – Circulated to all Councillors 09.03.2023
- 40.** The Regis News 10.03.2023
- 41.** Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 10.03.2023
- 42.** NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 10.03.2023
- 43.** Arun Arts Co Ltd – Newsletter March 2023
- 44.** WSCC News Release supporting the bid to tackle abuse and intimidation towards local councillors – Circulated to all Councillors 10.03.2023
- 45.** The Sussex Police and Crime Commissioner newsletter – Circulated to all Councillors 10.03.2023
- 46.** JOB LISTINGS – 13.03.2023
- 47.** Mrs Stinchcombe - Letter of condolence to Mr Stinchcombe (son) 13.03.2023
- 48.** West Sussex Mind News update – 13.03.2023
- 49.** Employment in local authorities, England and Wales: Census 2021 – 13.03.2023
- 50.** WSCC News Release A259 Bognor to Littlehampton highway infrastructure proposals – Circulated to all Councillors 13.03.2023
- 51.** Sussex Alerts March edition of OUR NEWS – Circulated to all Councillors and on Social Media 13.03.2023
- 52.** Hidden Disabilities - The 🌻 springs into March 13.03.2023
- 53.** NALC EVENTS – Previously circulated to all Councillors 14.03.2023
- 54.** West Sussex Mind Virtual session – 14.03.2023
- 55.** NALC NEWSLETTER – 15.03.2023
- 56.** Hidden Disabilities - Springing into March with the 🌻 – 15.03.2023
- 57.** NALC EVENTS – Previously circulated to all Councillors 16.03.2023
- 58.** VAAC E-bulletin – Circulated to all Councillors 16.03.2023
- 59.** Create your own Census 2021 datasets 17.03.2023
- 60.** Arun Weekly Bulletin – Circulated to all Councillors and on Social Media 17.03.2023
- 61.** ADC Traveller Season and movement around Littlehampton on Wednesday – Circulated to all Councillors 17.03.2023
- 62.** ARUN NEWSLETTER 35 – March 2023 Edition 17.03.2023
- 63.** CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 17.03.2023
- 64.** The Sussex Police and Crime Commissioner – Newsletter – Circulated to all Councillors 17.03.2023
- 65.** Sussex Alerts – Vehicle fraud and online shopping advice – Circulated to all Councillors 17.03.2023
- 66.** Arun & Chichester Citizens Advice - Southeast Net Zero 2023 Conference – Previously circulated to all Councillors 17.03.2023
- 67.** VAAC - Lithuanian Day – Circulated to all Councillors 17.03.2023

- 68.** Twinning Associated - Twinning minutes for March and April Agenda - 19.03.2023
- 69.** JOB LISTINGS – 20.03.2023
- 70.** WSCC – consultation of a proposed major highway enhancement scheme on the A259 Corridor – Circulated to all Councillors 20.03.2023
- 71.** Tyers Trust – Correspondence seeking grants/donations for any of the services on offer 20.03.2023
- 72.** BR Bid - recruiting for BID Directors 20.03.2023