



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 5th JUNE 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 5th June 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 30th DAY of MAY 2023

TOWN CLERK

AGENDA AND BUSINESS

1. To note the appointment of the Chairman and Vice-Chairman of the Committee as agreed at the Annual Town Council Meeting held on 22nd May 2023
2. Welcome by Chairman and Apologies for Absence
3. 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
4. To Approve the Minutes of the Meeting held on 27th March and the Extraordinary Meeting of 19th April 2023
 5. ADJOURNMENT for public question time and statements
 6. Clerk's report from previous Minutes
 7. Appointment of any Sub-Committees/Working Groups/Task & Finish Groups etc. including: -
 - Joint Consultative Sub-Committee (Staffing)
 - Bognor Regis Heritage & Arts Partnership Board
 8. To note the Terms of Reference as adopted at the Annual Town Council Meeting held 22nd May 2023 including: -
 - Policy and Resources Committee
 - Joint Consultative Sub-Committee (Staffing)
 - Bognor Regis Heritage & Arts Partnership Board
 9. Internal Audit - To consider the Internal Audit Report 2022-2023 (Final)
 10. To welcome the Town Council's Accountant, Mr. D. Kemp, to present the Annual Accounts for the year 2022/23
 11. Annual Governance and Accountability Return (AGAR) for year ended 31st March 2023 including: -
 - 11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2022/2023 (Page 3 of the AGAR) and to recommend approval to Council
 - 11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2022/2023 (Section 1 of the AGAR)
 - 11.3 To Recommend Approval to Council of the Annual Governance Statement for 2022/2023 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk
 - 11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2023 and agree that these be signed by the Chairman of the meeting of the Council approving the accounts and by the Town Clerk
 - 11.5 To consider the Accounting Statements for 2022/2023 (Section 2 of the AGAR)
 - 11.6 To Recommend Approval to Council of the Accounting Statements for 2022/2023 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation
 12. Grant Aid including: -
 - To consider the timeline for the application process
 - To review current guidelines/criteria, application form and amend if required
 - Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered
 13. To receive the Town Force Report

14. To consider and agree any financial commitment by the Town Council in relation to UK Shared Prosperity Fund – Min. 156 refers
15. To consider holding a Town Crier competition in 2024, and biennially going forward, following the success of the Town Crier 'Guild Championship' in 2022
16. To receive any recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for utilisation of the remaining Publicity and Promotion Budget – Min. 157 refers
17. To consider a request for funding towards the cost of the Mayor's Cadet badges
18. Notice of Motion (S.O.9.0) proposed by Cllr. P. Wells and referred to the Committee by Council (Min. 27 refers):
To discuss the implication and impact on the town centre and community with the announcement of two major banks closing in the centre of Bognor Regis, to seek further information and the possibilities of Bognor Regis becoming a location for a hub if further banks decide to close
19. To consider a request from Bognor Regis Museum for new location of the model bathing machine
20. To note Earmarked Reserves as at 31st March 2023 and consider return to General Reserves of those identified as no longer required for the specified purpose
21. Rolling Capital Programme – to ratify expenditure of £705 excluding VAT for a Dell Latitude 3000 series laptop for a new member of staff
22. Financial Reports including: -
 - To note Committee I&E Reports for the months of March and April 2023 - previously copied to Councillors. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 - To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 2023, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
23. Correspondence
24. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
25. Town Force: Note of outstanding debtors

Agenda item 25 will contain confidential items and require a resolution to exclude public & press.

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 5th JUNE 2023**

AGENDA ITEM 1 – TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 22nd MAY 2023

REPORT BY THE TOWN CLERK

FOR NOTING

At the Annual Town Council Meeting, held on 22nd May 2023, Members agreed that Cllr. Bob Waterhouse be appointed as Chairman of the Policy and Resources Committee for the 2023/24 municipal year and that Cllr. Paul Wells be appointed as Vice-Chairman.

DECISION

Members are asked to **NOTE** the appointment of Cllr. Waterhouse as the Chairman, and Cllr. Wells as Vice-Chairman, of the Policy and Resources Committee for the 2023/24 municipal year.



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TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 27th MARCH 2023

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett, A. Cunard (from Min. 144), Mrs. S. Daniells, J. Erskine (from Min. 147), S. Goodheart, W. Smith and Mrs. J. Warr

IN ATTENDANCE:

Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Cllr. J. Brooks in the public gallery
2 members of the public in the public gallery

The Meeting opened at 6.31pm

143. 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 who was on annual leave. No apologies had been received from Cllr. M. Stanley.

Cllr. Cunard arrived at the Meeting

144. 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 7 as a member of the Bognor Regis Heritage & Arts Partnership Board

145. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30th JANUARY AND THE EXTRAORDINARY MEETING OF 6th MARCH 2023

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 30th January and the Extraordinary Meeting of 6th March 2023, and these were signed by the Chairman.

146. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

Cllr. Erskine arrived at the Meeting

147. CLERK'S REPORT FROM PREVIOUS MINUTES

147.1 21st November 2022- Min. 94 – 2023 Town Newsletter

Delivery of almost 10,000 hard copies of the Council's annual Town Newsletter was completed by the second week of March. The full version of the Newsletter is available on the Town Council's website.

147.2 30th January 2023 – Min. 128 – Invitation to the CEO of Arun District Council following the AGM of Arun District Association of Local Councils

The draft Minutes of the ADALC AGM stated that ADC had acknowledged that staffing was an issue, and that recruitment of Officers was a challenge. The CEO of West Sussex Association of Local Councils suggested that parishes could offer assistance to ADC by working in conjunction with them to take on some functions. In response to this suggestion, the CEO of ADC, Mr. James Hassett, indicated that he would like to meet with representatives in person.

Following on from this, Members of the Town Council's Policy and Resources Committee 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. Mr. Hassett replied to the Town Clerk to say that "the recruitment issues that you refer to are within the Housing and Planning services. As you would be aware, any decisions to devolve services would need to be initiated by Arun District Councillors and there are no plans for such discussions at this time. I therefore do not believe that a meeting would be beneficial."

Since receipt of this response, Mr. Hassett has resigned his position as CEO of Arun District Council and it is, therefore, further unlikely that a meeting will be agreed.

148. TO RECEIVE THE TOWN FORCE REPORT

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

148.1 After a brief discussion about the current market price for a second-hand vehicle, Members unanimously **RESOLVED** to **AGREE** to replacing the Ford Escort van with a newer vehicle of a similar size, at a cost of approximately £20,000 plus VAT, funded from the Rolling Capital Programme.

148.2 Members were disappointed to learn that the footage of the bathing machine, filmed on Bognor Regis seafront, would no longer feature on The Great British Dig owing to the intended episode being so packed with finds made on the archeological dig. Members **AGREED** to ask Officers to contact the Production Company to ask whether the footage of the bathing machine could be provided to the Town Council for its use.

148.3 A Member drew attention to graffiti on the shutters of a shop front in Queensway, Bognor Regis, and was concerned that its appearance could cause more graffiti in the vicinity. The Assistant Clerk advised that she would bring the matter to the attention of the Town Force Manager.

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

The Assistant Clerk's report, including the related appendix, was **NOTED**.

Members unanimously **RESOLVED** to **AGREE** the recommendation, from the Bognor Regis Heritage & Arts Partnership Board, that £470 plus VAT be spent on security updates for the Bognor Regis Trails website.

150. TO RECEIVE ANY UPDATE FROM THE JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 19th JANUARY 2023 (IF AVAILABLE)

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

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

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

A Member shared how pleased he was with the overall end result, and the contribution made by Pete Cooper, which he found to be very supportive and positive.

With no further discussion, Members unanimously **AGREED** to **RATIFY** the proposed changes to the various Terms of References, without any further amendments, and **RECOMMEND** to Council that these be **ADOPTED**.

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

The Civic & Office Manager's report was **NOTED**.

152.1 A Member informed those present that they had personally made enquiries with Arun Arts Ltd to try and establish why they had withdrawn their application for Grant Aid funding. In response, Arun Arts Ltd had stated the reason behind their decision was owing to the appointment of a Town Council representative. The Member felt that it should be made clear to all Town Council representatives that their involvement with the organisations to which they may be appointed is in an observatory capacity with reports made back to Council.

Members **NOTED** 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).

152.2 Having received the required bank statements, Members unanimously **AGREED** that Bognor and Arun Chess Club had met the condition placed upon them and **RESOLVED** that they be presented with a Grant Aid cheque for £250 at the Civic Reception on 28th March 2023.

152.3 Whilst some Members felt less inclined to support funding for the Bognor Coastal Arts Trail event, as it was not entirely based within the wards of Bognor Regis, others felt that there were not many opportunities for local artists to exhibit and the event should, therefore, be supported.

Having noted the change in venue, as detailed in the report, Members **RESOLVED** 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.

- 152.4** Members unanimously **RESOLVED** to **AGREE** that Bognor Regis Carnival Association have met the condition placed upon them and that they be presented with a Grant Aid cheque for £4,500 at the Civic Reception on 28th March 2023.
- 152.5** Members **RESOLVED** to **AGREE** that Bognor Regis Foodbank had met the condition placed upon them and that they be presented with a Grant Aid cheque for £10,000 at the Civic Reception on 28th March 2023.
- 152.6** With the agreement of the Committee, the Chairman invited Danny Dawes from Grandad's Front Room, who was seated in the public gallery, to provide an update to Members in relation to the premises located in High Street, Bognor Regis. Danny detailed the improvement works currently being undertaken at the premises and, once a new 10-year lease was in place, hoped to re-open Grandad's Front Room in the High Street on 1st May 2023.

Members unanimously **RESOLVED** to **AGREE** that Grandad's Front Room be presented with a Grant Aid cheque for £8,663.83 at the Civic Reception on 28th March 2023.

- 152.7** With the Town Council appointed representative having been invited to meetings, Members unanimously **RESOLVED** to **AGREE** that Southdowns Music Festival had met the condition placed upon them and that, therefore, they be presented with a Grant Aid cheque for £3,000 at the Civic Reception on 28th March 2023.
- 152.8** Members were satisfied that UK Harvest had met the condition placed upon them and unanimously **RESOLVED** to **AGREE** that they be presented with a Grant Aid cheque for £1,500 at the Civic Reception on 28th March 2023.

153. 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

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

Cllr. Mrs. Warr declared an Ordinary Interest as a member of Bognor Regis Seafront Lights

Members unanimously **RESOLVED** to **RATIFY** the release of the 2023-2024 Partnership Funding of £2,000 for CCTV, £9,000 for Bognor Regis Seafront Lights, £4,500 for Bognor Regis Regeneration Board, and £21,000 for the Town Centre Warden service, as agreed as part of the Town Council's budget provision for the next financial year.

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

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

Discussion included the benefit of working showers with the suggestion made that it might be worth looking at what other seaside resorts offer in way of seafront showers.

A Member suggested that the Maintenance Budget of £250 be increased to £500 with the Town Clerk given Delegated Authority, in conjunction with the Chairman, to carry out the necessary repairs for this season.

With the issue of push buttons frequently needing to be replaced at the start of each season, Members considered the possibility of the showers being sensor operated with solar panels installed.

Cllr. Cunard left the Meeting

Members **RESOLVED** to **AGREE** that the Maintenance Budget for the seafront showers should be increased to £500 with the Clerk being given Delegated Authority to carry out the necessary repair works for this season and that Officers work on a feasibility report into solar powered showers with a report brought back to Members at a future meeting.

Cllr. Cunard returned to the Meeting

155. 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

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

Members agreed that the considerations upon which last year's further grant funding was released, were applicable to the match-funding on offer this year. The eligible event organisers for 2023, to whom Grant Aid had already been awarded, would need to meet the following: -

- 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.

Members unanimously **AGREED** that Bognor Regis Carnival Association and Southdowns Music Festival, as established events in the town that are supported through the Town Council's Grant Aid process for 2023, be written to and invited to apply for this additional funding, up to the value of the Grant Aid award previously received. 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 would also be encouraged to put forward one or more differently costed options to enhance their event so that when considering the applications, the Town Council can seek a maximum return for the investment. An Extraordinary Meeting of the Committee would then be arranged to consider these additional applications.

156. TO RECEIVE AN UPDATE ON UK SHARED PROSPERITY FUND – MIN. 134 REFERS

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

The Chairman stated that as there would be a financial commitment from the Town Council in accepting this funding, in order to progress the projects, the matter should be for the new administration to consider, after the local elections in May. This would, therefore, be included on a future agenda for further consideration.

157. 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

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

It was proposed and seconded to vote en bloc in relation to the following recommended proposals from the Events, Promotion and Leisure Committee, and the relating expenditure, to be funded from the Publicity and Promotion Budget of £10,000 for 2023-24: -

- £1,500 for Bognor Regis Seafront Lights to organise a 'Son et Lumiere' event on the August Bank Holiday
- £2,000 for Halloween 'Scare' Train event to enhance the Town Council's event in Hotham Park
- £1,500 for 3 x additional bandstand music events
- £500 for a combined Bognor Regis In Bloom and Allotments Presentation Event
- £600 for monthly social media Geocaching, competitions etc
- £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

Members unanimously **RESOLVED** to **AGREE** the recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for the utilization of the Publicity and Promotion Budget for 2023-24.

158. 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

The Town Clerk's report was **NOTED**, and Members unanimously **APPROVED** the continued use of the listed Direct Debits, Standing Order Mandates and other recurring payments.

159. ROLLING CAPITAL PROGRAMME – TO RATIFY EXPENDITURE OF £5,745 EXCLUDING VAT FOR REPLACEMENT PROJECTOR FOR USE IN THE COUNCIL CHAMBER

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

Cllr. Smith left the Meeting

Members **AGREED** to **RATIFY** the £5,745 excluding VAT expenditure, for a replacement projector for use in the Council Chamber, funded from the Rolling Capital Programme.

160. FINANCIAL REPORTS INCLUDING: -

160.1 To note Committee I&E Reports for the month of February 2023 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of February 2023.

160.2 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

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

Cllr. Smith returned to the Meeting

161. UPDATES TO: - PUBLICATION SCHEME & INFORMATION GUIDE; DOCUMENT RETENTION POLICY

The Assistant Clerk's report, and related appendices, was **NOTED** and Members **AGREED** to **RECOMMEND** to Council, with no amendments, the adoption of the updated Publication Scheme & Information Guide, and Document Retention Policy.

A Member suggested that the Council should consider the adoption of a Pregnancy Loss Policy and it was **AGREED** that this would be added to a future agenda with a draft policy presented to the Policy and Resources Committee for consideration of recommendation to Council.

162. CORRESPONDENCE

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

163. 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).

164. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 7.38pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
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MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON WEDNESDAY 19th APRIL 2023

PRESENT: Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett and Mrs. J. Warr

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. J. Brooks in the public gallery

The Meeting opened at 6.01pm

165. 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 Cllrs. Mrs. S. Daniells and S. Goodheart, who were on annual leave, and Cllr. W. Smith owing to family matters. No apologies for absence were received from Cllrs. Cunard, Erskine and Stanley.

166. 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

167. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

168. TO CONSIDER THE APPLICATIONS RECEIVED IN LINE WITH THE CRITERIA AND CONDITIONS SET BY THE COMMITTEE IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS – MIN. 155 REFERS

Following the Policy and Resources Committee Meeting held on 27th March 2023, the Town Clerk wrote to the two organisations that had been identified by Members, as being potential recipients of a share of the £12.5K match-funding that had become available, detailing the agreed criteria to be met, for the organisations to be considered.

With a closing date of Monday 17th April, the two organisations had submitted their applications, with proposals for new elements which, with additional funding, could enhance their events for 2023. The applications were tabled for Members consideration at the meeting.

Following some discussion, Members unanimously **AGREED** the two organisations would receive a share of the £12.5K match-funding, as detailed below and subject to certain conditions: -

Bognor Regis Carnival Association -

Members unanimously **AGREED** that £1,380 should be awarded to the Carnival Association for the provision of new elements to the existing event, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

Southdowns Music Festival -

Members unanimously **AGREED** that £3,000 should be awarded to Southdowns Music Festival for the provision of the two additional events, namely the 'Up & Coming' Music Stage and Southdowns Beer & Cider Festival as identified within their application, subject to the following conditions: -

- That should the event for which the Grant Aid has been awarded as detailed in their application not proceed, the grant must be returned to the Town Council.

Members noted that any remaining funds from ADC match-funding will be placed in Earmarked Reserves, to be utilised in the next financial year, as detailed in the report.

169. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (STAFFING)

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

170. TO NOTE THE SMALL SCHEDULED BODIES POOLING AGREEMENT VARIATION LETTER AND TO RATIFY ITS COMPLETION AND SUBMISSION TO WEST SUSSEX COUNTY COUNCIL

The Assistant Clerk's confidential report, and the related appendix, were **NOTED** and Members **RATIFIED** its completion and submission to West Sussex County Council.

The Meeting closed at 6.13pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 5th JUNE 2023**

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

REPORT BY TOWN CLERK

FOR DECISION & NOTING

· JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

Membership includes the following representatives: -

Mayor, Deputy Mayor, Chairman of the Policy and Resources Committee, Group Leaders, Town Clerk, Assistant Clerk and the Civic & Office Manager.

The proposed new appointments are therefore: -

Mayor - Cllr. F. Oppler

Deputy Mayor - Cllr. Miss. C. Needs

Chairman of Policy and Resources Committee - Cllr. B. Waterhouse

Group Leader – Liberal Democrats - Cllr. P. Wells

Group Leader - Independent - Cllr. J. Brooks

Group Leader - Labour - Cllr. R. Nash

Group Leader – A. N. Others - Cllr. P. Woodall

Town Clerk - Mrs. G. Frost

Deputy Clerk - Mrs. J. Davis

Civic & Office Manager - Mrs. R. Vervecken

DECISION

To **APPROVE** the membership of the Joint Consultative Sub-Committee (Staffing) as detailed above.

· BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD

Representatives to this Outside Body were appointed at the Annual Town Council Meeting held on 22nd May 2023 – Min. 11.5 refers.

New appointments are: -

Representative – Cllr. J. Brooks

Representative – Cllr. S. Goodheart

Representative – Cllr. J. Barrett

Representative – Cllr. N. Smith

Reserve – Cllr. B. Waterhouse

Reserve – Cllr. Mrs. G. Yeates

Reserve – vacant

Reserve – vacant

Membership also includes representatives of Community Stakeholders and interested parties.

DECISION

Members are invited to **NOTE** the membership of the Bognor Regis Heritage & Arts Partnership Board.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 5th JUNE 2023**

AGENDA ITEM 8 - TO NOTE THE TERMS OF REFERENCE AS ADOPTED AT THE ANNUAL TOWN COUNCIL MEETING HELD 22nd MAY 2023 INCLUDING: -

- **POLICY AND RESOURCES COMMITTEE**
- **JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)**
- **BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD**

REPORT BY THE TOWN CLERK

FOR NOTING

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, a thorough review of all the Council's Terms of Reference has been carried out in the last few months.

Following a number of Members Briefings, the proposed changes to the various Terms of Reference were considered at the Policy and Resources Committee Meeting, held 27th March 2023, where Members **AGREED** to **RATIFY** these, without any further amendments, and **RECOMMEND** to Council that these be **ADOPTED** (Min. 151 refers).

At the Annual Town Council Meeting, held on 22nd May 2023, Members **AGREED** to **ADOPT** the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), and Bognor Regis Heritage & Arts Partnership Board, without any further amendments (attached to this report as **Appendices 1 - 3**).

DECISION

Members are invited to **NOTE** the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), and Bognor Regis Heritage & Arts Partnership Board as detailed in the report.



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&R) 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 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.	· Committee
1.2	To advise Council on the need for new services and facilities and major changes in administration.	· Committee
1.3	To advise Council on new or revised policies.	· 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.	· 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 agree terms of reference of any sub-committees established by itself.	· Committee
2.	Resources	
2.1	To oversee and direct the use of financial and technological resources of the Council.	· 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.	· 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.	· 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"> · 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	· Committee
4.7	Powers to make grants for bus services or taxi concession	· Committee within any policy adopted by Council
4.8	To support a CAB for the Town, Local Government Act 1972, s 142	· Committee under the direction of Council · Grants to Policy and Resources Committee
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.	· Management Overview to Committee · Operational Management to Town Clerk
5.2	Amendments & updates to layout of website	· 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	· 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.	· Management Overview to Committee · Operational Management to Town Clerk
7.2	To monitor the progress of the Capital Programme.	· Management Overview to Committee · Operational Management to Town Clerk
7.3	Approval of Corporate Business Plan	· Committee · Town Clerk to determine underlying Action & Project Plans
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.	· Management Overview to Committee · Operational Management to Town Clerk · Approval of operational procedures to Town Clerk
7.5	To promote customer care and equality in service delivery and access.	· Management Overview to Committee · Operational Management to Town Clerk
8.	Communications / Public Relations and Marketing	
8.1	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	· Management Overview to Committee · Operational Management to Town Clerk
8.2	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)	· Management Overview to Committee · Operational Management to Town Clerk
8.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	· Management Overview to Committee · Operational Management to Town Clerk
8.4	To advise Council on adoption of a Publication Scheme, including Information Guide, and Information & Data Protection Policy	· Management Overview to Committee · Operational Management to Town Clerk
9.	Land & Asset Management	
9.1	Maintenance of the Asset Register	· Town Clerk (Chairman to verify annually)
9.2	Provision & management of office accommodation, other corporate property, land, and relevant fixtures and fittings	· Management Overview to Committee · Operational Management to Town Clerk
9.3	Provision of common land	· Management Overview to Committee · Operational Management to Town Clerk
9.4	Responsibility for energy conservation and disabled access in the Council's facilities.	· Management Overview to Committee · Operational Management to Town Clerk

9.5	Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings and land registration.	<ul style="list-style-type: none"> · Management Overview to Committee · Operational Management to Town Clerk
9.6	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 Power to provide and equip community buildings, Local Government Act 1972, S133	<ul style="list-style-type: none"> · Management Overview to Committee · Operational Management to Town Clerk
9.7	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"> · Management Overview to Committee · Operational Management to Town Clerk
10.	Audit	
10.1	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 brief.	<ul style="list-style-type: none"> · Committee · Town Clerk to support with operating procedures
10.2	To receive, approve and action audit reports.	<ul style="list-style-type: none"> · Committee generally, Council if change of policy required. · Council to receive external audit reports.
10.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> · Management Overview to Committee · Policies reserved for Council · Operational Management to Town Clerk
11.	Crime & Disorder	
11.1	Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> · Management Overview to Committee · Operational Management to Town Clerk · Management and maintenance of any CCTV.
11.2	To support initiatives of the Crime Reduction Partnership.	<ul style="list-style-type: none"> · Committee/ Town Clerk in accordance with Council direction.
11.3	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> · Committee
11.4	To liaise with the Police & Crime Commissioner	<ul style="list-style-type: none"> · Committee to respond to consultations · Operational Management to Town Clerk
11.5	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"> · Management Overview to Committee · Operational Management to Town Clerk
12.	Town Development	
12.1	To promote the economic wellbeing of the Town through partnership with the business and community sectors	<ul style="list-style-type: none"> · Management Overview to Committee · Operational Management to Town Clerk
12.2	Power to provide conference & other facilities	<ul style="list-style-type: none"> · Management Overview to Committee · Operational Management to Town Clerk
12.3	To promote regeneration in the Town	<ul style="list-style-type: none"> · Management Overview to Committee · Operational Management to Town Clerk
12.4	To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment	<ul style="list-style-type: none"> · Management Overview to Committee, in conjunction with Planning Committee · Operational Management to Town Clerk
12.5	To support skills & training for local businesses	<ul style="list-style-type: none"> · Management Overview to Committee · Operational Management to Town Clerk
13.	Personnel	
	To administer personnel matters on behalf of the Council after considering recommendations from the Joint Consultative Sub-Committee (Staffing)	<ul style="list-style-type: none"> · Management Overview to Committee · Operational Management to Town Clerk
13.1	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

13.2	To agree the pay and conditions of staff	<ul style="list-style-type: none"> · All other staff to Committee including payment of honoraria
13.3	Determination of individual grading issues and job Evaluation	<ul style="list-style-type: none"> · Committee, except Town Clerk reserved to Council
13.4	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> · Committee, including discretionary provisions of National Joint Agreement
13.5	Appointment of Staff	<ul style="list-style-type: none"> · Recommend appointment of Town Clerk to be endorsed by Council
13.6	Disciplinary matters under the Council's Disciplinary Procedure	<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 · 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&R and not previously connected to the process. · Dismissal of Town Clerk to be ratified by Council
13.7	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.
13.8	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
13.9	Approval of job descriptions & person specifications	<ul style="list-style-type: none"> · Town Clerk except Committee in the case of Town Clerk
13.10	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
13.11	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
13.12	Competence Procedure	<ul style="list-style-type: none"> · Town Clerk except Committee in the case of Town Clerk
13.13	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
13.14	Redundancy & Redeployment.	<ul style="list-style-type: none"> · Committee
13.15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> · Committee
13.16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> · Council
13.17	Health & Safety	<ul style="list-style-type: none"> · Committee for approval of Policy other than General Statement & Organisation which are reserved for Council · Management overview by Committee · Operational Management to Town Clerk on advice from consultants

13.18	Grievance Procedure	· Town Clerk except Committee in the case of Town Clerk
13.19	Administration of other Personnel procedures	· Town Clerk for all staff often delegated to direct manager.
13.20	Employee Development Review and assessment at end of Probationary period	· Mayor, P&R Chairman and one other Member of Committee for Town Clerk · Town Clerk except Committee in the case of Town Clerk
13.21	Training & Development Plan	· Town Clerk
13.22	To administer the Volunteers Policy	· Town Clerk to administer · Committee to monitor & recommend to Council
13.23	To administer the Child & Vulnerable Adult Policy	· Town Clerk to administer · Committee to monitor & recommend to Council
14.	Burial Facilities	
14.1	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	· Acquisition & provision reserved for Council · Management Overview to Committee · Operational Management to Town Clerk
14.2	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	· Management Overview to Committee · Operational Management to Town Clerk
14.3	Power to provide Mortuaries, Public Health Act 1936, S198	· Management Overview to Committee · Operational Management to Town Clerk
15.	Public Realm & Public Facilities	
15.1	Power to maintain, repair, protect & alter War Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133	· Management Overview to Committee · Operational Management to Town Clerk
15.2	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	· 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: Mayor and Deputy 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

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
POLICY AND RESOURCES COMMITTEE MEETING - 5th JUNE 2023

**AGENDA ITEM 9 – INTERNAL AUDIT – TO CONSIDER THE INTERNAL
AUDIT REPORT 2022-2023 (FINAL)**

REPORT BY TOWN CLERK

FOR INFORMATION

Copies of the Internal Audit Report 2022-23 (Final) is attached for Members' consideration – **Appendix 1**.

I am pleased to be able to report that no significant issues have been identified by the Internal Auditor during his recent reviews.

FOR INFORMATION ONLY

The Committee is invited to **NOTE** the Internal Audit Report 2022-23 (Final).



Bognor Regis Town Council

Internal Audit Report 2022-23 (Final update)

Stuart J Pollard

Director
Auditing Solutions Limited

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2022-23 financial year, undertaken during our on-site visits on 1st November 2022 and 27th April 2023, together with preliminary work at our offices in advance of those visits and subsequently following DCKs completion of the Council's accounts for the financial year. We thank the Clerk and her staff in assisting the process, providing all necessary documentation to facilitate the conduct of our review for the year.

Internal Audit Approach

In undertaking our review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the IA Certificate in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

Overall Conclusions

We are pleased to advise that, based on the work undertaken this year, the Council continues to maintain adequate and effective internal control arrangements with no issues identified warranting formal comment or recommendation.

Based on the satisfactory conclusions drawn from our review programme and testing of transactions for the year we have signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

We take this opportunity to remind the Clerk and Council of the need to ensure compliance with the website publication requirements as set out in the preface to the year's AGAR, also ensuring compliance with the timing requirements for publication of the "Notice of Public Rights".

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. DCK Accounting Ltd continue to provide the basic accounting function to the Council, which affords a higher level of security and results in greater segregation of duties than may otherwise have been achievable. The Council and contract accountants use the Omega accounting software to maintain the accounting records with a single cashbook in use for day-to-day transactions, together with a separate Mayor's Charity Account and surplus funds held in a CCLA Public Sector Deposit Fund (PSDF) account.

Consequently, we have: -

- Verified the accurate carry forward of opening balances in the financial ledger for 2022-23 to the detail in the 2021-22 Balance Sheet, Statement of Accounts and certified AGAR;
- Ensured that a comprehensive, meaningful and appropriate cost centre and nominal coding structure remains in place;
- Checked and agreed transactions in the main account cashbook to the underlying bank statements for April & September 2022, plus January and March 2023;
- Checked and agreed the full financial year transactions on the CCLA PSDF and Mayor's Charity accounts, due to the low volume of transactions;
- Verified the content and accuracy of bank reconciliations at 30th April & September 2022, plus 31st January and March 2023 noting that reconciliations continue to be reviewed by a nominated councillor who signs them off, together with the supporting bank statements in accordance with the Council's adopted Financial Regulations (FRs); and
- Ensured the accurate disclosure of the combined year-end cash and bank balances in the year's AGAR at Section 2, Box 8.

Conclusions

We are pleased to record that no matters arise in this area currently warranting formal comment or recommendation.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We note that both the SOs and FRs, together with the "Standing Orders for Contracts", were reviewed and re-adopted in September 2022. We have examined the resultant documents and consider them appropriate for the Council's present requirements.

We also take this opportunity to advise the Clerk and Council of a further recent revision to the Public Contract Regulations clarifying the value at which contracts must be published on the Government's Contract Finder website: the value is now clarified as £30,000 including VAT, which update we suggest is incorporated in the Council's SOs and FRs when they are next reviewed.

We have extended our review of the minutes of Full Council and Standing Committee meetings (except Planning and Licensing) reading those for the year and to date in 2023-24 as posted on the Council's website to ensure that no issues affecting the Council's financial stability either in the short, medium or longer term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred and are pleased to record that no such issues have been identified.

We are also pleased to note that the 2021-22 AGAR was "signed-off" by the external auditors with no issues raised, also noting the appropriate posting on the Council's website of the 2021-22 Notice of Public Rights to examine the Council's financial records for the requisite period of 30 working days.

Conclusions

We are pleased to record that no issues arise in this area this year: we shall continue to review the Council's approach to governance issues at future reviews, also continuing our review of minutes.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion that one would be anticipated;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have previously discussed with officers and the contract accountants the procedural controls in place over the receipt, verification and payment approval of invoiced expenditure, together with the release of funds and are pleased to record that they continue to operate effectively and in line with good working practice. Consequently, we have selected a sample of 46 payments processed in the financial year including one NNDR payment to Arun DC. The test sample totals £353,825 equating to 61% by value of non-pay related payments in the year including all payments in excess of £4,000 plus every 40th payment as recorded chronologically in the Omega cashbooks.

We note that VAT returns continue to be submitted quarterly filing them via the Omega software and have agreed detail of the final 2021-22 and first three quarterly reclaims for 2022-23 to the Omega accounts noting appropriate repayment by HMRC. We shall check the accuracy of the final quarter's reclaim and its repayment by HMRC at our first review visit for 2023-24.

Conclusions

We are pleased to record that no issues or concerns have been identified in this area warranting formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that similar arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We are pleased to note the completion of a formal review and re-adoption of the Council's financial risk register, recorded in the LCRS software, at the Council meeting in March 2023. We have reviewed the Overall Summary and Action Plan generated by the software and are pleased to note that only one area was considered a high risk, which we understand will be actioned during the course of 2023.

The Council is insured by Hiscox with cover effective to 23rd August 2023: we have examined the policy schedule noting that Employer's and Public Liability cover both stand at £10 million, together with Fidelity Guarantee cover at £500,000 all of which we consider appropriate for the Council's present requirements.

Conclusions

There are no matters arising in this area warranting formal comment or recommendation: we shall continue to monitor the Council's approach to risk management at future visits.

Budgetary Control & Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that, following due deliberation, the Council approved its budget and precept requirement for 2023-24 setting the latter at £1,009,819 at its meeting in January 2023.

We are pleased to note that periodic budget monitoring reports continue to be presented to and are considered by members and have examined the year-end outturn with no unidentified or unanticipated variances arising warranting further enquiry or explanation.

We note that, as at 31st March 2023, total reserves have increased to £1,398,679 (£1,324,269 at the prior year-end), comprising specific earmarked (EMR) items of £901,195 (£908,666 at 31st March

2022) the EMRs including £339,209 in a Capital Financing Reserve leaving a General Fund balance of £497,484 (£415,603 at 31st March 2022) which equates to approximately 4 months' revenue expenditure at the 2022-23 level, which sits comfortably within the generally recognised holding of between 3 and 12 months' such spending.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Review of Income

In considering the Council's sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span.

We note that members have approved appropriate fees / charges and allotment rents for 2022-23.

We are pleased to note that a very detailed allotment register is now in place in spreadsheet format, also noting at our final review visit that one or two rents remained unpaid where tenants were not renewing their tenancy. We also note a few instances where minor over and underpayments of rents (£1 or £2 only) had occurred: we understand that these are not being pursued being regarded as "de minimus".

We have made previous reference (2021-22 IA report) to an apparent imbalance between the value of plot deposits held as recorded in the allotment register and that recorded in the Omega accounts and are pleased to note that the two records are now in synch. We thank the "Allotments and In Bloom Officer" for providing a copy of the relevant control records.

We also note that a "Drive through time" classic car event is due to be held in the summer of 2023 and have reviewed the comprehensive control spreadsheet being maintained, with several "entrants" having already paid their fees in 2022-23, with no issues identified warranting further comment. We will revisit this area as part of our 2023-24 income review.

We have also reviewed the Sales Ledger "Unpaid accounts by date" report at the present date noting a few unpaid debts dating back to August 2022, some of which are being settled by instalments. We shall revisit this area at our first interim review for 2023-24 to ensure that full settlement of these outstanding debts has been made reporting the situation further at that time.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation this year, although we urge that the recovery of debts is monitored closely to ensure that none remain unpaid for an undue length of time.

Petty Cash Account

Whilst the amount spent through the Council's petty cash account is relatively low, we are required, as part of the annual AGAR IA certification process, to assess and sign-off on the soundness of controls in this area of the Council's financial activities.

The Council operates a petty cash scheme, with an agreed “imprest” holding of £300 which is “topped up” periodically during the year based on actual spending since the last reimbursement. A spreadsheet control record is maintained and acts as both the Omega nominal ledger posting document and the source document for re-imbursement. We have checked and agreed the expenditure incurred and repaid for a sample period ending in September 2022 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT has been separately identified for periodic recovery.

We have also checked the physical cash holding, together with un-reimbursed vouchers, on the day of our first review visit and are pleased to record that the combined value of cash and vouchers matched the £300 imprest holding.

The Clerk also holds a debit card for the current account should the need arise for electronic expenditure, including emergency payments or statutory requirements such as Land Registry applications. We have checked and agreed a small sample of these transactions as part of the previously referenced payments testing.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme with regard to employee contribution percentages. We have previously examined the payroll procedures in place and considered them generally sound again noting that production of the monthly payroll continues to be outsourced to West Sussex County Council who make the physical payments direct to staff, HMRC and the Pension Fund Administrators on behalf of the Council, recovering the gross salary costs each month (including employer’s contributions) by invoice.

Consequently, we have, by reference to the Clerk’s record of staff in post, the approved point on the NJC pay scale and contracted weekly working hours: -

- Agreed the gross salaries paid to each employee in October 2022;
- Verified the tax and NI deductions applied;
- Verified the pension deductions ensuring that they are in line with the nationally agreed percentages based on the gross salary being paid, noting that one or two employees have opted to contribute at the 50% rate; and
- Where staff are paid for overtime hours worked, agreed the payments made in October 2022 to the underlying timesheets, which we are pleased to note are signed by both staff and an independent certifying officer.

We note that the national pay award for 2022-23 was implemented with the November 2022 salary payments together with arrears backdated to 1st April 2022. We have, at our April review visit, checked a sample of staff salaries paid in March 2023 ensuring the accurate assimilation of staff to the revised salary scales with no issues arising.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment or recommendation this year.

Fixed Asset Registers

The Practitioner's Guide requires all Councils to maintain a formal register of its stock of assets. As in previous years, the contract accountants have maintained a detailed spread sheet record of the Council's asset stock identifying detail of the asset values (and depreciation applied), which forms the basis of detail in the detailed Statement of Accounts prepared for presentation to Council.

In line with the Practitioner Guide's asset value disclosure requirements, the cumulative depreciation charged in the year and recorded in the detailed Statement of Accounts has been "added back" to arrive at the effective purchase cost which, together with the value of new assets acquired in year (£14,893) less the disposals (£5,657 at purchase cost), has been recorded in the AGAR at Section 2, Box 9, which we have checked and agreed as part of this final audit review.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

As referred to previously in this report, the Council currently holds surplus funds in the CCLA PSDF with detail of the year's transactions verified by reference to the underlying CCLA monthly statements. We are also pleased to record that the Council has a formal and appropriate Treasury Management Policy in place.

We have checked and agreed the two half-yearly PWLB loan repayment instalments as part of the previously referenced supplier payment test sample, also at this final review, ensuring the accurate disclosure of the residual loan liability in the AGAR at Section 2, Box 10, by reference to the UK Debt Management Agency's website where all local government loan balances are reported at each financial year-end.

Conclusions

We are pleased to report that no issues arise in this area warranting formal comment or recommendation this year.

Statement of Accounts and Annual Return

As indicated previously, the AGAR now forms the statutory Accounts of the Council subject to external audit review and certification. As a service to the Council, we have reviewed the content of the detailed Statement of Accounts prepared by DCK Accounting Solutions by reference to the underlying financial and, where applicable, other supporting records ensuring the accurate transfer of information to the AGAR at Section 2 with no issues arising.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment and as noted in the preface to this report, we have concluded that appropriate financial controls and governance arrangements are in place and have duly signed off the IA Certificate in the year's AGAR, assigning positive assurances in all relevant areas.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 5th JUNE 2023**

**AGENDA ITEM 11 - ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2023**

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

The Town Council, as a smaller authority with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The term 'smaller authority' includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board (full details of the definitions available in Schedule 2 of the Local Audit and Accountability Act 2014). The AGAR is made up of three parts, pages 3 to 6, The Town Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2023 no later than 30th June 2023 - copy attached as **Appendix 1**.

AGAR - Annual Internal Audit Report 2022/23 (Page 3)

This has been completed and signed by Mr. S. Pollard from Auditing Solutions Ltd. following the completion of his final inspection for 2022/2023 (this is also attached).

The Annual Governance and Accountability Return is made up of three sections as follows: -

Section 1 - Annual Governance Statement 2022/23 (Page 4)

Section 2 - Accounting Statements for 2022/23 (Page 5)

Section 3 - External Auditor's Report & Certificate 2022/23 (Page 6)

The audit will be undertaken by Moore.

11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2022/2023 (Page 3 of the AGAR) and to recommend approval to Council

As part of the Town Council's audit procedures, Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control in place and therefore need to undertake a review and consider whether this is effective on the AGAR.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement and the Council therefore reviewed its internal control procedures and practices, at its meeting on 6th March 2023, Council Min. 169 refers. The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders. These controls include items such as income and expenditure controls as well as other controls.

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors. Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained. In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the control systems.

A copy of the Council's Statement of Internal Control can be found at **Appendix 2**.

During the year several other actions have also been undertaken in line with the Council's internal control procedures which include: -

- The Council's Annual Assessment/Review of Risks for 2022/2023 was considered by the Policy and Resources Committee at its meeting on 30th January 2023 (Min. 123 refers) and was recommended to Council for approval. Copies of the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2022/2023 considered at the meeting are attached at **Appendix 3**.
- The Policy and Resources Committee considered the Internal Audit Plan for 2022/2023 at its meeting on 31st January 2022 (Min. 120.2 refers). A copy of the report considered at the meeting is attached at **Appendix 4**.
- The Policy and Resources Committee considered the First Interim Internal Audit Report at its meeting on 21st November 2022 (Min. 89 refers) no significant issues were identified by the Internal Auditor during this review.
- The Final Internal Audit Report is to be received earlier in this meeting under Agenda item 9 and again no significant issues have been identified by the Internal Auditor.

DECISIONS

Members are invited to formally **NOTE** the Annual Internal Audit Report for 2022/2023 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

Members are also invited to further review the system of internal control and consider **RECOMMENDING** to **COUNCIL** that the systems that the Council has in place are effective.

11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2022/2023 (Section 1 of the AGAR)

The Annual Governance Statement is signed on behalf of Council by the Chairman and the Town Clerk. Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. Also, to confirm, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2023, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
By answering 'Yes' this means that this authority has prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
By answering 'Yes' this means that this authority has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
By answering 'Yes' this means that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
By answering 'Yes' this means that this authority during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
By answering 'Yes' this means that this authority has considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
By answering 'Yes' this means that this authority has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.
By answering 'Yes' this means that this authority has responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
By answering 'Yes' this means that this authority has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit - **THIS IS NOT APPLICABLE TO THIS COUNCIL.**

DECISION

Members are invited to consider and **AGREE** the Council's response to the above and decide whether to answer either "Yes" or "No" to the eight relevant tests.

11.3 To Recommend Approval to Council of the Annual Governance Statement for 2022/2023 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Annual Governance Statement for 2022/2023 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2023 and agree that these be signed by the Chairman of the meeting of the Council approving the accounts and by the Town Clerk

The Council also prepares Financial Statements for the year, which are drawn up by the Town Council's Accountant in accordance with proper accounting practices for smaller relevant bodies as required by the Accounts and Audit Regulations and CIPFA guidelines - copy attached as **Appendix 5**.

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Financial Statements for year ended 31st March 2023 and agree that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

11.5 To consider the Accounting Statements for 2022/2023 (Section 2 of the AGAR)

Section 2 - Summarises the Accounting Statements for 2022/2023 and is signed by the RFO, prior to presentation for Members' consideration and approval, and then by the Chairman of this meeting.

DECISION

Members are invited to consider the Accounting Statements for 2022/2023 as detailed on Section 2 of the AGAR.

11.6 To Recommend Approval to Council of the Accounting Statements for 2022/2023 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

DECISIONS

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Accounting Statements for 2022/2023 and agree that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members are invited to **NOTE** that the Accounting Statements for 2022/2023 were previously signed by the Responsible Financial Officer prior to their presentation to this meeting.

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Bognor Regis Town Council

www.bognorregis.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

02/11/2022

27/04/2023

30/05/2023

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date

30/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for


BOGNOR REGIS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	899,585	991,091	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	948,372	969,817	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	124,678	159,531	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-473,465	-508,125	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-89,013	-89,012	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-419,066	-463,832	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	991,091	1,059,470	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,061,110	1,137,988	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,977,536	1,986,772	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,014,206	955,557	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

31/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

BOGNOR REGIS TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Bognor Regis Town Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by Councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit Card, subject to strict monetary limits.

Income Controls

1. Sales invoices are raised for all significant sums due to the Council.
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.

In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.



LCRS 7b - All Action Plans

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

Submitted to council: _____

No of issues listed: 1

Minute reference: _____

Date: _____

Signed by chairperson - Cllr John Barrett _____

Signed by responsible Finance officer - Glenna Frost _____

How to complete (individual risk section):

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2022 To 2023

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2022 To 2023

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

Completed by: JOANNE DAVIS

Date: 13 - JAN - 2023

Position: ASSISTANT CLERK

How to complete:

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st JANUARY 2022**

AGENDA ITEM 9 - INTERNAL AUDIT INCLUDING: TO CONSIDER INTERNAL AUDIT REPORT 2021-2022 (FIRST INTERIM); TO REVIEW THE 2022/23 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

REPORT BY TOWN CLERK

FOR DECISION

To consider Internal Audit Report 2021-2022 (First Interim)

A copy of the Internal Audit Report 2021-22 (First Interim) is attached for Members' consideration - **Appendix 1**.

I am pleased to be able to report that no significant issues have been identified by the Internal Auditor during his first visit.

DECISION

The Committee is invited to **NOTE** the Internal Audit Report 2021-22 (First Interim).

To review the 2022/23 Annual Audit Plan and to consider any additional items for inclusion

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

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

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

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

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

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

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

The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out

the role in a way that meets the business needs of the authority. It is for each authority to decide, given its circumstances, what level of competency is appropriate, and to keep this issue under review.

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

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

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

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

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

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

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

ANNUAL AUDIT PLAN FOR 2022/2023

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

- 1. Proper book-keeping** - Appropriate books of account have been properly kept throughout the year including the cash book.
- 2. Financial Regulations, Standing Orders and Payment Controls** - The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.
- 3. Risk Management** - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- 4. Budgetary controls** - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

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

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

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

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

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

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

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

DECISION

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2022/23 to the Town Council.

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2023

Bognor Regis Town Council

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31 March 2023

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Bognor Regis Town Council

Council Information

31 March 2023

(Information current at 5th June 2023)

Mayor

Cllr F. R. J. Oppler

Councillors

Cllr Miss C. Needs (Deputy Mayor)

Cllr J. Barrett
Cllr K. Batley
Cllr J. Brooks
Cllr D. Dawes
Cllr S. Goodheart
Cllr R. A. Nash
Cllr P. Ralph
Cllr N. Smith
Cllr M. Stanley
Cllr Mrs J. L. Warr
Cllr B. Waterhouse
Cllr P. C. Wells
Cllr P. J. Woodall
Cllr Mrs G. Yeates

Town Clerk

Mrs G. Frost CiLCA

Auditors

Moore Stephens (East Midlands)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ

Internal Auditors

Auditing Solutions Limited
Clackerbrook Farm
46 The Common
Bromham
Chippenham
Wiltshire
SN15 2JJ

Bognor Regis Town Council

Statement of Responsibilities

31 March 2023

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2023 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2023, and its income and expenditure for the year ended 31 March 2023.

Signed:

Mrs G. Frost CiLCA- Town Clerk

Date:

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2023

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

The investment in Screen 4 of the Picturedrome Cinema is being depreciated over the life of the loan finance (20 years).

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2023

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 17.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2023

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2025 and any change in contribution rates as a result of that valuation will take effect from 1st April 2026.

Bognor Regis Town Council
Income and Expenditure Account
31 March 2023

	Notes	2023 £	2022 £
Income			
Precept on Principal Authority		969,817	948,372
Grants Receivable		26,209	38,870
Rents Receivable, Interest & Investment Income		27,326	1,206
Charges made for Services		53,318	46,949
Other Income		52,678	36,653
Total Income		1,129,348	1,072,050
Expenditure			
Direct Service Costs:			
Salaries & Wages		(314,387)	(282,804)
Grant-aid Expenditure		(81,897)	(61,247)
Other Costs	1	(243,429)	(204,607)
Democratic, Management & Civic Costs:			
Salaries & Wages		(193,738)	(190,661)
Other Costs	1	(153,976)	(141,550)
Total Expenditure		(987,427)	(880,869)
Excess of Income over Expenditure for the year.		141,921	191,181
Exceptional Items			
(Loss) on the disposal of fixed assets		(1,695)	(160)
Net Operating Surplus for Year		140,226	191,021
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(58,649)	(56,907)
Capital Expenditure charged to revenue	12	(14,893)	(42,768)
Reverse profit on asset disposals		1,695	160
Transfer from/(to) Earmarked Reserves	20	13,502	(28,954)
Surplus for the Year to General Fund		81,881	62,552
Net Surplus for the Year		68,379	91,506
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer from/(to) Earmarked Reserves	20	(13,502)	28,954
Surplus for the Year to General Fund		81,881	62,552
		68,379	91,506

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2023

Reserve	Purpose of Reserve	Notes	2023 £	Net Movement in Year £	2022 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	339,209	6,031	333,178
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	561,986	(13,502)	575,488
General Fund	Resources available to meet future running costs		497,484	81,881	415,603
Total			1,398,679	74,410	1,324,269

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council**Balance Sheet****31 March 2023**

	Notes	2023 £	2023 £	2022 £
Fixed Assets				
Tangible Fixed Assets	11		1,322,178	1,376,504
Current Assets				
Debtors and prepayments	14	70,987		40,007
Cash at bank and in hand		1,137,988		1,061,110
		<u>1,208,975</u>		<u>1,101,117</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(60,448)		(58,649)
Creditors and income in advance	15	<u>(149,505)</u>		<u>(110,026)</u>
Net Current Assets			999,022	932,442
Total Assets Less Current Liabilities			2,321,200	2,308,946
Long Term Liabilities				
Long-term borrowing	17		(895,109)	(955,557)
Deferred Grants	18		(27,412)	(29,120)
Total Assets Less Liabilities			<u>1,398,679</u>	<u>1,324,269</u>
Capital and Reserves				
Capital Financing Reserve	19		339,209	333,178
Earmarked Reserves	20		561,986	575,488
General Reserve			497,484	415,603
			<u>1,398,679</u>	<u>1,324,269</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2023, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 5th June 2023 .

Signed:
Cllr F. R. J. Oppler	Mrs G. Frost CiLCA
Mayor	Responsible Financial Officer

Date:

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council

Cash Flow Statement

31 March 2023

	Notes	2023 £	2023 £	2022 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(508,126)		(473,464)
Other operating payments		(438,154)		(394,995)
			(946,280)	(868,459)
<i>Cash inflows</i>				
Precept on Principal Authority		969,817		948,372
Cash received for services		107,249		108,004
Revenue grants received		26,209		38,870
			1,103,275	1,095,246
Net cash inflow from Revenue Activities	23		156,995	226,787
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(30,363)		(32,106)
<i>Cash inflows</i>				
Interest received		23,788		809
Net cash (outflow) from Servicing of Finance			(6,575)	(31,297)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(14,893)		(43,768)
<i>Cash inflows</i>				
Sale of fixed assets		-		1,000
Net cash (outflow) from Capital Activities			(14,893)	(42,768)
Net cash inflow before Financing			135,527	152,722
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(58,649)	(56,907)
Net cash (outflow) from financing and liquid resources			(58,649)	(56,907)
Increase in cash	24		76,878	95,815

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council

Notes to the Accounts

31 March 2023

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2023	2022
	£	£
Theatres & Public Entertainment	56,603	24,617
Allotments	5,285	2,230
Tourism Policy, Marketing & Development	1,183	1,012
Visitor Information	694	898
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	172,586	109,187
Community Development	88,747	110,811
Street Lighting	5,508	4,040
Off-street Parking	21,000	21,016
Other Services to the Public	(28,280)	(9,957)
Less: Grant-aid Expenditure	(81,897)	(61,247)
Total	243,429	204,607

Democratic, Management & Civic Costs

	2023	2022
	£	£
Corporate Management	84,664	90,969
Democratic Representation & Management	18,570	5,540
Civic Expenses	9,157	1,543
Mayors Allowance	3,000	3,000
Members' Allowances	8,222	8,392
Interest Payable	30,363	32,106
Total	153,976	141,550

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest and Investment Income

	2023	2022
	£	£
Interest Income - General Funds	27,326	1,206
	27,326	1,206

3 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****4 Related Party Transactions**

The council entered into no material transactions with related parties during the year.

5 General Power of Competence

With effect from 5th September 2016 Bognor Regis Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 5th September 2016 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2023	2022
	£	£
Fees for statutory audit services	2,100	2,000
Total fees	2,100	2,000

7 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2023	2022
	£	£
Recruitment Advertising	752	957
Publicity	1,944	742
Newsletter	1,934	2,345
	4,630	4,044

8 Members' Allowances

	2023	2022
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors' Allowance	3,000	3,000
Councillors' Expenses & Allowances	8,222	8,392
	11,222	11,392

9 Employees

The average weekly number of employees during the year was as follows:

	2023	2022
	Number	Number
Full-time	11	12
Part-time	5	2
Temporary	-	-
	16	14

All staff are paid in accordance with nationally agreed pay scales.

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****10 Pension Costs**

The council participates in the West Sussex Superannuation Fund Pension Fund.

The West Sussex Superannuation Fund Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

Financial Reporting Standard for Small Enterprises (FRSSE), for schemes such as West Sussex Superannuation Fund requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2023 was £76,675 (31 March 2022 - £65,611).

The most recent actuarial valuation was carried out as at 31st March 2022, and the council's contribution rate is confirmed as being 19.20% of employees' pay with effect from 1st April 2023 (year ended 31 March 2023 – 20.20%).

11 Tangible Fixed Assets

	Vehicles and Equipment	Infrastructure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£
At 31 March 2022	264,394	237,761	69,774	1,405,607	1,977,536
Additions	10,651	4,242	-	-	14,893
Disposals	(5,657)	-	-	-	(5,657)
At 31 March 2023	269,388	242,003	69,774	1,405,607	1,986,772
Depreciation					
At 31 March 2022	(224,523)	(227,411)	(5,464)	(143,634)	(601,032)
Charged for the year	(15,750)	(3,483)	(413)	(47,878)	(67,524)
Eliminated on disposal	3,962	-	-	-	3,962
At 31 March 2023	(236,311)	(230,894)	(5,877)	(191,512)	(664,594)
Net Book Value					
At 31 March 2023	33,077	11,109	63,897	1,214,095	1,322,178
At 31 March 2022	39,871	10,350	64,310	1,261,973	1,376,504

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2003 by external independent valuers, Messrs at insurance values. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

Bognor Regis Town Council

Notes to the Accounts

31 March 2023

12 Financing of Capital Expenditure

	2023	2022
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	14,893	43,768
	<u>14,893</u>	<u>43,768</u>
was financed by:		
Capital Receipts	-	1,000
Revenue:		
Equipment Replacement Reserve	13,593	42,768
Precept and Revenue Income	1,300	-
	<u>14,893</u>	<u>43,768</u>

13 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

- Vans and Trucks – 4
- Water Bowser and trailer
- Sundry grounds maintenance equipment
- Sundry office equipment
- Metereological equipment
- Floral planters and baskets
- High Street Pea Lights

Infrastructure Assets

- Street light - 32
- Footpath/Esplanade lighting
- Allotment and Met. Site fencing
- Other street furniture

Community Assets

- Millennium Clock
- Victorian Bathing Machine
- Sun Sculpture
- Allotments
- Council Regalia

Other Assets

- Shares in Bognor Pier Co Ltd
- Investment in Picturedrome Screen 4
- Shares in Bognor Regis Ltd

Bognor Regis Town Council

Notes to the Accounts

31 March 2023

14 Debtors

	2023	2022
	£	£
Town Force Debtors	13,101	16,556
VAT Recoverable	10,082	10,373
Prepayments	31,843	12,655
Accrued Income	11,987	(13)
Accrued Interest Income	3,974	436
	<u>70,987</u>	<u>40,007</u>

15 Creditors and Accrued Expenses

	2023	2022
	£	£
Trade Creditors	22,213	7,808
Other Creditors	42,758	44,127
Accruals	36,278	19,633
Income in Advance	48,256	38,458
	<u>149,505</u>	<u>110,026</u>

16 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2023	2022
	£	£
Obligations expiring within one year	-	1,460
Obligations expiring between two and five years	1,400	-
Obligations expiring after five years	-	-
	<u>1,400</u>	<u>1,460</u>

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****17 Long Term Liabilities**

	2023	2022
	£	£
Public Works Loan Board	955,557	1,014,206
	<u>955,557</u>	<u>1,014,206</u>
	2023	2022
	£	£
The above loans are repayable as follows:		
Within one year	60,448	58,649
From one to two years	62,306	60,448
From two to five years	198,678	192,734
From five to ten years	374,355	363,076
Over ten years	259,770	339,299
	<u>955,557</u>	<u>1,014,206</u>
Total Loan Commitment	955,557	1,014,206
Less: Repayable within one year	(60,448)	(58,649)
	<u>895,109</u>	<u>955,557</u>
Repayable after one year		

18 Deferred Grants

	2023	2022
	£	£
Capital Grants Applied		
At 01 April	29,120	30,268
Released to offset depreciation	3,700	(1,148)
Extinguished and/or transferred	(5,408)	-
At 31 March	<u>27,412</u>	<u>29,120</u>
Total Deferred Grants		
At 31 March	27,412	29,120
At 01 April	<u>29,120</u>	<u>30,268</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Bognor Regis Town Council**Notes to the Accounts****31 March 2023****19 Capital Financing Account**

	2023	2022
	£	£
Balance at 01 April	333,178	304,202
Financing capital expenditure in the year		
Additions - using capital receipts	-	1,000
Additions - using revenue balances	14,893	42,768
Loan repayments	58,649	56,907
Disposal of fixed assets	(5,657)	(11,516)
Depreciation eliminated on disposals	3,962	10,356
Reversal of depreciation	(67,524)	(71,687)
Deferred grants released	1,708	1,148
Balance at 31 March	339,209	333,178

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

20 Earmarked Reserves

	Balance at 01/04/2022	Contribution to reserve	Contribution from reserve	Balance at 31/03/2023
	£	£	£	£
Capital Projects Reserves	298,000	-	-	298,000
Asset Renewal Reserves	106,245	30,000	(18,794)	117,451
Other Earmarked Reserves	171,243	35,512	(60,220)	146,535
Total Earmarked Reserves	575,488	65,512	(79,014)	561,986

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific and future projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2023 are set out in detail at Appendix A.

21 Capital Commitments

The council had no capital commitments at 31 March 2023 not otherwise provided for in these accounts.

22 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Bognor Regis Town Council

Notes to the Accounts

31 March 2023

23 Reconciliation of Revenue Cash Flow

	2023	2022
	£	£
Net Operating Surplus for the year	141,921	191,181
Add/(Deduct)		
Interest Payable	30,363	32,106
Interest and Investment Income	(23,788)	(809)
(Increase) in debtors	(30,980)	(9,370)
Increase in creditors	39,479	13,679
Revenue activities net cash inflow	<u>156,995</u>	<u>226,787</u>

24 Movement in Cash

	2023	2022
	£	£
Balances at 01 April		
Cash with accounting officers	330	334
Cash at bank	1,060,780	964,961
	<u>1,061,110</u>	<u>965,295</u>
Balances at 31 March		
Cash with accounting officers	330	330
Cash at bank	1,137,658	1,060,780
	<u>1,137,988</u>	<u>1,061,110</u>
Net cash inflow	<u>76,878</u>	<u>95,815</u>

25 Reconciliation of Net Funds/Debt

	2023	2022
	£	£
Increase in cash in the year	76,878	95,815
Cash outflow from repayment of debt	58,649	56,907
Net cash flow arising from changes in debt	<u>58,649</u>	<u>56,907</u>
Movement in net funds in the year	<u>135,527</u>	<u>152,722</u>
Cash at bank and in hand	1,061,110	965,295
Total borrowings	(1,014,206)	(1,071,113)
Net funds/(debt) at 01 April	<u>46,904</u>	<u>(105,818)</u>
Cash at bank and in hand	1,137,988	1,061,110
Total borrowings	(955,557)	(1,014,206)
Net funds at 31 March	<u>182,431</u>	<u>46,904</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2023

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 5th June 2023), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council**Appendices****31 March 2023****Appendix A****Schedule of Other Earmarked Reserves**

	<u>Balance at</u> <u>01/04/2022</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2023</u> £
<u>Capital Projects Reserves</u>				
Economic Development	298,000			298,000
	<u>298,000</u>	<u>0</u>	<u>0</u>	<u>298,000</u>
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	106,245	30,000	(18,794)	117,451
	<u>106,245</u>	<u>30,000</u>	<u>(18,794)</u>	<u>117,451</u>
<u>Other Earmarked Reserves</u>				
Civic Fund	5,407			5,407
Election Fund	13,187	6,000	(16,041)	3,146
Allotments	2,391	80	(1,300)	1,171
Promotions/Publicity	7,245			7,245
Administration		1,200		1,200
Events underspend	2,386	534	(2,386)	534
P & R Projects	8,581	5,000		13,581
E & L Projects	20,920	8,126	(14,488)	14,558
Grant Aid	25,960	3,875	(18,350)	11,485
Tourism & Events Support	1,328			1,328
Parking Scheme (Traders Contribution)	12,161			12,161
S East in Bloom	5,567	180	(144)	5,603
Events Sponsorship	3,902		(2,125)	1,777
BRTC Funding of SRB Projects	965			965
WSCC SRB Contribution	500			500
Street Scene Enhancement	33,034		(494)	32,540
Decking Areas	4,378			4,378
Ward Allocation - Orchard Ward	1,000	250	(250)	1,000
Ward Allocation - Marine Ward	299	375	(125)	549
Ward Allocation - Hotham Ward	424	500		924
Ward Allocation - Pevensy Ward	253	500		753
Website	1,477			1,477
Councillor Training	2,787	817		3,604
Town Force Equipment	184	2,013		2,197
Personal Safety Provision	698	101		799
Heritage Vision Board	0			0
Our Place	1,729			1,729
Staff Training	6,966	3,773	(1,371)	9,368
Town Crier	6,789	979	(3,146)	4,622
CIL 2020/21	725			725
CIL 2021/22		1,209		1,209
	<u>171,243</u>	<u>35,512</u>	<u>(60,220)</u>	<u>146,535</u>
TOTAL EARMARKED RESERVES	<u>575,488</u>	<u>65,512</u>	<u>(79,014)</u>	<u>561,986</u>

Bognor Regis Town Council

31 March 2023

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	27,709	40,145
Open Spaces	1,076	2,487
Tourism	7,042	8,495
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	417,512	419,720
Street Lighting	4,250	5,508
Parking Services	21,000	21,000
Other Services to the Public	94,497	62,040
Net Direct Services Costs	575,086	561,395
Corporate Management	248,145	229,193
Democratic & Civic	28,373	34,271
Net Democratic, Management and Civic Costs	276,518	263,464
Interest & Investment Income	(500)	(27,326)
Loan Charges	89,013	89,012
Capital Expenditure	-	14,893
Transfers to/(from) other reserves	29,700	(13,502)
(Deficit from)/Surplus to General Reserve	-	81,881
Precept on Principal Authority	969,817	969,817

Bognor Regis Town Council

31 March 2023

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2023 £	2023 £	2023 £	2022 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	57,422	(17,277)	40,145	24,735
Open Spaces	5,285	(2,798)	2,487	(456)
Tourism	8,495	-	8,495	8,049
ENVIRONMENTAL SERVICES				
Community Safety (Crime Reduction)	2,000	-	2,000	2,000
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	360,356	(16,883)	343,473	269,262
Community Development	88,747	(12,500)	76,247	72,666
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	5,508	-	5,508	4,040
Parking Services	21,000	-	21,000	21,016
OTHER SERVICES				
Other Services to the Public	90,900	(28,860)	62,040	62,252
CENTRAL SERVICES				
Corporate Management	278,402	(49,209)	229,193	244,905
Democratic & Civic	18,570	(1,035)	17,535	5,540
Civic Expenses	20,379	(3,643)	16,736	12,282
Net Cost of Services	957,064	(132,205)	824,859	726,291

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 5th JUNE 2023**

AGENDA ITEM 12 - GRANT AID INCLUDING: -

- **TO CONSIDER THE TIMELINE FOR THE APPLICATION PROCESS**
- **TO REVIEW CURRENT GUIDELINES/CRITERIA, APPLICATION FORM AND AMEND IF REQUIRED**
- **CONSIDERATION OF DATE FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH THE APPLICATIONS WILL BE CONSIDERED**

REPORT BY TOWN CLERK

FOR DECISION

TO CONSIDER THE TIMELINE FOR THE APPLICATION PROCESS

At the Policy and Resources Committee Meeting, held on 15th December 2022, Members considered the draft Budget proposals for 2023/2024. During discussions, Cllr. Stanley proposed that the Grant Aid Budget be reduced, and that the Flexible Community Fund be removed, in order to generate £26,000 to be redistributed elsewhere.

Following a vote Members unanimously **RESOLVED** to **AGREE** that the Grant Aid Budget be reduced to £24,000, and that the Flexible Community Fund Budget of £4,000 be removed to allow for funds of £26,000 to be reallocated - Min. 108 refers.

However, as detailed in the Minutes, subsequent to the meeting Members were asked to note that Cllr. Stanley's proposals as detailed in Min. 108 could not be actioned in the 2023/2024 Budget owing to the fact that the 2023/2024 Grant Aid Budget has already been approved for spending.

When the 2023/2024 Budget was subsequently considered for adoption at the Council Meeting, held on 3rd January 2023, Members unanimously **RESOLVED** to suspend Standing Orders (S.O. 7a) to enable them to revisit and consider agreeing to rescind their previous decision, that the Grant Aid budget be reduced to £24,000 (Min. 137.1 refers). It was then further unanimously **AGREED** to **RESCIND** their previous decision (Min. 137.2 refers).

This course of events flagged up a previously unidentified issue owing to the way that Grant Aid is awarded and then allocated. In recent years, the Grant Aid application window opens June/July and closes around September. An Extraordinary Meeting of the Policy and Resources Committee is held in October/November at which applications are considered and decisions made. Whilst successful applicants are written to, they do not receive the funds until the end of March when cheques are presented at the Mayor's Civic Reception. The cheques are, however, post-dated for 1st April as the monies come from the Grant Aid Budget for the forthcoming financial year.

Consequently, this means that if Grant Aid decisions are made prior to budget setting for the coming year is discussed, there is no leeway in considering any reduction to the Grant Aid Budget as a commitment has already been made for

funding. This is exacerbated when the Council is faced with tough decisions when trying to keep any increase to the Precept at a minimum, particularly in light of unforeseen circumstances such as Covid or the Cost of Living Crisis.

The Committee are invited to decide how such anomalies in Grant Aid can be avoided in future, if proposals such as Cllr. Stanley's are to be enabled resulting in a reduction in the Grant Aid budget.

Officer recommendation

It would be the Officer recommendation that the Extraordinary Meeting of the Policy and Resources Committee, at which applications for Grant Aid 2024 will be decided upon, does not take place until after the 2024/2025 Budget has been adopted, and the Precept approved, by Council at the meeting to be held on 2nd January 2024.

For Grant Aid applicants this simply means that the window for applications could stay open for slightly longer but they will not know whether their application has been successful until the end of January (rather than the end of November), with funds available from 1st April.

DECISION

Do Members **AGREE** or **DISAGREE** that changes should be made to the Grant Aid timeline to allow for it to be considered as part of the budget setting each year?

TO REVIEW CURRENT GUIDELINES/CRITERIA, APPLICATION FORM AND AMEND IF REQUIRED

The Council's Corporate Strategy identifies the Council's priority headings. These are used as part of the criteria for Grant Aid applications and organisations are required to show how their application will meet the following headings: -

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

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

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

At the Extraordinary Policy and Resources Committee Meeting held 8th November 2021, when Grant Aid 2022 applications were considered, Members discussed the feedback process and felt that the way in which this had been previously sought from recipients could be better formatted and include the following: -

- The success of the event/initiative
- A breakdown of the budget
- Evidence of how the Town Council's financial support has been promoted
- An agreement to provide photographs showcasing events and initiatives that the Town Council can share on their social media platforms

The Grant Aid application form was subsequently updated for 2023 to include these suggestions (attached as **Appendix 1**).

DECISION

Members are invited to review the Grant Aid application form, **AGREE** any amendments, and **APPROVE** the Grant Aid application form for 2024.

CONSIDERATION OF DATE FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH THE APPLICATIONS WILL BE CONSIDERED

Subject to the decision taken earlier in the report, the date of an Extraordinary Meeting of the Policy and Resources Committee could be scheduled in either November 2023, prior to budget setting, or in January 2024, once the forthcoming budget and Precept have been approved.

DECISION

Members are invited to **AGREE** one of the following dates for the Extraordinary Meeting of the Policy and Resources Committee, at which Grant Aid 2024 applications will be considered: -

- a) Monday 13th November 2023 at 6.30pm
- b) Monday 27th November 2023 at 6.30pm
- c) Monday 8th January 2024 at 6.30pm
- d) Monday 22nd January 2024 at 6.30pm



BOGNOR REGIS TOWN COUNCIL

GRANT AID APPLICATION FOR APRIL 2023

IMPORTANT NOTICE - ONLY applications received in **electronic format by email can be accepted. Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please read questions carefully and provide a full answer.**

1. Name of your organisation

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2. Name, address, postcode and daytime telephone number of person applying including position in Organisation

Name:
Address:
Postcode:
Daytime telephone number:
Position in organisation:

3. Does your Group/Organisation have a constitution or set of rules? - Please enclose a copy if applicable

Please tick:	Yes	No
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4. Please tick the relevant information and supply the appropriate number

Registered Charity	Charity number:
Company Ltd. by Guarantee	Company number:
Other (please specify):	

5. Please supply the following information:

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)?	Yes	No
When did your group/organisation start? (MM/YY)	How	
many members do you have?		
How many people use this service?		
How many are Bognor Regis residents located within the five Wards (as identified on the enclosed map)?		

6. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

--

7. Please tell us if you are a branch of, or related to a larger organisation

--

8. Does your organisation come into contact with children, or vulnerable adults?

Please tick:	Yes	No
If yes, please provide a copy of Child Protection Policy and/or Vulnerable Adult Policy.		
If copy of policy is not available, please explain why:		

9. Please confirm the amount of the grant requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

--

10. Please confirm the amount of unrestricted reserves that your organisation holds

--

11. Please give an explanation as to why, instead of applying for a grant, the reserves identified in 10 above, cannot be used by your organisation for the proposals/project

12. Purpose of the grant - please show how this will meet the Town Council's strategy and priority headings as listed in the Guidelines/Criteria and Check List. Please continue on additional sheet if necessary

13. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

14. Details of other grants/funding applied for/to be applied for/obtained

15. Are there any safety issues related to your project or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues:
Public Liability Insurance: Yes
Amount held: No

16. Have you applied for funding from Bognor Regis Town Council before? - If so please give details of applications below. Please continue on additional sheet if necessary

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17. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

--

18. The Town Council is keen to hear about the impact and benefits arising from the Grant Aid awards. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms. Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time.

DECLARATION: I declare that I have read and accept the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely

6 months	12 months
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for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

Bognor Regis Town Council usually contact previous applicants regarding Grant Aid, regardless of whether the application was successful or not. Please tick here [] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy.

PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION

Name..... Position.....

Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Thursday 22nd September 2022** , with all required documentation as outlined to:

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL bognortc@bognorregis.gov.uk

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 5th JUNE 2023**

AGENDA ITEM 13 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

The Greatest British Dig & bathing machine filming

Following an approach by a production company filming an episode of The Great British Dig in Bognor Regis last year, Town Force facilitated relocation of the bathing machine from the yard onto the Promenade and assisted with crowd control to allow for filming to take place.

At the last Committee meeting, Members were advised that the producers could not feature the bathing machine in the programme after all as the Bognor Regis episode was packed with finds they made on the archaeological dig. In view of this, the Committee asked if the footage could be provided to the Town Council. A video of about 5 minutes, showing the bathing machine from all angles, has now been received. The producers have asked that no credits are given to them or the show.

The Town Council will be getting a special "with thanks" in the credits in recognition of Town Force' efforts and the Bognor Regis episode will broadcast on Thursday 13th July at 9pm.

Graffiti

Regrettably, the unprecedented outbreak of graffiti across the town continues, adding to the pressure the team is under. As quickly as Town Force remove graffiti, it re-appears. The situation escalated to unmanageable levels and graffiti removal had to be temporarily stopped to enable the team to catch up with their other jobs.

The good news is that graffiti has now been identified as an issue and Arun District Council's Antisocial Behaviour (ASB) Team secured £10k worth of funding to tackle graffiti in the district. This will be split between ADC Cleansing, Bognor Regis Town Council and Littlehampton Town Council. At the Partners Meeting, held on 24th May, a suggestion was made to launch an anti-graffiti campaign and to install wildlife cameras in graffiti hotspots to enable identification and prosecution of offenders. Spending large amounts of money on materials and labour, without prosecuting offenders, will not in itself lead to a reduction in graffiti incidents in the near future. However, due to the deadline for spending the funding being the end of October, the vast data protection considerations and the impact on the overstretched Police resources, it was agreed to delay these proposals until more information is available on the new Immediate Justice Scheme which Sussex Police has been chosen to trial. Under the scheme, offenders guilty of crimes such as vandalism (inc. graffiti) will be ordered to start cleaning up their crimes, under supervision, within 48 hours of receiving an order. Victims of crimes will also be given a say over the type of punishment that offenders should face. Offenders could also be assigned to help on projects that support their local community, including doing unpaid work. Further details of the scheme are yet

to be announced but tackling antisocial behaviour is one of the Prime Minister's priorities.

Sussex Police have recently identified three offenders (two 11-year-olds and an 18-year-old). One of them caused thousands of pounds worth of damage in 2022. An enquiry was made into recovering the cost, but the Police advised that due to the offenders minimal/no previous convictions this matter has been dealt with out of court via a community resolution. The Police were keen for one of the two 11-year-olds to observe Town Force on graffiti removal under their supervision. Arrangements were made with the Police, Town Force and the school but the 11-year-old refused, so the Police will be asking the youth to write a letter of apology instead.

On 18th May, it came to our attention that a member of the public had a video of a youth behind the WOSEK tag and a report of criminal damage to the Police had been made. This was swiftly followed up with an email to Arun's ASB team who, as it happened, were already working on the case with the Police. Within 24 hours, the youth was identified. Upon review of the graffiti records, it was established that the WOSEK tag cost over £7k + VAT to remove. The spreadsheet was provided to Arun's ASB team as well as the Police. A statement was provided to the Police on 22nd May who advised that due to the level of damage the case may go to court, which the Town Force Manager has consented to attend, and the youth was visited later that day. It is hoped that this intervention will stop the graffiti.

With regards to uncleared graffiti, the extensive tags on a wall in Spencer Street remain as ADC Car Parks are yet to come up with a solution to clearing the parking bays of cars to mitigate the risk of causing damage to them whilst the work is carried out.

For the benefit of new Members, the current arrangements for graffiti removal are:

- * The Town Council operates a clean all approach within its area. This means that Town Force undertake removal of graffiti from domestic and commercial properties as well as removal of non-offensive graffiti from West Sussex County Council (WSCC) assets due to WSCC continued refusal to fund this.

- * WSCC funds removal of offensive graffiti from their assets and removal of flyposting at £1,500 p.a. Quarterly returns are provided.

- * Removal of graffiti from ADC property is carried out by their Cleansing Contractor. However, a Partnership Agreement is in place with ADC's Cleansing, Parks and Properties & Estates teams that enables these departments to call upon Town Force expertise to tackle graffiti that their Cleansing Contractor cannot deal with. Each department contributes an amount into a joint pot of money that gets topped up once exceeded, based on quarterly returns. Additionally, no charge is imposed onto Arun for Town Force removal of graffiti from Hotham Park up to £1,000 p.a. This is in exchange for free water from the Park.

- * BR BID contributes £750 towards graffiti removal from their area each year.

Every piece of graffiti removed by Town Force is reported to Sussex Police through their website with a view to recover the cost. Detailed records of all incidents and photos are kept.

The table below details time spent on graffiti removal in the last 5 months:

Month	Man hours
April	78.25
March	124.50
February	59.50
January	75.50
December	33.00

Community Highway Partnership Agreement with WSCC

WSCC have now confirmed that the Agreement for removal of offensive graffiti from WSCC assets, removal of flyposting and enhanced maintenance of the five local roundabouts is to continue post 31st March 2023. Regrettably, they turned down a request for removal of non-offensive graffiti from WSCC assets to be included in the Agreement, citing budgetary pressures.

Staffing

Town Force have been under considerable work pressure for the last 18 months. Caused by the loss of experienced staff, struggles to recruit, training new staff and the high levels of graffiti. The team struggled to keep up with contracted work as well as their regular work. This was recognised by the Council last year when it was agreed to recruit a 5th member of staff for the 2024 summer season. However, owing to financial pressures, the budget allocation was lost at Precept setting. The team continues to experience the same struggles this year with response times longer than we would have liked and opportunities to generate more income for the Council turned down. To address the situation, without budgetary implications, some measures have been introduced to protect staff health and wellbeing whilst at work so far as is reasonably practicable. One example is withdrawal of the Town Council owned cherry picker from being hired out.

The team had their annual health checks on 4th May. A member of staff has been assessed by Occupational Health and temporary measures implemented based on the recommendations of the OH Physician.

On a more positive note, this year's recruitment has been a success and a 4th member joined the team on 18th May.

Town Force Yard and Equipment

The yard roller shutter, the Karcher pressure washer, pallet trucks and scissor lift table have received their annual service and new lights have been installed throughout the yard.

Annual Asset Checks and Repairs

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

Seafront decking x 3

Following signing of the lease with the landowner, Arun District Council, the Town Council is now obliged to keep the decks free of shingle. The shingle build up was substantial and required a digger to clear it. Town Force assisted the contractor on the day ensuring the public were kept at a safe distance.

Seafront Showers x 3

Water has now been turned on, with weekly flushings and inspections undertaken until autumn when the water is turned off again.

Horticultural matters

In January, the Queensway barrier basket brackets were found to be heavily corroded and in a need of replacement after some 18 years in situ. The manufacturer has since changed the bracket design which meant they had to be commissioned especially for us. The manufacturer was happy to deal with this on our behalf, based on the photos and measurements submitted. However, after a 4 month wait and several chasers, the manufacturer advised that the brackets were made too big by their contractor. Two brackets were delivered for the team to try on-site, to see if the sizing issue could be overcome but regrettably it could not. The order was cancelled, and a local company approached instead. The intention was to have new brackets in situ by mid-June which is when the planted-up inserts go in. Unfortunately, this is not now possible.

The team have been grass cutting and hedge cutting on the Shripney Road central reservation since 2005 when the site was identified to be suitable for enhanced planting, a project that was funded by a Single Regeneration Bid (SRB). Compared to today, the road was quiet and the number of retail units negligible. WSCC Highways were happy to hand the site over to Town Force and advised on what qualifications were needed to set up the extensive traffic management system. There were no other requirements. As the area developed, more retailers arrived, the bypass was built, and subsequently the road became incredibly busy. This has had an impact on the job and a number of incidents/near misses occurred. Additional measures were put in place after each incident/near miss and the traffic management system reviewed by a qualified contractor on two separate occasions. Town Force practices were found to be in excess of what is required by the New Roads and Street Works Act 1991, therefore, no new measures needed to be introduced. To enable the maintenance to go ahead nowadays, the road space must be booked through WSCC Highways in advance. A Thursday is always requested as the amenity tip is closed and there is less traffic build up. It is WSCC Highways decision whether they permit the lane closures or not, depending on other road closures on the network. Unfortunately, on Thursday 25th May 2023 the Town Force team were exposed to abuse from some members of the public, which is deeply concerning. The Town Force Supervisor has stated that the level of abuse shouted to them was to an extent that he has not seen for many years. Whilst it is appreciated that delays were being experienced getting out of Sainsbury's car park, the team is on-site for less than 6 hours, a few times a year. The job cannot be done in any other way, and the lane on Sainsbury's side must be closed. To address this, a statement was put out the Town Council's Facebook page.

The team commenced the bedding plant changeover during the week commencing 15th May. Despite a number of setbacks such as removal of extremely offensive graffiti and fixing leaking seafront showers, the team worked overtime to ensure all areas were ready to be planted up from 30th May.

Planting of some 8,000 bedding plants will take 2 weeks and once completed, hanging baskets will be installed at the Station, Picturedrome cinema, in Aldwick Road and Queensway. Troughs will be installed in Queensway and along the seafront. All other jobs are on hold until all is completed, and clients are being advised accordingly.

The team has started watering the recently planted cordylines in Waterloo Square which were organised by the In Bloom Working Party. Due to vehicle access issues, this can only be done manually, using water barrels on a sack barrow.

Winter bedding plants will be ordered shortly.

Sponsored Planters

Following repossession of the five roundabouts by Highways, the Town Council is now only able to offer planters and the Shripney Road central reservation to sponsors.

Planters currently available for sponsorship are: Upper Bognor Road/Felpham Way planter, A29/Orchard Way Yucca planter, Chichester Road planter, 2 x Durban Road planters.

Events

** Book Day event*

Assistance was provided throughout the day.

** Seafront Lights Switch-On*

Equipment was provided to the event organiser.

** Coronation of King Charles III*

In the lead up to the event, the team decorated the town with bunting run along catenary wires in the Precinct and the High Street using the cherry picker, Union flags hanging in the Arcade using a mobile scaffold tower and bunting along the seafront railings. Attempts were made to extend the town centre bunting into Station Road and London Road towards the Library. Regrettably, due to a number of incidents that occurred, the job had to be abandoned on safety grounds.

A light beam was inserted into the seafront beacon, in cooperation with the beam supplier, using both the cherry picker and mobile scaffold tower. Daily checks of the setup, especially the electrical cable, are being undertaken by Town Force. The light beam is due to be removed the first week of June which is when the daily inspections cease.

Town Force also assisted at the Coronation Celebration event in Hotham Park on Sunday 7th May.

** 10k Road Race*

Town Force supported this external event by provision of equipment and attendance on the day.

* *Carnival*

There has been close liaison with the event organiser in the weeks leading up to the event in an attempt to alleviate some of the issues experienced last year. As this report is written in advance of the event, Town Force feedback will be provided to the next Committee meeting. The plan is for Town Force to start delivering equipment to West Park from 2pm on Friday 26th May. Then from 7am on the day of the event, two Town Force Members will distribute about 100 crowd barriers along the Carnival route. At 1.15pm, they will follow the procession collecting the crowd barriers, opening the roads up and returning crowd barriers to the yard. Once the event has finished at 8pm, all equipment will be loaded and brought back to the Town Force yard. It is a long and physically demanding day for the two men, but the allocation of free Town Force hours does not allow to deploy more Town Force staff.

Ongoing/regular contracted work this financial year

- Hastoe Housing Association: Town Force were awarded a grounds maintenance contract for one of their estates for another year;
- Picturedrome Cinema: installation, maintenance and removal of hanging baskets;
- Friends of BR War Memorial Hospital: grounds and planter maintenance;
- Felpham Parish Council: maintenance of three planters;
- ADC: installation, maintenance and removal of the Arcade hanging baskets.

Odd Jobs completed for 3rd parties (extra revenue)

- Middleton-on-Sea Parish Council – Miscellaneous repairs around the Shrubbs Field Pavillion and the adjacent field;
- Tarrant Group Ltd. – Cherry picker hire;
- Bognor Pier Co. - Site visit and inspection of the work carried out to the Cinema dome floor and support beams. Report back on findings.

Examples of other jobs

In addition to the routine jobs, Town Force have also installed new town centre banners on behalf of the BID using the cherry picker (utilising the allocation of free Town Force hours), coned off a damaged bench in the High Street on behalf of ADC, assisted with installation of a HDMI cable into the Chamber projector, investigated a fault with the Weather Station's wind machine, straightened up and re-attached two sponsor signs that had been vandalised, completed a number of jobs at the allotments, 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 – 5th JUNE 2023**

**AGENDA ITEM 14 – TO CONSIDER AND AGREE ANY FINANCIAL
COMMITMENT BY THE TOWN COUNCIL IN RELATION TO UK SHARED
PROSPERITY FUND – MIN. 156 REFERS**

REPORT BY THE TOWN CLERK

FOR DECISION

BACKGROUND

Arun District Council (ADC) has been allocated £1,083,399 of UK Shared Prosperity Fund (UKSPF) monies to be spent over three years from April 2022 to March 2025 and, in May 2022, ADC wrote to Bognor Regis Town Council and invited an Expression of Interest. Members were asked to email the Town Clerk with any projects, which might tie in with the Town Council's key strategic priorities, that they would like to propose be put forward for the UKSPF. The draft Expression of Interest was then shared with all Councillors prior to submission with feedback invited, to which only one response was received commending Officers on the hard work that had gone into pulling the document together.

At the Full Council Meeting, held 4th July 2022, Members noted the BRTC project proposals submitted to ADC in response to the UK Shared Prosperity Fund (UKSPF) consultation (Min. 55 refers).

It was then reported to Members at the Policy and Resources Committee Meeting, held 30th January 2023, that 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).

A further update was given to Members at the Policy and Resources Committee Meeting held on 27th March 2023 to advise that, following liaison work undertaken with various Officers at ADC, the panel reviewed the Town Council's two 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 are now asked to give full consideration to the Bike Project and Light Project, in terms of delivery and agreeing next steps.

PUBLIC BIKE REPAIR STATION PROJECT

UKSPF award – Year 2 (2023/2024): Capital £7.5k

In line with Bognor Regis Town Council's current strategic priorities, the Public Bike Repair Station Project seeks to manage and reduce the environmental impact of Bognor Regis, working to enable residents and community groups to live well and enjoy and take pride in our Town. Our purpose is to lead Bognor Regis to a better future, working in the interests of our residents to improve their quality of life. Our vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

This unique project seeks funding to install 4 outdoor public bike repair stands with integrated pump, to provide cyclists with a stable workstation to tune their bike and make repairs. Each company branded unit comes with a QR code with 'How to Guides', and has an integrated pump and multiple tools. The stations can also be used for buggies and wheelchairs, with inflatable tyres, or skateboards and scooters.



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

Following discussions with ADC as the landowner, it is hoped that two of the stations will be installed on the promenade (one by Gloucester Road and the other towards Rock Gardens), one in Hothamton car park and one in Hotham Park near to the café.

The money awarded from the UKSPF covers the cost to purchase and install the stations. However, in order to accept the funding from ADC, there will need to be a commitment from the Town Council to cover ongoing maintenance costs which will need to be factored in when considering future budgets.

DECISION

Do Members **AGREE** to making provision in future budgets for ongoing maintenance of the Public Bike Repair Stations in Bognor Regis?

SUNKEN GARDENS, WATERLOO SQUARE AND STEYNE GARDENS LIGHTING PROJECT

UKSPF award – Year 2 (2023/2024): Revenue £1k

Year 3 (2024/2025): Revenue £4k & Capital £39k

Sharing much of the same ethos behind the Public Bike Repair Station scheme, the Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project seeks to build on the success of Bognor Regis through public realm improvements, working to enable residents and community groups to live well and enjoy and take pride in our Town, and promote arts and culture to make Bognor Regis a great place to live, work, study and visit.

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

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

Similar to those on Place St Maur, it is intended to install lengths of festoon lights along the eastern side of the Sunken Gardens, following the eyeline down through Waterloo Square and mirrored in Steyne Gardens. The lighting would be within the footprint of the parks and the aim is to have them lit during the evening throughout the year.

The UKSPF monies allows a budget of £10k per site from capital expenditure to bring the project to life, with an additional budget of 30% for potential inflation. What is not included are costs for ongoing power supply and maintenance. Therefore, in order for the project to go ahead, there would need to be support, in principle, from Members with the intent to include provision for these overheads when considering the budget for 2024/2025 and in the years going forward.

DECISION

Do Members **AGREE** to **SUPPORT IN PRINCIPLE** the Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project and thereby consider making provision for ongoing costs, such as power supply and maintenance, in future budget setting?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 5th JUNE 2023**

**AGENDA ITEM 15 – TO CONSIDER HOLDING A TOWN CRIER
COMPETITION IN 2024, AND BIENNIALLY GOING FORWARD,
FOLLOWING THE SUCCESS OF THE TOWN CRIER ‘GUILD
CHAMPIONSHIP’ IN 2022**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

At the Policy and Resources Committee Meeting, held on 29th November 2021, Members agreed to the holding of the Town Crier ‘Guild Championship’ here in Bognor Regis, in June 2022 (Min. 97 refers) and further agreed the competition should be funded up to £2,000 from the Town Crier Earmarked Reserves.

The competition was extremely well-received with 16 Criers participating on the day with one Crier who had travelled from Canada especially for the occasion. Unfortunately, another 2 were registered but were unable to take part as they were unwell. Bognor Regis Town Crier, Jane Smith, was extremely pleased to receive 100% positive feedback from the Criers, all of whom expressed their desire to visit Bognor Regis again ‘for the next competition’. They were impressed with the organisation of the competition itself, and the ‘beautiful’ setting of the seafront bandstand, and other facilities that Bognor Regis had to offer. Many of the Criers stayed for the weekend, in local B&B’s, and all enjoyed the hospitality of Whittingtons Bandstand Seafront Kiosk and the Regis Centre, who both sponsored the event, along with Bognor Regis Afternoon’s WI, Bognor Shopmobility and the RAFA Club 381.

Working in partnership with the Bognor Regis Armed Forces Day, the competition itself, which took place at the seafront bandstand, garnered a lot of interest from passers-by and crowds gathered to watch the colourful spectacle of Town Crier’s from across the land deliver their two cries, to the team of judges.

With the overriding success, voiced by all who attended, the Bognor Regis Town Crier, Jane Smith, who has proved such an asset to the Town, has expressed her desire to hold a Bognor Regis Town Crier Competition on a biennial basis, with the next taking place in 2024, if agreed by Members.

The total spend on the 2022 Guild Championship was £1,541.81, coming in under the £2,000 estimated. With the anticipation that any competition going forward, would not be a ‘Guild Championship’, potential spend for another competition, would probably be slightly closer to the £2,000 mark.

Taking the above into account, Members are therefore asked whether they are agreeable to holding a Town Crier competition on a biennial basis, with the next being in 2024, and whether they are happy to allocate a budget of £2,000 to be funded from Earmarked Reserves, of which there is currently £3,643.19 remaining.

DECISIONS

Do Members **AGREE** to the holding of a biennial Town Crier Competition in Bognor Regis, with the next being held in 2024?

Do Members further **AGREE** to allocate £2,000 for funding the competition, through the Town Crier Earmarked Reserves?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 5th JUNE 2023**

**AGENDA ITEM 16 – TO RECEIVE ANY RECOMMENDATIONS FROM THE
EVENTS, PROMOTION AND LEISURE COMMITTEE IN RELATION TO THE
PROPOSALS FOR UTILISATION OF THE REMAINING PUBLICITY AND
PROMOTION BUDGET – MIN. 157 REFERS**

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

As reported at the last Committee meeting, when the Publicity and Promotion Budget was agreed for the year, it was on the proviso that expenditure from this budget would be subject to ratification by the Policy and Resources Committee before it could be spent.

At the Policy and Resources Committee Meeting held on 27th March, Members considered proposals for the utilisation of the £10k Publicity and Promotion Budget for 2023/2024, as recommended by the Events, Promotion and Leisure Committee, and agreed expenditure of £9,600 from the budget (Min. 157 refers).

At their meeting held on 30th May 2023, Members considered a new request for funding of £500 from Sussex Dance Network to facilitate a partnership project which brings 'Doorstep Duets' to communities in Bognor Regis, to take place on 5th August 2023.

Having considered the request, Members **DISAGREED** with utilising the £400 remaining in the Publicity and Promotion Budget for 2023/2024, towards funding the Sussex Dance Network event proposed.

Therefore, there are no recommendations at this time for consideration.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 5th JUNE 2023**

AGENDA ITEM 18 - NOTICE OF MOTION (S.O.9.0) PROPOSED BY CLLR. P. WELLS AND REFERRED TO THE COMMITTEE BY COUNCIL (MIN. 27 REFERS)

REPORT BY THE TOWN CLERK

FOR DECISION

At the Annual Town Council Meeting held on 23rd May 2023 the following Motion was proposed by Cllr. P. Wells. The item has been referred to this Committee for Members to consider.

“To discuss the implication and impact on the town centre and community with the announcement of two major banks closing in the centre of Bognor Regis, to seek further information and the possibilities of Bognor Regis becoming a location for a hub if further banks decide to close.”

Further information about banking hubs can be found at the following link: - [LINK / Eight new banking hubs confirmed following closures.](#)

DECISION

Members are invited to **AGREE** any next steps.

AGENDA ITEM 19

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING – 5th JUNE 2023

AGENDA ITEM 19 – TO CONSIDER A REQUEST FROM BOGNOR REGIS MUSEUM FOR NEW LOCATION OF THE MODEL BATHING MACHINE

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

The metal signs commission known as the Blacksmiths Art project, was part of the wider Arts & Regeneration project for Bognor Regis and Littlehampton which was funded by the Arts Council back in 2005. The bathing machine was one of the pieces (from one element of the Arts & Regeneration Project), the metal signs were produced to reflect the history of the Towns or the historical use of the buildings they were mounted on. As part of the project the ownership, insurance and responsibility for maintenance of the artworks produced as part of the project in both Towns, which in Bognor Regis also included the Weather Station railings, was taken on by the respective Town Councils. This was agreed at the Policy and Resources Committee Meeting held on 22nd May 2006 – Min. 6b.5 refers.

This piece of artwork (shown in the image below) was originally located above the old Museum in the High Street, an ADC owned building with the agreement of the tenant from the flat on the second floor. The Town Council were asked by the tenant from the flat to remove it during Covid to allow for some maintenance work to be carried out. However, once the works were completed the tenant indicated that he would prefer that it was not returned to its original location.



The Chairman of the Local History Society Committee has written to the Town Clerk in relation to the possibility of the steel model bathing machine, currently stored at the Town Force Lock-Up, being once again on public display.

With the original Bognor Bathing Machine now in its new purpose-built home at the Bognor Regis Museum, in West Street, it is hoped that the model could be displayed in a prominent location where it could perhaps signpost people towards the Museum at which the original bathing machine can be viewed.

The letter to the Clerk explains that Arun District Council have indicated that they would give permission for the bathing machine model to be displayed on a box-steel stanchion, approximately 3m off the ground, in Rock Gardens (opposite the Royal Norfolk Hotel). The History Society is willing to organise all necessary permissions, be the holder of any licence granted and meet all associated costs.

However, understanding that Bognor Regis Town Council is the default guardian of the model, the Local History Society have asked whether the Council would be willing to make the model available for this project and also undertake ongoing maintenance.

DECISIONS

Do Members **AGREE** the request from Bognor Regis Museum for the model bathing machine to be relocated and publicly displayed?

Furthermore, do Members **AGREE** to the Town Council continuing with the ongoing maintenance and insurance of the model as it currently does as agreed by the Town Council back in May 2006?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 5th JUNE 2023**

AGENDA ITEM 20 - TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2023 AND CONSIDER RETURN TO GENERAL RESERVES OF THOSE IDENTIFIED AS NO LONGER REQUIRED FOR THE SPECIFIED PURPOSE

REPORT BY TOWN CLERK

FOR DECISION

A list of the Town Council's Earmarked Reserves as at 31st March 2023 is attached at **Appendix 1**.

The amounts that are shown in **blue** on the appendix have been identified by the Town Clerk as being no longer required for their specified purpose. It is therefore proposed that these funds should now be returned to General Reserves.

Members are reminded that expenditure identified for various specific projects by the Council's committees, which cannot be funded by the end of the financial year for whatever reason, are placed in Earmarked Reserves until the funding can be released. If it is established that the funds are no longer required for this specific purpose, then the funds are to be returned to General Reserves instead of being used for an alternative proposal.

DECISIONS

The Committee is invited to **NOTE** the Earmarked Reserves as at 31st March 2022.

Do Members **AGREE** that funds held in Earmarked Reserves as identified by the Town Clerk, which are no longer required for the specified purpose, be returned to General Reserves?

EARMARKED RESERVES AS AT 31st MARCH 2023

Rolling Capital Programme (315)	117,450.86
Economic Development (320)	298,000.00
Civic Fund (321)	5,407.00
Election Fund (322)	3,146.36
Allotments (325)	1,171.06
Promotions & Publicity Committee (326)	7,245.05 Less £2,245.05
Administration (327)	1,200.00
Events Underspend 2021 for Kidszone DTT Event (328)	534.40
P&R Projects (330)	13,581.00 Less £3,081.00
E&L Projects (331)	14,558.00
P&R Grant Aid (Birdman and Others) (333)	11,485.34 Less £7,610.41
Tourism & Events Support (334)	1,328.00 Less £1,328.00
Parking Scheme (335)	12,161.00
South East in Bloom (337)	5,602.73
Events Sponsorship (339)	1,776.87
BRTC funding of SRB (340)	964.56
SRB WSCC Contribution (341)	500.00
Street Scene Budget savings (342)	32,540.16
Decking Areas Maintenance (343)	4,378.58
<u>Ward Allocations</u>	
Orchard (345)	1,000.00 Less £500.00

Marine (346)	549.00
Hotham (347)	924.00
Pevensey & Hatherleigh (348)	753.00
	Less £126.00
Website (349)	1,476.50
Councillor Training (350)	3,604.00
Town Force General (351)	2,196.82
Town Force H&S Personal Safety Provision (354)	799.00
Our Place Project (358)	1,728.57
	Less £1,728.57
Staff Training Admin & Town Force (361)	9,368.00
Town Crier (362)	4,622.19
CIL 2020-21 (364)	725.00
CIL 2021-22 (365)	1,209.38

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 5th JUNE 2023**

**AGENDA ITEM 21 - ROLLING CAPITAL PROGRAMME - TO RATIFY
EXPENDITURE OF £705 EXCLUDING VAT FOR A DELL LATITUDE 3000
SERIES LAPTOP FOR A NEW MEMBER OF STAFF**

REPORT BY THE TOWN CLERK

FOR RATIFICATION

Members are invited to ratify the following expenditure: -

£705 excluding VAT for a Dell Latitude 3000 series laptop for a new member of staff.

DECISION

The Committee is therefore invited to **RATIFY** the £705 excluding VAT expenditure for the item as noted above.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 5th JUNE 2023

AGENDA ITEM 22 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTHS OF MARCH AND APRIL 2023 - COPIED TO COUNCILLORS**

The financial reports for the months of March and April 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 MARCH AND APRIL 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 March and April 2023.

DECISIONS

To **NOTE** receipt of the financial reports for the months of March and April 2023.

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 2023, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL
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AGENDA ITEM 23 - CORRESPONDENCE

FOR INFORMATION

1. NALC Events – Previously forwarded to Councillors
2. NALC Newsletter 17.05.2023
3. NALC Chief Executive's Bulletin – Circulated to all Councillors 18.05.2023
4. Hidden Disabilities Sunflower - Can sport change how disability is perceived? 18.05.2023
5. GRT Update on rail services during industrial action this week – Circulated to all Councillors 19.05.2023
6. Hidden Disabilities Sunflower – Latest edition of the 'Invisible issue' 19.05.2023
7. NALC Newsletter 19.05.2023
8. BRRB Meeting 26.04.2023 Minutes – 19.05.2023
9. Office of National Statistics May issue 3 – 19.05.2023
10. BID - Updates for businesses – Circulated to all Councillors 19.05.2023
11. Arun Weekly Bulletin – Circulated to all Councillors 19.05.2023
12. Jan Cosgrove correspondence - Updated Arun Parish Review - to all District Cllrs, Parish Clerks, Nick Gibb MP, ADC Chief Exec/Monitoring Officer, NLAC, BR Observer – 21.05.2023
13. NALC Job Listings 22.05.2023
14. Sussex Alerts - Are you scam savvy? – Circulated to all Councillors and on Social Media 22.05.2023
15. VAAC last chance to book your place at the Volunteers Celebration Picnic – Circulated to all Councillors 22.05.2023
16. Sussex Alerts - Protecting Your Digital Footprint – Circulated to all Councillors and on Social Media 22.05.2023
17. NALC Events – Circulated to all Councillors 23.05.2023
18. Sussex Alerts - Have you secured your email account – Circulated to all Councillors and on Social Media 23.05.2023
19. NALC Newsletter – 24.05.2023
20. Heather Perrott – Next International film at the Picturedrome – Circulated to all Councillors 24.05.2023
21. Sussex Alerts - Neighbourhood Watch Community Safety Charter – Circulated to all councillors and on Social Media 24.05.2023
22. WSCC News Release – Renew drive for host families for refugees – Circulated to all Councillors 25.05.2023
23. NALC Chief Executive's Bulletin – Circulated to all Councillors 26.05.2023
24. VAAC E-bulletin – Circulated to all Councillors 26.05.2023
25. Local Councils *Update* Issue 273 June 2023

**BOGNOR REGIS TOWN COUNCIL
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**AGENDA ITEM 23a - ADDITIONAL CORRESPONDENCE
FOR INFORMATION**

- 1.** GTR - Industrial action will disrupt train services – Forwarded to all Councillor and on Social Media – 26.05.2023
- 2.** The Sussex Police and Crime Commissioner - Let's reclaim our public spaces – Circulated to all Councillors 26.05.2023
- 3.** Paul Cann ADC – BR Urban District staff Caricatures 26.05.2023
- 4.** NALC Events – Previously circulated to all Councillors 30.05.2023
- 5.** WSCC News Release - Director of Public Health urges parents and carers to get children immunised before starting school – Circulated to all Councillors 30.05.2023
- 6.** Sussex Alerts - How smart are you about keeping your devices at homeprotected – Circulated to all Councillors and on Social Media 31.05.2023
- 7.** NALC NEWSLETTER 31.05.2023
- 8.** Interim Chief Executive arrangements - Arun District Council 01.06.2023
- 9.** VAAC Bulletin - Volunteers Thank You – Circulated to all Councillors 01.06.2023
- 10.** NALC Chief Executive's Bulletin – Circulated to all Councillors 01.06.2023
- 11.** VAAC Funding Focus - June 2023 – Circulated to all Councillors 01.06.2023