



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
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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 31<sup>st</sup> JULY 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 31<sup>st</sup> July 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 24<sup>th</sup> DAY of JULY 2023**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
  - a) the item they have the Interest in
  - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest

- c) the nature of the Interest
  - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To Approve the Minutes of the Meeting held on 5<sup>th</sup> June 2023
  4. ADJOURNMENT for public question time and statements
  5. Clerk's report from previous Minutes
  6. To receive the Town Force Report including consideration of digitising Town Force operations
  7. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board
  8. To receive a presentation in relation to a proposal from the Bognor Regis BID to install an Augmented Reality Archway on the promenade
  9. Bognor Regis Heritage & Arts Partnership Board (BRHAPB) including: - To receive the Notes of the meeting held on 19<sup>th</sup> June 2023 previously circulated to Councillors
  10. Arun District Association of Local Councils (ADALC)
  11. To consider the requirement for Councillors to stand when speaking as set out in Standing Orders (S.O. 3j) – Min. 8 of the Annual Town Council Meeting held 22<sup>nd</sup> May 2023 refers
  12. To review the return to paper copies of agendas and reports – Min. 119.6 refers
  13. 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 for 2023/2024 – Min. 16 refers
  14. Rolling Capital Programme including: -
    - To ratify expenditure of £1,210 excluding VAT for two Dell OptiPlex 7000 Micro PCs
    - To ratify expenditure of £20,890 excluding VAT for a Ford Transit van, including 36 months warranty - Min. 148.1 refers
    - To ratify the use of a CHAPS payment to purchase the Ford Transit van including the £25.00 expenditure for the CHAPS charge made for this transaction (as detailed in the Financial Regulations 6.8)
    - To ratify expenditure of £827.49 excluding VAT for a replacement Control Point awning for use at BRTC events
  15. Financial Reports including: -
    - To note Committee I&E Reports for the month June 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 May and June 2023, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
  16. To consider the appointment of a liaison Working Party and its membership, to meet twice a year to discuss the 2 Hour Free Car Parking Scheme with ADC, Bognor Regis Bid and up to two business representatives from the Town Centre
  17. Correspondence

18. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
19. Town Force: Note of outstanding debtors

Agenda item 19 will contain confidential items and require a resolution to exclude public & press.

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



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## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 5<sup>th</sup> JUNE 2023**

### **PRESENT:**

Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett, Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, P. Wells and P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
Mr. D. Kemp (DCK Accounting Solutions Ltd) (part of meeting)  
Cllr. Mrs. Warr seated in the public gallery  
1 member of the public

*The Meeting opened at 6.30pm*

### **1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 22<sup>nd</sup> MAY 2023**

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

It was further **NOTED** that Cllr. B. Waterhouse was elected Chairman and Cllr. P. Wells was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 22<sup>nd</sup> May 2023.

### **2. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE**

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

Apologies for absence were received from Cllr. S. Goodheart who had another meeting.

### **3. 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. Miss. Needs declared an Ordinary Interest as a Member of Arun District Council***

***Cllr. Oppler declared an Ordinary Interest as a Member of both Arun District Council and West Sussex County Council***

***Cllr. Ralph declared an Ordinary Interest as a Member of Bersted Parish Council***

***Cllr. Wells declared an Ordinary Interest in the Bognor Regis Heritage & Arts Partnership Board, and the Bognor Regis Business Improvement District***

**4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27<sup>th</sup> MARCH AND THE EXTRAORDINARY MEETING OF 19<sup>th</sup> APRIL 2023**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 27<sup>th</sup> March and the Extraordinary Meeting of 19<sup>th</sup> April 2023 and these were signed by the Chairman.

## 5. **ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

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

## 6. **CLERK'S REPORT FROM PREVIOUS MINUTES**

### 6.1 **30<sup>th</sup> January 2023 - Min. 119.4 - Bognor Regis Twinning Association Interpretive Signage Board for Place St Maur**

This Committee previously agreed to support the Bognor Regis Twinning Association by contributing up to £350 towards the costs to install an interpretation board on the Place St Maur subject to ADC permissions. ADC have now confirmed their agreement for the board to be installed and the artwork has also been completed. Arrangements will now be made for Town Force to install the sign when their workload allows.

### 6.2 **30<sup>th</sup> January 2023 - Min. 136 - Correspondence request to Nick Gibb MP to support the signing of the Early Day Motion to address concerns regarding intimidation at community, parish and town councils**

As previously reported to Members, Nick Gibb MP had forwarded the letter sent by the Town Council, in relation to concerns regarding intimidation at community, parish and town councils, to Lee Rowley MP at the Department for Levelling Up, Housing and Communities. A response was received from Mr. Rowley in which he firstly expressed his gratitude for the work that the Town Clerk and her colleagues do as clerks. The letter goes on to say that he completely agrees with the sentiments that good behaviour should be encouraged and stated that the Government is committed to working with all tiers of local government and their representative organisations in reinforcing their reputations for ethical local standards. A Member requested that the response be circulated to the Committee.

### 6.3 **27<sup>th</sup> March 2023 - Min. 154 - Improvement Works to Seafront Showers**

At this 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. Members are asked to note that having liaised with the Town Council's Accountant the additional £250 agreed to increase the Maintenance Budget is not provided for within the 2023-24 Budget and will therefore result in an overspend at the end of the financial year.

### 6.4 **14<sup>th</sup> June 2022 - Min. 6.1 - Treasury Management Report**

The Town Council's Treasury Management Policy was last amended in May 2019. This is reviewed on an annual basis by the RFO to establish if any amendments are required. Having liaised with the Town Council's Accountant regarding this Policy and the need for any changes, he has confirmed that no changes are required at the current time as this is working very effectively and therefore no further amendments are necessary.

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

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

**7.1 Joint Consultative Sub-Committee (Staffing)**

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; J. Brooks, R. Nash, Miss. C. Needs, F. Oppler, B. Waterhouse, P. Wells, P. Woodall and the three senior Officers.

**7.2 Bognor Regis Heritage & Arts Partnership Board**

Members **NOTED** the appointments of Cllrs; J. Barrett, J. Brooks, S. Goodheart and N. Smith as Representatives, and Cllrs. B. Waterhouse and Mrs. G. Yeates as Reserve Representatives.

Cllr. Wells requested that he be appointed to fill one of the two vacancies as Reserve Representative to the Bognor Regis Heritage & Arts Partnership Board. This was **AGREED** and will be ratified at the next Council Meeting.

**8. TO NOTE THE TERMS OF REFERENCE AS ADOPTED AT THE ANNUAL TOWN COUNCIL MEETING HELD 22<sup>nd</sup> MAY 2023 INCLUDING: -**

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Bognor Regis Heritage & Arts Partnership Board**

The Town Clerk's report and relating appendices were **NOTED**.

Members **NOTED** 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.

**9. INTERNAL AUDIT - TO CONSIDER THE INTERNAL AUDIT REPORT 2022-2023 (FINAL)**

The Town Clerk's report and Internal Audit Report 2022-2023 (Final) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised.

**10. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2022/23**

The Chairman welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2022/23.

Mr. Kemp thanked the Chair and spoke of how nice it was to see some familiar faces. In relation to the financial statements, which form the basis of the AGAR, he explained that council audit regulations only require the completion of the Annual Governance Statement (Section 1 of the AGAR).

However, this Statement does not tell members of the public what the Council have done with taxes, how much has been spent on services, nor what income has been generated. Therefore, Mr. Kemp advised Members that it was still good practice to produce financial statements. These statements are looked at by an Internal Auditor, but not approved as it is not necessary to subsequently submit the statements to an External Auditor. Mr. Kemp then went on to highlight various points within the financial statements for Members information, including that there was a surplus of nearly £82,000 at the end of the financial year.

- 10.1** In past years, surplus budgets have been transferred into the Rolling Capital Programme fund and, when asked, Mr. Kemp recommended that as General Reserves were above the comfortable minimum, £80,000 could be transferred, but the decision to do so was up to the Council. A Councillor spoke in support of this action and Members unanimously **RESOLVED** to **AGREE** that £80,000 of the surplus remaining at the end of the 2022-23 financial year should be transferred to the Rolling Capital Programme fund.
- 10.2** A Member felt that it would be useful to have sight of the Bognor Pier Company Ltd. Accounts, to better understand the logistics of how it works. The Town Clerk reminded Members that this had been mentioned at the Annual Town Council Meeting, held on 22<sup>nd</sup> May 2023, and suggested that a Member's Briefing be arranged with Mr. Kemp in attendance. This was **AGREED** by Members, subject to Mr. Kemp's availability.

With no further questions, the Chairman thanked Mr. Kemp for his attendance and input to the meeting.

**11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>st</sup> MARCH 2023 INCLUDING: -**

The Town Clerk's report and the relating appendices were **NOTED**.

- 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**

Members unanimously **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2022/23 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and unanimously **RESOLVED** to **RECOMMEND** 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)**

Having considered the Town Clerk’s report, which detailed the accounting statements to be agreed, Members unanimously **RESOLVED** to **RECOMMEND** answering ‘Yes’ to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

**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**

Members unanimously **RESOLVED** 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 31<sup>st</sup> 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**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31<sup>st</sup> March 2023 and **RESOLVED** 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)**

Members considered the Accounting Statements for 2022/2023 as detailed in 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**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2022/2023 and unanimously **RESOLVED** 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 further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2022/2023 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

**12. GRANT AID INCLUDING: -**

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

**12.1 To consider the timeline for the application process**

Members unanimously **AGREED** that changes should be made to the Grant Aid timeline and 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 2<sup>nd</sup> January 2024.

**12.2 To review current guidelines/criteria, application form and amend if required**

Members **APPROVED** the guidelines/criteria and application form for Grant Aid 2024, without any amendments.

**12.3 Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered**

Members **AGREED** that an Extraordinary Meeting of the Policy and Resources Committee, at which Grant Aid 2024 applications will be considered, will be scheduled to take place on Monday 8<sup>th</sup> January 2024 at 6.30pm.

*Mr. Kemp left the Meeting*

**13. TO RECEIVE THE TOWN FORCE REPORT**

*Cllr. Oppler left the Meeting*

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

Comment was made by a Member about how much they appreciate the work that Town Force carry out. Another Member concurred, describing Town Force as doing a tremendous job and felt that they should not be on the receiving end of verbal abuse, as detailed in the report, when carrying out roadside maintenance.

*Cllr. Oppler returned to the Meeting*

A discussion was then had about the partnership agreement between the Town Council and WSCC, in relation to roadside maintenance including verges and roundabouts, and about concerns of road users with verges on approaches to roundabouts being allowed to become overgrown. Members were keen for there to be an opportunity for open dialogue with WSCC at which these matters could be addressed.

Cllr. Oppler, who is also a West Sussex County Councillor, informed the Committee that he was soon to meet with WSCC's Western Area Highway's Manager and offered to ask whether the issues identified within the Town Force report, and the subsequent discussions, could be considered at the meeting.

Members **AGREED** that the Town Clerk write to West Sussex County Council inviting them to engage in conversations about the work that Town Force carry out, on their behalf, in the hope of finding a solution that reduces the risk of Town Force being verbally abused when working on the roadside. A Councillor suggested that a copy of the letter also be copied to County Councillors who represent the Bognor Regis area.

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

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

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

**14.2** Members unanimously **AGREED** to **SUPPORT IN PRINCIPLE** the Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project and would, subject to costings being presented to the Committee in due course, consider making provision for ongoing costs, such as power supply and maintenance, in future budget setting.

**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**

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

Members unanimously **AGREED** to the holding of a biennial Town Crier Competition in Bognor Regis, with the next being held in 2024.

Members further unanimously **AGREED** to allocate £2,000 for funding the competition, through the Town Crier Earmarked Reserves.

**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**

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

There were no recommendations from the Events, Promotion and Leisure Committee, in relation to the Publicity and Promotion Budget, at this time.

**17. TO CONSIDER A REQUEST FOR FUNDING TOWARDS THE COST OF THE MAYOR'S CADET BADGES**

The Assistant Clerk advised Members that the exact cost details were not yet known, to produce more badges for the Mayor's Cadet, and it was therefore **AGREED** to **DEFER** this item until a future meeting.

**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."*

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

Cllr. Wells spoke on his Motion, during which he acknowledged that online banking was the way forward, however he believed that customers still need face-to-face services provided by banks.

He reported that there was a national move towards central hubs to be made up where banks join together, through the Post Office, for instance. With two major banks and building societies still available in Bognor Regis Town Centre, Cllr. Wells did not believe that there was an imminent need to consider a banking hub but suggested that the Town Council write to the remaining banking providers in the Town to ask what their future plans were and to make clear the Council's position on banks closing their doors.

Discussion included the effect that the closing of banks would have on the viability and vibrance of high streets, and of the impact on those who had no online access or who were not confident in their IT skills, for example.

***Cllr. Oppler declared an Ordinary Interest as a customer of Barclays***

Comments were also made about the much-needed social interaction that daily visits to banks gave to some members of society.

***Cllr. Ralph declared an Ordinary Interest as a customer of Barclays and HSBC***

Members were disappointed that the banks scheduled for closure had not written to the Town Council and that there had been no apparent community consultation on the matter.

It was **AGREED** that a letter be written to Barclays and HSBC, followed up with a press release, to express Members dismay at news of their forthcoming branch closures in Bognor Regis Town Centre, their concern in relation to the possible effect that this action would have, and their disappointment at the lack of consultation prior to the announcements

being made. A letter will also be sent to the remaining banks in the Town Centre to ascertain their position in relation to future banking provision in the Town.

**19. TO CONSIDER A REQUEST FROM BOGNOR REGIS MUSEUM FOR NEW LOCATION OF THE MODEL BATHING MACHINE**

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

Following a brief discussion about the potential for the model bathing machine to be vandalised, Members unanimously **AGREED** the request from Bognor Regis Museum for the model bathing machine to be relocated and publicly displayed. However, in an effort to protect the model, it was suggested that instead of being erected in Rock Gardens, the Royal Norfolk Hotel be approached and asked if the model could be placed in the southeast corner of their grounds.

Members **AGREED** that the Town Clerk be given Delegated Authority in relation to the final site for the model bathing machine to be on public display and further **AGREED** to the Town Council continuing with the ongoing maintenance and insurance of the model, subject to no significant increase in the insurance premium being applicable owing to the relocation.

**20. TO NOTE EARMARKED RESERVES AS AT 31<sup>st</sup> MARCH 2023 AND CONSIDER RETURN TO GENERAL RESERVES OF THOSE IDENTIFIED AS NO LONGER REQUIRED FOR THE SPECIFIED PURPOSE**

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31<sup>st</sup> March 2023, was **NOTED**. Members unanimously **RESOLVED** 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.

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

The Town Clerk's report was **NOTED**, and Members unanimously **RESOLVED** to **RATIFY** expenditure of £705, excluding VAT, for a Dell Latitude 3000 series laptop for a new member of staff.

**22. FINANCIAL REPORTS INCLUDING: -**

**22.1 To note Committee I&E Reports for the months of March and April 2023 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the months of March and April 2023.

- 22.2 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**

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

**23. CORRESPONDENCE**

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

**24. 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) - Agenda item 25 (contractual).

**25. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

***Cllr. Wells declared a Disclosable Pecuniary Interest as a sponsor of Town Council owned planters, in the event that he was noted on the list***

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

***The Meeting closed at 7.55pm***

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 31<sup>st</sup> JULY 2023**

**AGENDA ITEM 6 - TO RECEIVE THE TOWN FORCE REPORT INCLUDING  
CONSIDERATION OF DIGITISING TOWN FORCE OPERATIONS**

**REPORT BY THE TOWN FORCE MANAGER**

**FOR INFORMATION  
& DECISION**

Administration of Town Force (TF) operations has grown to levels that would warrant employing a full-time or as a minimum a part-time administrator. It is no longer possible for the TF Manager to effectively deal with operational matters, administration, HR issues, H&S matters, contractual obligations, floral sponsorship etc. within the contracted 37 hours per week. Instead of employing an administrator, the digitising of TF operations is being proposed. It will automate mundane, repeatable tasks, which will not only accelerate processes but will also save operational costs by way of headcount. The project has been thoroughly discussed with the team who are all in agreement with modernising the way they work, should the Committee approve it.

Digitising is the process of eliminating paper from Town Force operations and there are countless benefits to transitioning paper and spreadsheet-based processes to a digital framework:

\* Digitising removes duplication and saves time. For example: There will be no need to re-type each job for every member of TF staff from their handwritten daily timesheets into Excel. The software will remove the need for duplication of this information, TF staff will complete their timesheets electronically in readiness for the TF Manager to code the jobs up.

\* Digitising enables real-time visibility of operations, both completed and outstanding jobs.

The process of issuing job tickets will become more efficient and simplified. The current process involves writing out a paper job ticket, handing it over to TF staff, then re-typing the information into an Excel spreadsheet under the relevant cost centre and filing the office copy of the job ticket. Upon completion of a job, TF fill in their part of the ticket, hand it in, for it to be then matched up with the office copy. A completion date is then entered into the Excel spreadsheet and both copies of the job ticket are matched up and filed away.

\* Digitising offers simpler and faster audit of Town Force operations and production of reports on their activities for internal purposes but also for stakeholders. Filing, organizing, and searching for paper documents is time that could be spent on more productive tasks.

\* Digitising TF operations will save money otherwise spent on paper and printing.

\* Digitising TF operations will reduce the carbon footprint of the Town Council. This is in line with the Council's declaration of Climate Emergency.

\* Storage space in the office and at the TF yard where all paperwork is archived will not need to be increased.

Having made extensive enquiries in the last few months, it would appear that there is no "off the shelf" product that would deliver all that is required. Whilst there may be products available to raise and manage jobs for example, there appears to be no software readily available that could be used for the timesheets, accounting and reporting purposes whilst also calculating staff Time Off in Lieu, paid overtime, managing jobs and all the equipment and property inspections that are required to be in place by the HSE.

Whatever the solution, an on-the-go internet connection will be required because the device will need to access web services for it to work. It is therefore proposed that each member of TF is issued with a tablet of at least a 10" screen (quoted cost of about £320 each) to ensure they do not struggle when completing the forms, which could potentially lead to failure of the project. Therefore, there would be an initial, one-off cost buying these devices as well as an ongoing cost of a data plan to secure an internet connection through a sim card. It is recognised the tablets can tether off the staff current smartphones, but such a connection may not be reliable.

A detailed specification was sent to five companies and the following responses were received:

**Company 1.** advised that having investigated further on the options they thought could be available, they are not able to deliver on this and have to decline to quote.

**Company 2.** Following receipt of the specification, the company advised that they could not deliver all that was needed and would therefore not quote.

**Company 3.** quote is for development of a brand-new, bespoke software, based on all operational needs. It is the only quote received that would lead to development of a software that would satisfy all requirements detailed in the specification. This highly recommended software developer has a member of the team who previously worked for a health and safety company and therefore has invaluable insight on some of the forms that are required. The Company also has a client of about 10 years who has a lot of similar functionality in a system they built. Several online meetings were held with the Managing Director (MD) where our requirements were explained in some detail and the MD showed real interest in understanding all the processes that are to be automated to ensure the newly created system is fit for purpose and user friendly.

For example, staff timesheets would be completed by TF staff electronically on a tablet. The TF Manager would then access this information through an online portal using a desktop PC, assign each job to a cost centre and run the relevant monthly reports for the accountant. There will be no need to manually extract re-chargeable jobs for invoicing from the spreadsheets as is the case now, this could be done with a few clicks of a button. Reporting to stakeholders will be done more effectively. The software would enable the TF Manager to issue electronic job tickets for immediate receipt by TF staff. Completion of a job would be flagged up instantly, as it is signed off by TF staff. They will also be able to attach before and after photos to each job ticket which is



particularly important for graffiti removal. The system will offer a real time visibility of operations which will aid decision making and job planning. All equipment, vehicles and yard checks will be moved from paper onto the software with TF staff completing these on their devices.

It is acknowledged the initial cost is high, but the software can be implemented in phases which is something the Company recommends anyway so the cost would be spread out over a period of time. To minimise ongoing cost, the software will be built so that the majority of changes to forms/equipment etc. can be made by the software administrator (TF Manager) without having to go through the software developer which would accrue cost and delay implementation. Please note the IP address would also belong to the Town Council.

	<i>Hours</i>	<i>10% contingency</i>	<i>Amounts</i>
<b>Phase one</b>	222	22.2	£21,978.00
<b>Phase two</b>	45	4.5	£4,455.00
<b>Phase three</b>	21.5	2.15	£2,128.50
<b>Phase four</b>	13.5	1.35	£1,336.50
<b>Totals</b>	<b>302</b>	<b>30.2</b>	<b>£29,898.00</b>

Further detailed information on each phase is available if required.

<b>Recurring costs</b>		
Hosting + SSL certificate + backup	To be able to access the portal, the files and database need to be accessed via a server. Database backups would be taken daily and the website files would be backed up weekly. Company 3 would keep backups for 30 days. The photos uploaded on the portal would be stored separately on Amazon's Cloud, which are covered in this cost. This cost is for the Company's own Cloud server and the Company's maintenance of it for a given year.	<b>£525 + VAT per annum</b>

**Company 4.** provided two quotes for development of a new Town Force Microsoft PowerApp which is based on Microsoft 365. This means that the app comes with all the security, accessibility and reliability that Microsoft affords. It would be necessary to purchase four additional MS 365 licences, one for each member of TF staff (approx. £5 ea per month (TBC)), in addition to the prices quoted below.

- **Quote 1** is for the App to be developed as a community project through the Company's Foundation involving students from local schools, starting in September and lasting 12 weeks. This is a bolt on to the project and can be run alongside or not at all.

One off donation to a charity: £3,000

Power Apps per app plan monthly cost: £45 for 6 users

- **Quote 2** is for the App to be developed commercially by the Company itself within 6-12 weeks. It will be fully integrated into MS 365 and other

applications including Teams, Outlook, Planner/Tasks, PowerBi (some features may require additional licensing).

One off cost: £5,950

Power Apps per app plan monthly cost: £45 for 6 users

The proposed TF PowerApp could run on the current smartphones, or tablets and on a desktop.

**Company 5.** This company has been used for recruitment advertising since 2011 and was contacted for a quote thanks to their impressive recruitment portal which was built in-house. Their solution is web based and would be designed to perform on TF members' smartphones, or tablets and on a desktop.

The quote states: "Our understanding is that a largest pain point is the time-consuming manual processing of Daily Staff Time Sheets and the associated cost centre coding. We also understand there are additional time saving opportunities relating to Time Off and Overtime Calculation, Town Force Job Ticketing, Graffiti Reports Forms, Work at Height Permits, Equipment Safety Checklists etc. Our approach is to find ways to deliver your goals as efficiently (inexpensively) as possible by utilising the existing platform (with some modifications) which the Council has already used when hiring staff."

A phased approach is proposed:

**Phase 1:** Utilise the existing Time Tracking HR module to satisfy the requirement to digitise staff timesheets only.

One off cost to configure the module with modifications: £1,295 + VAT

Ongoing cost to provide the Time Tracking HR module on a Software as a Service basis: £235 + VAT per month.

This includes email and telephone support.

Please note that changes to the module can only be done by the Company, not the TF Manager.

Initial contract period would be for 18 months.

**Phase 2:** There would be no obligation on the Council to move to phase two.

It is proposed that if phase 1 goes smoothly and to the Council's satisfaction then the Company would carry out a "Discovery phase" to more comprehensively understand further requirements (e.g. the Time Off and Overtime Calculation, Town Force Job Ticketing, Graffiti Reports Forms, Work at Height Permits, Equipment Safety Checklists etc) and to provide an updated cost quotation.

At this early stage, the cost of phase 2 is estimated to be between £4,000 and £14,000 + VAT. If, following phase one, the Council wishes to move forward with phase two the Company would present a more detailed quotation to the Council for consideration at that time.

## **DECISION**

Members are invited to consider the quotations detailed above and **AGREE** how they wish to proceed.

## UPDATE ON TOWN FORCE ACTIVITIES

### **Graffiti.**

Regrettably, levels of graffiti in the town remain high, with the town being newly hit over the weekend of 22-23 July. Clearance is a joint effort between Arun DC Cleansing Contractor, a private contractor operating in Hotham Park, Skill Mill Ltd. and Town Force. It needs to be noted there is no legal duty on the Town Council to clear graffiti from non-BRTC property, it is a service provided by choice to keep the town looking nice and Town Force do their best to remove graffiti as quickly as they can. Responsibility to remove graffiti rests with the property owner. It also needs to be noted that graffiti is classed as criminal damage and as such, needs to be reported to the Police, regardless of the public perception of the Police force over a lack of action.

Further to the previous report of a youth behind the WOSEK tag being caught in action on a camera, identified and visited by the Police, it would appear that the youth is still active. The Police agree with our suspicion but cannot take further action without an eyewitness or a video footage. The youth was referred to the Youth Justice Service (YJS) out of court disposal panel for the incident of graffiti where they were captured on CCTV. An assigned YJS worker is due to visit them so that a comprehensive assessment can be written to include details of a bespoke programme to address and deter offending. Once that is available the youth will be discussed at one of the weekly panel meetings where the appropriate disposal will be agreed.

A solution has been found to clear graffiti from Covers brick wall in Spencer Street. As Arun DC parking suspension on 13<sup>th</sup> March didn't work and there seems to be no appetite to initiate another one, the issue was discussed in a daily meeting with the TF team. The typical removal method involves applying a graffiti remover chemical onto the brickwork using a brush and subsequently washing it off with a Karcher pressure washer. If this method was used in Spencer Street, it is almost certain that the chemical would damage paintwork of the cars parked nearby. The team has previously used a tarpaulin sheet to protect nearby structures from chemical damage however this is not advisable in this situation. The team's Supervisor advised that the only way the graffiti can be safely removed is by hand, using scrubbing brushes and buckets of water. It is an onerous, labour intensive way of removing graffiti but there is no other alternative. The removal was undertaken on 24 July.

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

<b>Month</b>	<b>Man hours</b>
June	59.50
May	24.25
April	78.25
March	124.50
February	59.50
January	75.50

### **Grass cutting.**

As the grass growing season progressed, it has become apparent that West Sussex County Council Highways (WSCCH) have further reduced their grass cutting regime this year. Their website states:

*Urban cuts*

*During the grass growing season, which falls between March and November, we cut and maintain grass verges in towns and other urban areas within 30mph speed limits, for safety and visibility reasons.*

The current planned completion dates for Bognor Regis where 30mph limits apply are 25 July and 13 September.

However, roads with 40mph speed limit, such as Shripney Road and Felpham Way fall under what WSCCH class as rural cuts:

#### *Rural cuts*

*In the countryside, or where there are no pavements, we only maintain the verges from a highway safety perspective.*

*Verges in rural areas receive cuts in the following order:*

- one visibility splay cut for safety - five weeks during April and May*
- one, one-meter-wide cut to stop grass and vegetation overhanging the road - from July to September*
- one overall cut a year - from end September to beginning of December.*

This has had a major impact on the Town Council sponsors along Felpham Way. Historically, Town Force have only cut grass around the planters to ensure sponsor signs remained visible and this used to be sufficient. This year, it has been necessary to ask Skill Mill, who support Town Force, to trim both sides of Felpham Way between Butlins roundabout and the Arun Leisure Centre roundabout. However, going forward a sustainable solution needed to be found. Thorough market research followed to ensure the chosen machine suited the team's needs and fits the grass cutting trailer. Simultaneously, a training provider with immediate availability of a ride on mower course had to be found.



The machine search was narrowed down to a zero turn Ariens Apex 48R which was demonstrated to the team on the Squareabout and Rowan way roundabout on 10<sup>th</sup> July. Following the suppliers briefing and demonstration of the controls, staff took it in turns on the machine. The mower's performance was impressive and with its cutting width being double than the width of a pedestrian mower, cutting time will be considerably reduced. An order was placed under the Town Clerks' delegated authority and the Committee will be asked to ratify the expenditure at the next meeting once the machinery has been delivered.

The grass cutting trailer that will be used to transport the machine requires a number of repairs due to its age, quotes for this work are currently awaited.

The team attended a LANTRA ride on mower course at Plumpton College on 20<sup>th</sup> July which means they will all be qualified and ready to use the ride on mower by the time the machine arrives at the end of the month. It will be utilized on the Squareabout, Orchard Way roundabout, most of Rowan Way roundabout, in Lyon Street and along Felpham Way. Other areas that Town Force currently maintain are either too small or have terrain unsuitable for safe operation of the mower. It is hoped however that it could bring in additional revenue, subject to the team having the capacity to take on additional work for 3<sup>rd</sup> parties.

### **Replacement van.**

Following the Committee's approval to replace the 22-year-old Ford Escort with a newer van of a similar size, a 3-year-old Ford Connect was purchased at £19,891 ex VAT plus £999 for an extended warranty of 3 years. The purchase is being funded from the Rolling Capital Programme, as previously agreed and Members will be asked to ratify this expenditure under agenda item 14 later in the meeting.



The old Escort is currently being prepared for sale, initial enquiries indicate a sale price of about £500.

### **Staffing.**

TF continue struggling with their heavy workload, working 20 hours extra each week between the four of them, accruing time off in lieu as well as paid overtime.

### **Town Force Equipment.**

All electrical items and the PA system have been PAT tested.

### **Seafront decking x 3.**

Following digger clearance of shingle from all three areas, shingle has started creeping in once again and is currently covering about 10% of each of the decking areas. Town Force attend to sweep/shovel the shingle off once a week but a substantial built up can only be removed by a digger. The situation continues to be monitored.

### **Horticultural matters.**

Winter bedding has been ordered.

### **Felpham Village Conservation Society (FVCS).**

The Society has requested TF assistance with watering of some 60 hanging baskets in Felpham Village next summer. A meeting was held with the representatives and agreed, that it would be beneficial to both parties if "a dummy run" was undertaken by TF as the watering could only be done utilizing the mobile waterer. This was undertaken on 19<sup>th</sup> July and a quote will be provided to FVCS in due course.

### **Sponsored Planters.**

Following an RTA on Chichester Road, the TF Manager has been in liaison with the Police Collision unit who passed on the driver's details. A quote for TF dealing with the damage and building a replacement planter has now been agreed by the driver and the job scheduled in.

WSSC contractor Landbuild has been working on repairs to the Ladybrook bridge on Felpham Way since May. The works effected the planter sponsored by PRN who agreed to a temporary relocation to a planter near Butlins roundabout. Landbuild has once again extended their roadworks, this time to

4<sup>th</sup> August. When complete, a new planter will be built by TF and located south of the bridge, with the cost being funded by WSCC.

There is a local company interested in sponsoring both planters, so their build is being prioritised.

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

### **Events.**

Town Force supported Drive Through Time in West Park, working some 13 hours on the day.

### **Odd Jobs completed for 3<sup>rd</sup> parties (extra revenue).**

- Middleton On Sea Parish Council - installation of rubber matting at Shrubbs Field;
- Pagham Parish Council - Graffiti removal from bus shelters;
- Hastoe Housing Association Limited - once off removal of flytipping;
- Picturedrome cinema - Weeding;
- The Regis School - Provision of crowd barriers;
- BR BID - Securing furniture at the front of Brewers Fayre;
- Bognor Pier Co. - Spot treating rust and painting of the canopy, freeing up of windows.

### **Examples of other jobs.**

In addition to the routine jobs, TF have also repaired a collapsed planter on Felpham Way, delivered leaflets to Heritage Partnership representative, attended a site meeting with Arun Officer regarding relocation of a Twinning bench, delivered chairs to HP old Café for the Rotary's Sunday concerts, delivered BRTC wreaths to the office, 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 – 31<sup>st</sup> JULY 2023**

**AGENDA ITEM 7 – REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION**

The BR BID Board Meeting was held on the 15<sup>th</sup> June 2023 and the following issues were discussed:

**Budget Update**

Points raised at the BID AGM, regarding charging structure and policy on geographic boundaries, were considered and Directors agreed upon a draft document that it was felt would provide clarity for the BID Team and levy paying businesses. Budget funding was agreed towards the provision of additional warden hours over the summer holiday period.

**Feedback on BID Team Update:**

The Board thanked the BID Team for their efforts for the number and range of committed projects and services being delivered.

**Well Known Town: Love Bognor Regis (LBR) Website, ADC Tourism Strategy, Brewer's Fayre**

Members noted the detailed plan to update and republish all categories of business listings on LBR by end of September 2023. The BID Team shall be prioritising listings for sectors most appealing to visitors; food & drink, things to see and do and activities to increase footfall.

Board members noted the progress of ADC's Tourism Strategy, and timeline for presentation to Elected Members.

BID Chief Operating Officer shared an artists' impression for colourful boards, planters, and seating for the front of the vacant Brewers' Fayre site, which will be completed by 23<sup>rd</sup> June 2023 ready for the summer season. ADC Officer thanks the BID Team for the speed at which they had acted in their capacity as ADC's project delivery partners and provided an overview of the timeline for Elected Members to consider short/long term activity at the site. Additionally work to introduce three boards at the site promoting Bognor Regis as a whole and to Bognor Regis Food & Drink businesses.

**Welcoming Town: BR BID BCRP**

The Bognor Regis BID's Business Crime Reduction Partnership is a formal structure sitting within the governance of the BID Board. In light of decisions supported by the BCRP Steering Group, management of and responsibility for crime reporting data through the DISC system will now transfer to a third-party provider. As such, the BID Board of Directors must formally "dissolve" the existing BCRP. HA had negotiated a three month "transition" period with the third-party provider to monitor whether their management led to increased engagement.

**Parking:**

The BID Board noted that the BID's management and delivery of two-hour parking discs for 2024 was continuing as planned.

**Transforming Town:** TASTE! Update for members, UKSPF: Wayfaring, WSCC / Premier Inn / Regis Centre

Directors noted a verbal update on the BID Team's progress including work to promote the event, comms plan and opportunities for business engagement. Positive responses had been received from all businesses that the BID Team had engaged with to date.

Rebecca White from the Bognor Regis Regeneration Board provided an updated to the Board on funding secured through UKSPF to deliver Phase Two, the design phase of the Wayfaring, outlining a timeline for workshops with a wide range of representative groups from the community, including schools, businesses, and elected members. It was proposed that meetings with businesses would be scheduled for the start of 2024, following the busy Christmas trading period. With the BID acting as delivery partners, it was hoped that elements of wayfaring design developed through workshops with secondary school students in July could be introduced in the town centre in time for the peak summer season. Activity was underway to identify ownership of and responsibility for existing assets in the public realm, including street furniture, lampposts, banner sites and signage that could be utilised as a cost-effective means of introducing wayfaring. It was explained that, whilst funding had been secured to facilitate introduction of wayfaring infrastructure, such as totems, stakeholder partners would need to factor in costs for ongoing maintenance within their respective budgets.

An update on the work at The Premier Inn and The Regis Centre was provide by Bognor Regis Regeneration and Arun District Council Officers. An overview of progress on three key projects, including planning submission dates and complexities of timing major road developments to avoid disrupting key summer season.

**Date of Next Meeting:**

The next Full Board Meeting shall be held 7<sup>th</sup> September 2023.



**AGENDA ITEM 9**

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 31<sup>st</sup> JULY 2023**

**AGENDA ITEM 9 - BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO RECEIVE THE NOTES OF THE MEETING HELD ON 19<sup>th</sup> JUNE 2023 PREVIOUSLY CIRCULATED TO COUNCILLORS**

**REPORT BY ASSISTANT CLERK**

**FOR NOTING**

The Notes of the Heritage & Arts Partnership Board Meeting held on 19<sup>th</sup> June 2023 are attached to this report (**Appendix 1**).

**BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD MEETING**

**HELD ON WEDNESDAY 19<sup>th</sup> JUNE 2023**

**PRESENT:**

Ken Blamires - Chairman  
Howard Dicks - Bognor Regis Museum  
Sylvia Endacott - Local Historian  
Irene Campbell - Community Volunteer  
Martyn White - Arun District Council  
Cllr. Nigel Smith - BRTC  
Matthew Hall - Projects Officer, BRTC

**APOLOGIES:**

Margaret Murphy - Arun District Council  
Paul Wells - Bognor Pier Trust C.I.C.  
Cllr. Jim Brooks - BRTC  
Cllr. Steve Goodheart - BRTC

*The Meeting opened at 4.03pm*

**1. CHAIRMAN'S INTRODUCTION AND WELCOME**

The Chairman welcomed those present and apologies were given for those unable to attend.

**2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD 13<sup>th</sup> MARCH 2023**

The Notes from the Meeting held on 13<sup>th</sup> March 2023 were approved by all as a true record.

**3. TO REVIEW THE DRAFT BOGNOR REGIS CONSERVATION AREA APPRAISALS WITH MARTYN WHITE FROM ARUN DISTRICT COUNCIL**

Martyn gave a thorough background on the review of the draft Bognor Regis Conversation Area appraisals for Hotham Park and Station Square. He informed Board members of the process in which Local Planning Authorities, such as Arun District Council, work to create Conservation Areas, which are found in the local environment and that have special architectural or historic qualities. They are created, in consultation with the local stakeholders, to preserve and enhance the specific character of these areas for all.

Character appraisals have been prepared for the Bognor Regis Railway Station Conservation Area and Hotham Park Conservation Area, which form part of the town of Bognor Regis and contain several local important

buildings and spaces. The document provides the first comprehensive appraisal of the Bognor Regis Railway Station Conservation Area, although a brief Conservation Area report was written by the District Council as part of a Conservation Area Supplementary Planning Guidance Note adopted in 2000. Although the appraisal tries to cover the main aspects of the designated area, it cannot be completely comprehensive. The omission of any building, structure, feature, or space does not imply that the element is not significant or does not positively contribute to the character and special interest of the Conservation Area.

Board members **AGREED** to work with Martyn White in an informal capacity on the appraisals and report back, as and when required. Martyn White agreed to send the appraisals to the Chairman to review.

The Chairman advised Martyn White that a study had been undertaken of the Railway sidings as a possible listed building, but it was thought that this might be listed as a building of interest, due to the fact it is in Covers Builders yard and outside of the current Conservation Area. The Chairman will forward a copy of the study to Martyn White.

4. **TO IDENTIFY ANY HISTORIC STREET FURNITURE WITHIN THE TOWN'S PUBLIC REALM, TO BE RECOMMENDED TO THE SUSSEX HERITAGE TRUST FOR PRESERVATION**

The Projects Officer shared with the Board a Public Realm Survey received by the Town Council from the Sussex Heritage Trust. As the survey related to historical matters, the Heritage & Arts Partnership Board were invited to consider any historic street furniture within the Town's public realm for recommendation.

The Chairman stated that he had a list of approximately 200 listed buildings, walls, etc in the Bognor Regis area, on which there may be some appropriate street furniture included.

Martyn White also stated that perhaps this year may be a nil return to the Sussex Heritage Trust, but once the Conversation Area appraisals are complete, alongside the list of buildings etc from the Chairman, this may help identify street furniture in the future.

5. **UPDATE ON THE PROPOSAL FROM DREWITTS EVENTS IN RELATION TO THE 60<sup>th</sup> ANNIVERSARY OF THE TONY HANCOCK FILM, PUNCH & JUDY MAN, AND BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD'S INVOLVEMENT**

The Chairman provided a background, for new members, as to how this item came to the Board, and gave an update on the proposed 2-day running order for the 60<sup>th</sup> Anniversary of the Tony Hancock film, Punch & Judy Man.

A meeting was held between Board members, the Manager of The Royal Norfolk hotel, the Tony Hancock Appreciation Society and Drewitts Events, at which it was agreed that the event could be held on the lawn outside of the hotel. A draft schedule was circulated to the Board. The Picturedrome cinema have also been approached about a screening of the film, on the Saturday evening. Other local businesses, such as Pinks Parlour, have been contacted about being involved in the event. A short parade, passing through points of interest, was discussed, as were any permissions required from Arun District Council, the security of a marquee, portable toilets, and attendance by Community Police, the Town Crier and Mayor. On the Sunday, weather permitting, a tour of the Town with the Tony Hancock Appreciation Society to view sights from the film as they are today, is to take place. The owner of the Pier was also approached in case the weather is inclement as a potential alternative solution.

A new Blue Plaque at The Royal Norfolk to celebrate Tony Hancock was discussed. This would cost approximately £67.00 plus VAT, which it was agreed should come out of the Heritage Budget. However, there are also installation and fixing costs, Listed Building Consent, and the wording on the plaque to be considered. The Projects Officer will report back in relation to permissions and full costings at the next meeting, when the Board will be asked to agree wording, and for the proposal to be recommended to the Policy and Resources Committee.

An estimated charge of £150.00 from the Picturedrome for the screening and license of the film, would be absorbed by the charge per ticket of approximately £5.00 and support from the Tony Hancock Appreciation Society, Drewitts Events and The Pier Trust.

## **6. UPDATE ON THE DEVELOPMENT OF THE SHORT STORY COMPETITION**

Irene Campbell stated that she had met with Peter Gutteridge regarding the short story competition and suggested the event as a 'talking head' which would act as a monologue, and that alongside the written piece a recording of each entry could be sent in. The duration and theme of the monologue would be 5 minutes and that it is set in Bognor Regis. Peter's wife, actress Greta Sacchi, could potentially narrate the stories. Further conversations regarding prizes and venues (Picturedrome cinema, Chichester University) would need confirming. The Board agreed a maximum of 6 shortlisted entries, 4 to 6 judges (Town Councillor, Peter Gutteridge, Connor Gormley, Town Crier) and the timescale for the event of autumn 2024.

With regards to the budget, this would be required for printing of promotional materials and payment for Peter Gutteridge to host. The Chairman stated that The Pier Trust could potentially aid with the costings when more details are provided. The Board suggested that perhaps prizes could be covered through sponsorship. The design for printing leaflets was

discussed and how this could be done at low cost and to also consider how to utilise social media channels.

Comment was made as to posting the winning entries on the Heritage website or some form of a printed physical document.

A leaflet will be drafted, and Irene will liaise with the Chairman for appropriate contacts.

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

Sylvia Endacott updated the Board that The Regis Centre shall remain open until July/August 2023. The Chairman updated that the Museum and The Royal Norfolk have Trail Guides in situ, and that Irene Campbell would visit the library for an update on stock levels. The Town Hall was suggested as a location to place some of the Trail Guides, however it is not open during the weekend. The Picturedrome cinema was also discussed as a potential location. The Chairman gave an update on the current stock level of Trail Guides and that a bid to the National Lottery may be required to print more copies, if necessary.

**8. UPDATE ON THE SUNKEN GARDENS INTERPRETATION BOARD**

The Chairman stated that preparation work has been sent to James Jones-Mcfarland at Arun District Council for the plinth or board.

**9. UPDATE ON THE TWINNING ASSOCIATION PLINTH**

The Chairman updated that the plinth has been paid for but was unclear on the exact details at the time of the meeting so he would report back.

**10. RECOMMENDATIONS TO BOGNOR REGIS TOWN COUNCIL**

There are no recommendations at this time.

**11. A.O.B**

There was not any other business.

**12. DATE AND TIME FOR NEXT MEETING**

The Projects Officer will send out invitations for the next meeting in due course.

***The Meeting concluded at 5.00pm***

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 31<sup>st</sup> JULY 2023**

**AGENDA ITEM 10 - ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS  
(ADALC)**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

Following a successful conference which took place at Arundel in March, ADALC are inviting local councils to indicate the topics that they would like to see included when ADALC hold their next conference in October (venue and timings to be confirmed).

Based on the responses received, ADALC will include the most common issues and invite appropriate officers from the District and County Council.

Whilst councils are welcome to choose as many of the following topics as appropriate to them, it may not be possible to include all topics on the list: -

- Anti-social Behaviour
- Climate Change
- Cost of Living
- Education
- Environment & Flooding
- Health & Wellbeing
- Highways
- Infrastructure
- Planning
- Rural Crime
- Other (please specify)

**DECISION**

Members are invited to **AGREE** which of the topics listed, or any suggested topics of their own, that they would like to see included at the ADALC conference in October 2023.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 31<sup>st</sup> JULY 2023**

**AGENDA ITEM 11 - TO CONSIDER THE REQUIREMENT FOR COUNCILLORS TO STAND WHEN SPEAKING AS SET OUT IN STANDING ORDERS (S.O. 3j) – MIN. 8 OF THE ANNUAL TOWN COUNCIL MEETING HELD 22<sup>nd</sup> MAY 2023 REFERS**

**REPORT BY THE ASSISTANT CLERK**

**FOR DECISION**

At the Annual Town Council Meeting, held 22<sup>nd</sup> May 2023, a Councillor commented on whether Members should stand when addressing the Meeting as set out in Standing Orders (S.O. 3j). The Mayor, as Chairman, confirmed no preference. The Town Clerk stated that Members of the previous administration had chosen not to stand whilst speaking but the matter could be placed on a future Agenda to be considered by the Policy and Resources Committee if Councillors wished (Min. 8 refers).

Standing Orders adopted by Council in September 2022 state the following: -

*“A person shall raise his/her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking”.*

Members are asked to clarify their preferred protocol when speaking and, if necessary, make recommendation to Council for any amendments to S.O. 3j specifically.

**DECISION**

Do Members **AGREE** or **DISAGREE** to **RECOMMEND** to Council that an amendment should be made to Standing Order 3j in relation to Councillors standing when speaking?

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 31<sup>st</sup> JULY 2023**

**AGENDA ITEM 12 - TO REVIEW THE RETURN TO PAPER COPIES OF  
AGENDAS AND REPORTS - MIN. 119.6 REFERS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

**BACKGROUND**

At the Annual Town Meeting of Electors held on the 18<sup>th</sup> March 2019, the Town Council was asked to consider declaring a Climate Emergency (Min. 11 refers). This matter was considered at the Community Engagement and Environment Committee Meeting held on 23<sup>rd</sup> September 2019, and following a recorded vote Members agreed to recommend that the Town Council declare a Climate Emergency (Min. 42 refers). This recommendation was considered at the Council Meeting held on 4<sup>th</sup> November 2019, whereby discussions took place about ways in which the Town Council could support this movement and what possible changes in practice, that were both proportionate and reasonable, could be implemented. It was subsequently agreed that hard copies of agendas and reports would no longer be printed by the Town Council, but that Members would be provided with electronic copies instead.

Following an approach made by a Member to the Chairman of the Policy and Resources Committee, requesting a return to paper copies of agendas and reports, due to a 'small number' of Councillors having trouble accessing these online, the subject of returning to paper copies was included as an agenda item at the Policy and Resources Committee Meeting held in June 2022.

After discussion at the meeting Members **AGREED** the following: -

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

With the Council Meeting of 4<sup>th</sup> January 2023, being the fourth held since this decision was taken, it was **AGREED** at the Policy & Resources Committee Meeting on 30<sup>th</sup> January (Min. 119.6 refers), that with the paper copy option only having been taken up by one Councillor and in view of the pending elections, it would be prudent for the matter to be deferred until after the new administration had been appointed. This would allow any newly elected Members who may also have difficulties with online access to documentation to have the ability to also request paper copies.



Now that the Elections have taken place, Members are asked to review the decision to return to paper copies of agendas and reports.

For Members information, two further Councillors have now requested paper copies of the agendas only for the committees on which they sit from the Clerk.

## **DECISIONS**

Do Members **AGREE** or **DISAGREE** to continue with the current practice of supplying paper copies of agendas and reports, for those that require them in line with the previously agreed criteria?

Should Members support the continuation of the current practice of supplying paper copies of agendas and reports for those that require them, do Members **AGREE** that, in an effort to reduce the Town Council's carbon footprint, these papers are not posted but that the current practice is continued with Councillors required to hand collect them from the office on the Thursday before the meeting to allow time for their preparation and collation?

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 31<sup>st</sup> JULY 2023**

**AGENDA ITEM 13 – 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. 16 REFERS**

**REPORT BY THE ASSISTANT CLERK**

**FOR INFORMATION**

As previously reported, 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 27<sup>th</sup> 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).

There are no further recommendations from the Events, Promotion and Leisure Committee for the utilisation of any funds remaining in the Publicity and Promotion Budget 2023/2024 at this time.

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 31<sup>st</sup> JULY 2023

AGENDA ITEM 14 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY ASSISTANT CLERK

FOR RATIFICATION

**To ratify expenditure of £1,210 excluding VAT for two Dell OptiPlex 7000 Micro PCs**

Owing to the poor performance of two office PCs, that had exceeded the end of their shelf life, it has been necessary to replace them with immediate effect at a total cost of £1,210 excluding VAT.

It will be necessary to replace the remaining office PCs in the near future as they too are outdated.

**DECISION**

Members are invited to **RATIFY** the £1,210 excluding VAT expenditure for two office PCs.

**To ratify expenditure of £20,890 excluding VAT for a Ford Transit van, including 36 months warranty - Min. 148.1 refers**

At the Policy and Resources Committee Meeting, held on 27<sup>th</sup> March 2023, Members unanimously **RESOLVED** to **AGREE** to replacing Town Force's 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 (Min. 148.1 refers).

A Ford Transit van has been purchased at a cost of £20,890 excluding VAT with 36 months warranty included.

**DECISION**

The Committee is therefore invited to **RATIFY** the £20,890 excluding VAT expenditure for the item as noted above.

**To ratify the use of a CHAPS payment to purchase the Ford Transit van including the £25.00 expenditure for the CHAPS charge made for this transaction (as detailed in the Financial Regulations 6.8)**

Payment for the Ford Transit van was made by CHAPS payment through the Co-operative Bank to enable the transaction to be expedited. The charge for

## AGENDA ITEM 14

this transaction through the bank is £25.00. The Financial Regulations under 6.8 state as follows: -

*If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Finance Committee at least every two years.*

The Town Council currently has no regular payments made using BACS or CHAPS. The Committee therefore need to ratify the use of a CHAPS payment in carrying out this transaction.

### **DECISION**

The Committee is therefore invited to **RATIFY** the use of a CHAPS payment to purchase the Ford Transit van including the £25.00 expenditure for the CHAPS charge as noted above.

### **To ratify expenditure of £827.49 excluding VAT for a replacement Control Point awning for use at BRTC events**

Owing to the need to replace the Control Point awning that is used at BRTC events due to damage to the roof, a replacement has now been purchased at a total cost of £827.49 excluding VAT.

### **DECISION**

The Committee is therefore invited to **RATIFY** the £827.49 excluding VAT expenditure for the replacement Control Point awning as noted above.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 31<sup>st</sup> JULY 2023**

**AGENDA ITEM 15 - FINANCIAL REPORTS INCLUDING: -**

**REPORT BY ASSISTANT CLERK**

**FOR DECISION**

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

The financial reports for the month of June 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 MAY AND JUNE 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 May and June 2023.

**DECISIONS**

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

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

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 31<sup>st</sup> JULY 2023**

**AGENDA ITEM 17 - CORRESPONDENCE**

**FOR INFORMATION**

1. CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 06.07.2023
2. ADC Travellers moving on in neighbouring districts – Circulated to all Councillors 06.07.2023
3. VAAC E-bulletin – Circulated to all Councillors 07.07.2023
4. WSCC Have a super summer in West Sussex – Circulated to all Councillors 07.07.2023
5. Residents Email : Bognor Regis - mounds on seafront – Responded to email and forwarded to ADC Parks Department for response 07.07.2023
6. Arun & Chichester Citizens Advice June 2023 Newsletter – Circulated to all Councillors 07.07.2023
7. Stonepillow July 2023 Supporter Newsletter – Forwarded to Cllr Oppler 07.07.2023
8. The Regis News 07.07.2023
9. NALC STAR COUNCIL AWARDS 2023 – Circulated to all Councillors 07.07.2023
10. GWT Public Consultation launched – Circulated to all Councillors and on Social Media 07.07.2023
11. The Sussex Police & Crime Commissioner – Tackling anti-social behaviour – Circulated to all Councillors 07.07.2023
12. WSCC news release - Let us know what you think of proposed locations for more electric vehicle charge points – Circulated to all Councillors 10.07.2023
13. NALC JOB LISTINGS 10.07.2023
14. Minister for Health and Secondary Care, Will Quince MP - Letter re. Defibrillator campaign - Letter forwarded to Bognor Regis Amateur Boxing Club 10.07.2023
15. St Wilfrid's Hospice – Help us be a lifeline to local heroes – Circulated to all Councillors 10.07.2023
16. NALC EVENTS – Circulated to all Councillors 11.07.2023
17. BR BID - Changes to the way BR BID delivers crime reduction services - Circulated to all Councillors 11.07.2023
18. GTR Railway – Update on GTR rail services during industrial action, for the remainder of July 2023 – Circulated to all Councillors and on social media 13.07.2023
19. NALC Chief Executive's Bulletin – Circulated to all Councillors 13.07.2023
20. WSCC news release - An epic celebration for West Sussex children and young people – Circulated to all Councillors 13.07.2023
21. West Sussex MIND - News update July 2023 14.04.2023
22. WSCC new release - Put your questions to the West Sussex Health and Wellbeing Board – Circulated to all Councillors 14.07.2023
23. The Sussex Police & Crime Commissioner – Restoring public confidence in our police forces – Circulated to all Councillors 14.07.2023
24. Arun Weekly Bulletin – Circulated to all Councillors and on social media 14.07.2023
25. WSCC Cabinet – 25 July 2023 – agenda – Circulated to all Councillors 17.07.2023
26. NALC EVENTS – Circulated to all Councillors 18.07.2023

27. NALC newsletter 19.07.2023
28. West Sussex MIND new courses 19.07.2023
29. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 20.07.2023
30. WSCC news release - 'Think Before You Throw' to increase recycling in West Sussex – Circulated to all Councillors 20.07.2023
31. Office for National Statistics - Local authority update July 2023 Newsletter (issue 5) 20.07.2023
32. WSCC news release - West Sussex County Council to express concerns to government over proposed infrastructure levy – Circulated to all Councillors 20.07.23
33. Parish Online Newsletter No. 41 20.07.2023
34. WSCC Resident's July 2023 eNewsletter – Circulated to all Councillors 20.07.2023
35. VAAC E-bulletin fortnightly update – Circulated to all Councillors 20.07.2023
36. ADC Travellers Update - Goring Gap and Climping – Circulated to all Councillors 21.07.2023
37. Sussex Alerts - Are you scam savvy webinars, and online safety updates – Circulated to all Councillors and on social media 21.07.2023
38. Sussex Alerts - Arun Weekly Bulletin – Circulated to all Councillors and on social media 21.07.2023
39. The Sussex Police and Crime Commissioner - Welcoming the High Sheriffs of Sussex – Circulated to all Councillors 21.07.2023
40. Arun Newsletter 36 – 21.07.2023
41. Twinning minutes for July and August agenda 22.07.2023
42. NALC JOB LISTINGS – 24.07.2023
43. Sussex Alerts - Keeping your children and grandchildren safe online this summer – Circulated to all Councillors and on social media 24.07.2023
44. NALC EVENTS – previously circulated to all Councillors 25.07.2023
45. ADC - Large group of Travellers moving on from Chichester – Circulated to all Councillors 25.07.2023
46. GWT Public consultation extension to Friday 1 September 2023 – Circulated to all Councillors and on social media 26.07.2023
47. NALC NEWSLETTER 26.07.2023
48. Local Councils *UPDATE* issue 275 August 23
49. GWT – Important change to train services 5<sup>th</sup> August – Circulated to all Councillors and on social media 27.07.2023
50. NALC CHIEF EXECUTIVE'S BULLETIN – Circulated to all Councillors 27.07.2023
51. Sussex Alerts – Survey-We want to hear about you 27.07.2023