



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 25th SEPTEMBER 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 25th September from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

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

DATED this 15th DAY of SEPTEMBER 2023

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chair
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
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 31st July 2023 and the Extraordinary Meeting held on 21st August 2023
 5. ADJOURNMENT for public question time and statements
 6. Clerk's report from previous Minutes
 7. To receive the Town Force Report including: -
 - Update on highway maintenance, following a meeting with WSCC on 22nd August 2023, and agree how to proceed – Min. 13 refers
 - To consider the repair or replacement of grass cutting trailer
 8. Bognor Regis Heritage & Arts Partnership Board (BRHAPB) including: -
 - To receive the notes of the Meeting held on 12th September 2023 previously circulated to Councillors
 - To consider the future involvement of the Town Council with the Board
 9. To note the membership of the 2 Hour Free Parking Liaison Working Party and to receive an update from ADC's Environment Committee Meeting held on 7th September 2023 relating to the scheme (if available) – Min. 41 refers
 10. To receive an update in relation to the Town Council's UKSPF Bike Repair Stations Project and to further consider and agree any financial commitment by the Town Council in relation to its UKSPF Lighting Project – Min. 14 refers
 11. To note the utilisation of £400 from the Publicity and Promotion Budget by the Events, Promotion and Leisure Committee, ratified at their meeting held on 11th September 2023, towards the costs for the live broadcast of the Women's World Cup Final and to receive a recommendation that the remaining expenditure of £210 be funded from an appropriate budget – Min. 39.1 refers
 12. To receive an update on provision provided by Barclays Bank, following closure of Bognor Regis branch, and to consider asking Arun District Council, as Landlord, to write to those banks closing branches in Bognor Regis Town Centre about setting up a banking hub in the Town Hall – Min. 30.1 refers
 13. To consider a recommendation from the Events, Promotion and Leisure Committee that the Lamp Post Banner Maintenance Earmarked Reserves of £3,000 for 2022/23 be returned to General Reserves and reallocated for the utilisation of Correx boards by way of promotion – Min. 42 refers
 14. To agree the criteria for approval of Member absence from meetings
 15. To undertake the annual review of the Town Crier role
 16. Consideration of input from the Committee for the content of the 2024 Town Newsletter
 17. To note that the 3-year partnership agreement with Bognor Regis Seafront Lights is coming to an end and to consider any future funding
 18. Rolling Capital Programme including: -
 - To ratify expenditure of £5,549 excluding VAT for a zero turn Ariens Apex 48R ride on mower

- To ratify expenditure of £1,138.07 excluding VAT for works to ensure the new Ford Transit van is highway compliant and fit for purpose
- To ratify expenditure of £677.32 excluding VAT for a replacement BRTC branded gazebo and feather flag for use at Councillor Drop-In Surgeries and similar

19. Financial Reports including: -

- To note Committee I&E Reports for the month August 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 July and August 2023, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations

20. Correspondence

21. To resolve to move to Confidential Business (S.O. 3d) - (contractual)

22. Town Force: Note of outstanding debtors

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

**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 31st JULY 2023

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Heather Allen (Bognor Regis BID COO) (part of meeting)
Matt Reed (part of meeting)
2 members of the public

The Meeting opened at 6.30pm

26. 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. N. Smith with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

27. 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 6, in Agenda item 9 as a Member of the Bognor Regis Heritage & Arts Partnership Board, and Agenda item 10 as the Town Council appointed Representative to Arun District Association of Local Councils

Cllr. Miss. Needs declared an Ordinary Interest in Agenda item 10 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 Agenda item 8, as a BID levy payer, Agenda item 9 as a Member of the Bognor Regis Heritage & Arts Partnership Board, and Agenda item 19 as a sponsor of one of the Town Council's planters. He also declared a Disclosable Pecuniary Interest in Agenda item 16 as he sells the discs for the 2 Hour Free Parking Scheme and would leave the Meeting when this item was discussed

28. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5th JUNE 2023

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 5th June 2023 and these were signed by the Chairman.

29. 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.

30. CLERK'S REPORT FROM PREVIOUS MINUTES

30.1 5th June 2023 – Min. 18 – Local Bank Closures

At the last meeting it was agreed that letters should be sent to Barclays and HSBC “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 has also been sent to both NatWest and Lloyds to ascertain their position. Responses received from Barclays and HSBC have already been shared with Members along with an acknowledgement letter received from NatWest. It is now understood that the NatWest Bognor Regis branch will also be closing on 28th September 2023, and that they have advised their customers of their plans to introduce a community pop-up site following their closure.

With many customers of all these local banks choosing to bank by mobile apps, online or via telephone banking the numbers of customers visiting branches has fallen significantly, with banking remotely becoming the norm.

Barclays have advised that they have been in contact with their regular customers who use the branch and advised them of their plans as well as undertaking outreach calls with those more elderly/vulnerable customers. They are working on plans to stay in the community and customers will be able to talk to someone in person. They are currently finalising the details of where they will be based and will share the details locally once this is confirmed.

HSBC have invested heavily in their ‘post closure’ strategy, including a Community Tablets programme, through which they distribute free tablets to those who have no other means of getting online. They can then teach them how to use the tablet, and how to access their banking online. They are able to track usage of this, so they can contact customers who have received a tablet, but not used it.

They also offer HSBC@Home, a series of instructional and educational tutorials designed to support with the most basic everyday banking queries, along with support when banking digitally. They run Community Pop-Up events, where customers can complete everyday banking tasks, which, in Bognor Regis, take place at Bognor Library, the next of which is on 02 August 9.30am – 1.00pm (and a further two sessions on 06 August 9.30am -1.00pm and 04 October 9.30am – 1.00pm). They are advertising the events to local customers but have asked the Council to help them raise awareness with our constituents through our own communications. The frequency of the pop-ups is driven by customer demand, so they are trying to ensure as many customers know about these as possible.

They understand the Council's concerns about elderly and vulnerable customers and can assure the Council they have a specific plan to support these customers. They have written to all regular users of the Bognor Regis branch, and from this group of customers they identified those who are vulnerable. They contacted these customers to provide solutions to their ongoing banking needs post-closure, through writing and telephone. The community pop-up events also allows customers to undertake a range of banking services including digital account opening and servicing, online and mobile banking help, and education on fraud and Post Office services.

Having listened to the Clerk's report, many Members felt that the treatment from those banks due to close branches in Bognor Regis had been less than satisfactory with a complete neglect of social need. The suggestion of a banking hub was considered crucial by many, with the idea that one could be located in Bognor Regis Town Hall. A Member asked whether the Town Council could ask Arun District Council, as Landlord of the Town Hall, to write to those banks closing about setting up a hub. The Clerk advised that it was not possible for Members to resolve that such action be taken at this point in the Agenda but suggested that the matter could be included on a future Agenda for consideration.

30.2 5th June 2023 – Min. 19 – New location for the Model Bathing Machine

Following the request from the Bognor Regis Museum to consider a new location for the model bathing machine, Members agreed at the last meeting that delegated authority be given to the Town Clerk regarding the final location for the model to allow for this to once again be on public display. Liaison with the Chairman of the Museum has been undertaken who has advised that following his initial discussions with the Royal Norfolk Hotel he has received a very positive response to the possibility for this to be located within their grounds. Discussions are ongoing and Members will be updated once further information becomes available.

30.3 30th January 2023 – Min. 119.3 – Bognor Regis 2-Hour Free Parking Discs

Members were last updated on the Bognor Regis 2-Hour Free Parking Discs Scheme at the meeting held on 30th January. The Committee were advised that an update had been requested on how the future provision of the Scheme for Bognor Regis was now being dealt with following the ADC Environment Committee resolving not to commission a Parking Services Review in November 2022. Officers were also asked whether Arun District Council were happy to continue to support the Disc Scheme including the recommendations put forward that had been submitted to the Town Council by the Bognor Regis BID in relation to it, that had unanimously been supported by Members at a meeting back in September 2022 – Min. 58 refers.

Following some liaison with officers, a proposal was finally received from ADC at the end of the week before the Clerk's annual leave seeking comments and agreement to their proposal by the end of July 2023.

The Parking Services Manager at ADC was advised that this would need to be placed before Members for consideration, which in view of the timescale would not be possible to achieve by the end of the month. The Clerk will therefore be liaising with the Chairman to call an Extraordinary Meeting of the Committee to discuss this matter in detail once the opportunity to review the document and understand its implications has been undertaken.

30.4 Town Council's Annual Insurance Renewal

Details of the Town Council's annual insurance renewal has now been received. In order to ensure rate reliability, a 3-year binding Long Term Agreement was set up with Hiscox Insurance Company Ltd. This agreement is now entering its final year with expiry on 9th August 2024. Premium increases are however affected by an annual inflationary increase as a result of (index linking) applied to the sums insured for the assets covered against loss or damage as well as any imposition by the Government of a higher rate of Insurance Premium Tax (IPT). This year the premium has been quoted as £8,490.02 plus £1,018.80 (IPT) and £75.00 Admin Fee making a total of £9,583.82 against £9,480.48 in 2022.

30.5 Town Force Vehicle Insurance Renewal

The Town Force Vehicle Insurance is also up for renewal with effect from 10th August 2023. The premium for this year has been quoted as £2,550.00 with £306.00 (IPT) and £25.00 Admin Fee making a total of £2,881.00 against £2,209.00 in 2022. The price increase also reflects the addition of the 3-year-old Ford Connect replacement van with a refund being applicable when the old Escort van is removed from the insurance, once this has been sold.

31. TO RECEIVE THE TOWN FORCE REPORT INCLUDING CONSIDERATION OF DIGITISING TOWN FORCE OPERATIONS

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

The Chairman invited the Clerk to give an outline of the proposal to digitise Town Force operations. However, as the report was quite detailed, the Clerk suggested that if Members had not yet had the opportunity to read the report then the matter be deferred, to allow Members extra time, rather than choosing a lesser option that wouldn't meet requirements.

Given the costs involved with some of the options presented, a Member felt that more information was required and was keen for Officers to look at other apps that might be available. A Member asked if it would not be better to review the way the organisation of Town Force works and stated that they would be interested to listen to the Town Force Manager's views.

A Member supported the concept in principle and, being resolutely opposed to increasing staffing levels, felt that IT could provide solutions.

The Chairman commended the Town Force Manager on the work that had gone into researching and reporting but asked that they revisit the

proposals. He invited Members to email him any questions, within the next week, which he would collate and send to the Clerk for the Town Force Manager's attention.

Members **AGREED** to **DEFER** any decision to digitise Town Force operations until alternative options had been explored with a report brought back to the Committee for further consideration.

In noting the second part of the Town Force Manager's report, providing an update on Town Force activities, the issue of graffiti was discussed. Praise was given, by several Members, to the efforts of Town Force in removing graffiti around the Town. A Member believed that until the Police start dealing with the problem, and shops stop selling spray cans, the persistence of graffiti would not go away.

There was concern amongst a couple of Members that, having purchased a ride on mower, Town Force would be asked to take on more cuts to fill the gaps left by West Sussex County Council's reduction in their own grass cutting schedule.

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

The Projects Officer's report was **NOTED**. With Heather Allen from the Bognor Regis BID seated in the public gallery, Members were invited to ask any questions.

A Member asked for an update in relation to the vacant Brewer's Fayre site and any future plans. Ms. Allen confirmed that the BID had worked as delivery partners with Arun District Council on the graphics presently adorning the building. It was her understanding that Officers at Arun had been tasked by Members to look into the feasibility of reviving the Royal Hall which had previously occupied the site. As this was an Arun District Council matter, Ms. Allen could add nothing further.

Members were reminded that BID Team updates are available on their website and are free to sign up to.

33. TO RECEIVE A PRESENTATION IN RELATION TO A PROPOSAL FROM THE BOGNOR REGIS BID TO INSTALL AN AUGMENTED REALITY ARCHWAY ON THE PROMENADE

The Chairman welcomed Matt Reed to the meeting and invited him to deliver a presentation to Members.

On behalf of the BID, Heather Allen firstly addressed the Committee to explain that whilst the Augmented Reality project was being presented by the BID, it actually related to a priority that was identified by stakeholders about improving perception in Bognor Regis.

Having stated that she was keen for the Town Council to support the idea, Ms. Allen handed over to Matt Reed, the artist that had been working with the BID on the project.

Following a brief introduction about his background, Mr. Reed gave an outline of the Augmented Reality project which would immerse users of mobile phones into a digital world reflecting the seafront heritage of Bognor Regis. Having scanned a QR code, users walk through the archway, which acts as a time portal, whereupon they will see 3D representations of a row of bathing machines situated on the beach. Also represented will be an image of Mary Wheatland, played by local actor Vicky Edwards, enrobed in a historically accurate costume and reciting a script developed with the support of local historian Sylvia Endacott. Mr. Reed reported on the progress to date which included the funding that had been secured. The presentation concluded with the Committee being reminded that the Town Council were not being asked to financially contribute to the project, however, it was hoped that they could support the project which was intended to be in place for 18-months.

Questions from Councillors, answered by either Ms. Allen or Mr. Reed, included: -

Q: How will the QR code be accessible to everyone, in particular those that do not know how to use them?

A: The QR code will be in a low position on the archway. It is hoped to have an information board in place, explaining how the Augmented Reality project works. Furthermore, the intention is to have volunteers present at weekends, and on key dates, with iPads to help those struggling to access the experience.

Q: Have you thought about audio commentary for blind users?

A: We are keen address issues for those with hearing or sight impairments.

The Committee **AGREED** that Cllr. Miss. Needs meet with Mr. Reed to discuss these issues as the project progresses.

Whilst some spoke positively about the Augmented Reality Archway project, a Member expressed concern that permission may be granted for the archway to be located adjacent to the decked area, managed by the Town Council, whereas when the council had recently asked ADC about placing a sculpture on the decking a negative response was received.

34. BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO RECEIVE THE NOTES OF THE MEETING HELD ON 19th JUNE 2023 PREVIOUSLY CIRCULATED TO COUNCILLORS

Cllr. Wells redeclared his Ordinary Interest as a Member of the Bognor Regis Heritage & Arts Partnership Board

The Assistant Clerk's report, including the Notes of the Bognor Regis Heritage & Arts Partnership Board Meeting held on 19th June 2023, was **NOTED**.

35. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS (ADALC)

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

Cllr. Miss. Needs redeclared her Ordinary Interest as a Member of Arun District Council

Having considered the suggested topic themes, Members unanimously **AGREED** to request that all of the topics proposed by ADALC be included at the conference in October, in addition to beach access and banking hubs being topics for discussion.

36. 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 22nd MAY 2023 REFERS

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

Following a vote, Members **AGREED** to **RECOMMEND** to Council that an amendment should be made to Standing Order 3j in relation to Councillors standing when speaking, to reflect that Councillors are no longer required to do so.

37. TO REVIEW THE RETURN TO PAPER COPIES OF AGENDAS AND REPORTS – MIN. 119.6 REFERS

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

The benefits of reducing paper usage were noted with a reminder that agendas and reports are available online, accessible by using a laptop/tablet/smartphone, and are also projected onto a screen in the Chamber during meetings. The Chairman is provided with printed copies of the agenda and reports as they are unable to see the screen from where seated.

A Member felt that, wherever possible, those whose preference it was to have printouts should do this for themselves with costs in doing so covered by their Member's Allowance.

In considering the huge saving being made by not printing agendas and reports to then post out to every single Councillor and given the small number of individuals who were requesting printed copies from the office, Members **AGREED** 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.

As before, it was further **AGREED** 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.

38. 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

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

There were 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.

39. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £1,210, excluding VAT, for two Dell OptiPlex 7000 Micro PCs to replace poorly performing office machines that had exceed the end of their shelf life.

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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £20,890, excluding VAT, for a Ford Transit van, including 36 months warranty, to replace an older vehicle.

39.3 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)

Members unanimously **RATIFIED** the use of a CHAPS payment to purchase the Ford Transit van including the £25.00 expenditure for the CHAPS charge as detailed in the report.

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

Members unanimously **RESOLVED** to **RATIFY** expenditure of £827.49, excluding VAT, for a Control Point awning for use at BRTC events, to replace the damaged awning previously used.

40. FINANCIAL REPORTS INCLUDING: -

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

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

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

40.2 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

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

41. 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

Cllr. Wells redeclared his Disclosable Pecuniary Interest and left the Meeting

With a view expressed that the Town Council should lead on this initiative, and concern about being otherwise sidelined, Members unanimously **AGREED** the appointment of a Liaison Working Party to discuss the 2 Hour Free Car Parking Scheme. It was further unanimously **AGREED** that its membership be made up of 5 x Town Councillors, 2 x Town Centre business representatives (with one of these places offered to Paul Wells), 1 x Bognor Regis BID representative, and 1 x ADC representative.

Wishing to open membership on the Liaison Working Party to all Town Councillors, it was proposed and **AGREED** that the Clerk email all Members inviting them to submit an expression of interest in becoming a member. Any responses should be sent 'reply all' and places would be appointed on a first come first served basis.

Cllr. Wells returned to the Meeting

42. CORRESPONDENCE

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

43. 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 18 (contractual).

44. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

Cllr. Wells declared a Disclosable Pecuniary Interest as a sponsor of Town Council owned planters, although he was not on the current list of debtors previously circulated to the Committee

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

The Meeting closed at 8.12pm



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MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON MONDAY 21st AUGUST 2023

PRESENT: Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett,
S. Goodheart (during Min. 47), Miss. C. Needs, F. Oppler,
P. Wells and P. Woodall

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. R. Nash (ADC Councillor)
1 member of the public

The Meeting opened at 5.45pm

45. 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. N. Smith with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

Late apologies were received from Cllr. P. Ralph, who was unwell.

46. 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:

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- 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. Wells declared a Disclosable Pecuniary Interest in Agenda item 4 as he sells the discs for the 2 Hour Free Parking Scheme and would leave the Meeting when this item was discussed

47. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 5.47pm

A member of the public, who had links to the Bognor Regis Civic Society, explained how they, along with the Town Council, had been instrumental in establishing the parking scheme in Bognor Regis. Attention was drawn to ADC using the term "Arun must get best value", when discussing money, but it was pointed out that the District Council chooses when to be flexible on this point with the Monitoring Officer only recently having justified that ADC were not getting "best value for money" but "best value for the community" in relation to the proposals for a Premier Inn in Bognor Regis. The member of the public felt that this principle should also apply to the 2 Hour Free Parking Scheme, which he believed was not only of value to the community but also to traders, and asked Town Councillors to bear this in mind when negotiating with ADC.

The Deputy Leader of Arun District Council, Cllr. R. Nash, was seated in the public gallery and informed those present that regular weekly meetings are held with the interim CEOs at ADC. He explained that this was an Officer-led report, in the context of the longer term, with Arun having to make savings to their budget. In his opinion, Cllr. Nash stated that it was not the right time to make changes to the scheme, with the proposal mis-guided and lacking in research. When the amended report is presented at ADC, Cllr. Nash will not be in support and will suggest that the scheme stays unchanged for 2024 with the Bognor Regis BID continuing to administer and money generated going back into the Town.

Cllr. Goodheart arrived at the Meeting

In closing, Cllr. Nash declared that a Working Party should be set up between all stakeholders, with the public widely consulted.

Cllr. Oppler left the Meeting

The Clerk read an email from a North Bersted resident who was in full support of the parking discs continuing.

The Chairman reconvened the Meeting at 6.01pm

48. TWO HOUR FREE PARKING DISC SCHEME - TO CONSIDER THE PROPOSALS RECEIVED FROM ADC TO AMEND THE CURRENT SCHEME PRIOR TO PUTTING IN PLACE A NEW AGREEMENT WITH THE CURRENT AGREEMENT DUE TO EXPIRE AT THE END OF 2023

Cllr. Wells redeclared a Disclosable Pecuniary Interest, as he sells the discs for the 2 Hour Free Parking Scheme, and left the Meeting

Cllr. Oppler returned to the Meeting

Following receipt from Arun District Council of the amended proposals for changes to be made to the two-hour free parking scheme in Bognor Regis, Members discussed the proposed changes in some detail.

The importance of a system that was amenable to all members of the community was discussed with the suggestion of a part app, part disc scheme to suit everyone's needs.

When the 2 Hour Free Parking Scheme was initiated, back in 2012, it was to encourage people back into the Town Centre, which Members felt was more relevant than ever with 3 high street banks recently announcing closures and Wilko entering administration. A Member stated that, nevertheless, Bognor Regis had fared well in relation to shop occupancy rates when compared to similar seaside towns, which he believed was in no small way because of the parking disc scheme.

Discussions included the need for Bognor Regis Town Council to reaffirm their commitment to the disc, and a commitment to working in partnership with both the Bognor Regis BID and ADC. A 4-year agreement would be preferable to 2-years, as this would give a degree of certainty to the BID in knowing what income might be generated from the scheme, for the Town.

Those present agreed that it was important for businesses to continue selling the discs and regarded the suggestion by ADC that cash transactions would not be allowed as absurd. In regard to ADC's proposal to sell the discs from Bognor Regis Town Hall, instead of via businesses in the Town, it was pointed out that ADC do not open the Town Hall until 11am on

Wednesdays, close it at 4pm during the week, and do not open the building during the weekend.

A perceived lack of directional signage to car parks, and the matter of electronic payment at on-street parking meters, was also raised and it was suggested that these could be topics for discussion if a partnership Working Party were set up.

Having considered the proposals currently being put forward, Members unanimously **RESOLVED** to **DISAGREE** to enter into the new proposed two-year agreement, based on the proposals for changes to the two-hour free parking scheme in Bognor Regis received from Arun District Council, including continued Bognor Regis Town Council financial contributions at current levels of £21,000 per annum.

Following a proposal from the Chairman, it was further unanimously **RESOLVED** as follows: -

- that Bognor Regis Town Council reject the Officer's report received from Arun District Council and request that it is completely withdrawn
- to reaffirm the Town Council's support of the current disc system and working partnership together with the BID and Arun and discs to be distributed by the businesses in the Town
- to call upon Arun to extend the current scheme for four further years on precisely the same basis it is at present. However, to possibly include an app system being run in parallel
- to work with ADC and the BID to set up a Working Party to consider options for the future, with Officers to be present only as note-takers
- that Bognor Regis Town Council rejects any consideration of an app only system.

The Meeting closed at 6.17pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023**

AGENDA ITEM 7 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

**FOR INFORMATION
& DECISION**

Update on highway maintenance, following a meeting with WSCC on 22nd August 2023, and agree how to proceed – Min. 13 refers

Following the Committee's decision to write to West Sussex County Council Highways inviting them to discuss Town Force (TF) activities on the highway, in order to find a solution to reduce TF exposure to verbal abuse from the public, a meeting was held with the Western Area Highway Manager and Highway Operations Manager (Eastern Area) on 22nd August 2023. The Town Council was represented by the Town Clerk, Assistant Clerk, Town Force Manager and Town Force Supervisor. The Highway Operations Manager informed those present of the WSCC grass cutting regime, as detailed on the WSCC website and previously reported, and advised that feedback from the public indicates their preference for uncut verges and preservation of wildlife. The TF Manager pointed out that this has been causing issues along Felpham Way where the Town Council has a majority of its sponsored planters, and the Highway Operations Manager (Eastern Area) advised that Felpham Parish Council had Felpham Way verges designated as Community Road Verges which meant there is a reduction in their grass cutting regime at this location. The TF Manager will look into this further as the sponsored planters located on the eastern side on Felpham Way, and therefore in the Parish of Felpham, were installed in partnership with Felpham PC in 2020, prior to the verge being designated as a Community Road Verge. Conversation then moved onto TF maintenance of the Shripney Road central reservation and exposure of TF staff to verbal abuse. All present agreed that the time TF spend on site had to be minimised and a number of ways to achieve this were discussed. WSCC suggested that TF commence the works 1 hour earlier, at 6am, however it was pointed out that this would only be possible during British Summer Time as TF are not equipped for working in the hours of darkness. This would also be subject to permission from the WSCC Network Coordination team. Another WSCC proposal was to schedule the works for Sundays when it's quieter, but this would have budgetary implications as TF staff are paid overtime for weekend working. It was then suggested that perhaps the hedge, which is already in poor condition and missing in places, could be taken out. This would speed up TF visits as only grass cutting would need to be undertaken. WSCC offered assistance with the removal of the hedge during the upcoming winter months. Below are photos of the hedge when first planted in 2006 and now:





DECISION

Do Members **APPROVE** the removal of the Shripney Road central reservation hedge, to speed up TF maintenance visits and reduce staff exposure to verbal abuse?

To consider the repair or replacement of grass cutting trailer

The Ariens Apex 48R ride on mower has arrived and been put to use. The team tested its performance on long grass along Felpham Way in heavy rain and were impressed with how well it performed. The Committee will be asked to ratify the expenditure under Agenda item 18.

As reported at the last meeting, the trailer for transporting the ride on mower requires a number of repairs due to its age (20 years +) and the loading ramp needs lengthening to reduce the loading angle to a maximum of 15° (ride on mower manufacturer's requirement). Three companies assessed the condition of the trailer but only one was prepared to quote for the work, due to potential future liabilities. The quote received stood at £1,450 excluding VAT.

In order to establish whether it is a worthy investment, research was subsequently undertaken to establish the cost of a new trailer. At this point, the team also expressed their wish for a longer trailer which would enable them to transport two pedestrian mowers as well as the ride on mower, but the overall length of the trailer had to be less than 4.8metres (due to the limited space at the yard). Two plant trailers were shortlisted:

1 – Ifor Williams GH1054BT plant trailer at the cost of £3,950 excluding VAT



2 – Nugent P3116H plant trailer at the cost of £4,300 excluding VAT



Both of these are available locally and can be viewed prior to purchasing.

Part exchange of the old trailer would attract about £300.

The Town Council's accountant advised that should Members decide to purchase a new trailer, it would be funded out of the Rolling Capital Programme.

DECISION

Members are invited to consider the following options:

1 – To repair the current trailer at £1,450 excluding VAT

or

2 – To purchase a new trailer at no more than £4,300 excluding VAT

Digitising Town Force operations

Following the Committee's decision to defer any decision on the matter and its request for more information (Min. 31 refers), to date no questions from the Committee have been received. In view of this, no time has been dedicated to further research as it is felt that the options presented in the previous report offered a good variety of solutions. Once again, it needs to be noted that there is no off-the-shelf solution that would deliver all that is required. With regard to the suggested review of how Town Force operate, it needs to be said that operations have evolved over the years in line with HSE and other legislative requirements and it is recognised that TF staff should not be burdened by unnecessary administrative duties. However, certain written records must be kept and developments in the last few years evidence their importance.

Vehicles

The Ford Escort was sold for £550.

The new Ford Connect is now fully in use following installation of a tow bar to make it fit for purpose as well as signwriting and a flashing beacon light to ensure its compliance with Chapter 8 Regulations.

Reflective side straps on the two Transits have had to be replaced due to wear and tear to ensure their continued compliance with Chapter 8 Regulations.

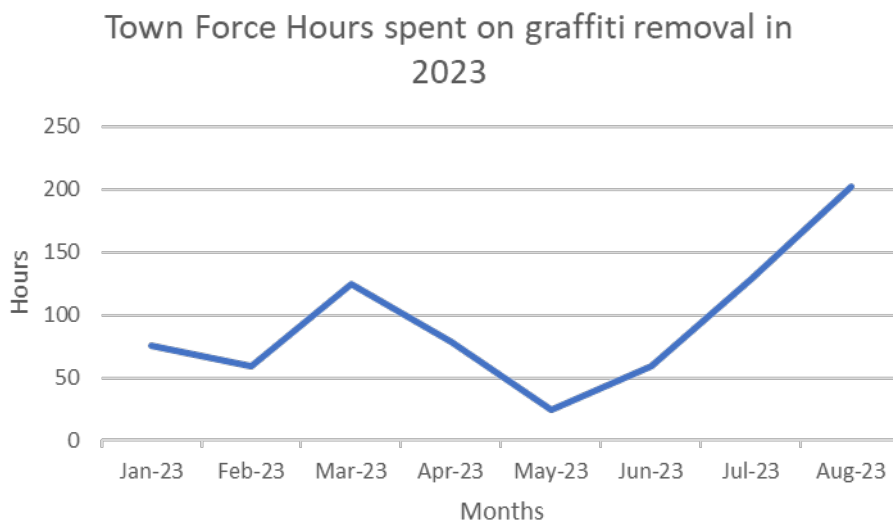
Graffiti

Regrettably, levels of graffiti in the Town remain high with the Town Centre being repetitively hit every weekend throughout the summer holidays. Town Force have had to limit the time spent on graffiti removal due to their other commitments piling up despite the team of three working overtime. This is far from ideal as it has been proven that prompt removal is crucial.

Leaving a single piece of graffiti sends a message that it will be tolerated and will quickly attract more graffiti (i.e. Lyon Street car park wall). The Spencer Street wall where graffiti had to be removed using scrubbing brushes, as previously reported, has been tagged again. Some of the rooftops in the High Street have also been graffitied and TF removed what they could safely access using the cherry picker but some incidents had to be left.

This matter is being brought to the attention of the Town Centre PCSOs on a regular basis, with requests to check the public CCTV where dates and times of the suspects being out and about are known. There is footage of the suspects behind the outbreak on 9-10 September which has been provided to the Police. Graffiti is also being reported to the Police once removed by TF so that the removal cost can also be recorded.

The graph below shows time spent on graffiti removal since 1 January 2023:



Staffing

Following resignation of a member of staff, a vacancy has been advertised.

Horticultural matters

Town Force will shortly commence removal of summer bedding plants in readiness for deliveries of winter bedding on 2nd and 9th October. No other jobs will be undertaken during the first two weeks of October. This is in line with previous years and allows the team to fully concentrate on planting some 9,200 bedding plants.

Sponsored Planters

Following a road traffic accident on Chichester Road, a replacement planter has now been built and the cost recovered from the driver. A one year sponsorship deal has also been secured.

Southernbrook Estate Agents have renewed their three contracts for another year.

WSCC contractor Landbuild has returned to the Ladybrook bridge on Felpham Way, with the current completion date set to 22 September. This has delayed reinstatement of the Town Council's planter even more.

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

Events

Town Force supported Hampshire Avenue Fun Days, Funshine Days, Women's World Cup Final, Illuminate Bognor Regis, End of Summer Jam and Bognorphenia.

Odd Jobs completed for 3rd parties (extra revenue)

- Middleton-on-Sea Parish Council – noticeboard door repair;
- Pagham Parish Council – Bench repair;
- Museum – Removal of bunting remnants from the front of the building.

Examples of other jobs

In addition to the routine jobs, TF have also relocated the Twinning bench from Belmont Street into Hotham Park, installed a Twinning information panel at Place St Maur, carried out a one off weed removal and weed spraying at Westloats Lane Community Centre, removed a Blue Plaque from the Theatre in view of the upcoming building work, demonstrated installation of wind shields to the seafront bandstand to Arun Officers, assisted Smith of Derbys with servicing the Town Hall clocks, fixed a BRTC sticker over the ADC logo on a new waste bin in Victoria Drive, installed a number of posters into the seafront shelters, 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).

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023

AGENDA ITEM 8 - BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO RECEIVE THE NOTES OF THE MEETING HELD ON 12th SEPTEMBER 2023 PREVIOUSLY CIRCULATED TO COUNCILLORS; TO CONSIDER THE FUTURE INVOLVEMENT OF THE TOWN COUNCIL WITH THE BOARD

REPORT BY ASSISTANT CLERK

FOR DECISION

To receive the Notes of the meeting held on 12th September 2023 previously circulated to Councillors

The Notes of the Heritage & Arts Partnership Board Meeting held on 12th September 2023 are attached to this report (**Appendix 1**).

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that £2,000 be utilised from the Bognor Regis Heritage & Arts Partnership Board Budget (currently held by the Bognor Pier Trust C.I.C.) to cover costs associated with the Punch & Judy Festival being held in Bognor Regis on 30th September and 1st October 2023.

DECISION

Members are asked to **RESOLVE** to **AGREE** the recommendation, from the Bognor Regis Heritage & Arts Partnership Board, that £2,000 be utilised to cover costs associated with the Punch & Judy Festival being in held in Bognor Regis.

To consider the future involvement of the Town Council with the Board

At the Policy and Resources Committee Meeting, held on 29th November 2021, Members unanimously agreed to temporarily disband the BRHAPB and further agreed to donate the remaining Earmarked funds of £4,140.48 to the Bognor Pier Trust C.I.C (Min. 93 refers).

As the report to Members explained, the staffing situation at the time did not allow the capacity for Officers to arrange and attend additional meetings, therefore, in order for the BRHAPB to continue with the delivery of their projects it was proposed that the Board be temporarily disbanded, and that the group continued to operate under the banner of the Bognor Pier Trust C.I.C. The BRHAPB Chairman, who is also a member of the Pier Trust, was happy to steer the group in the interim period until such a time that it could be reformed and brought back under the umbrella of the Town Council. Town Council Members continued to be invited to the meetings, however, their attendance was in the capacity of a member of the public, whilst the group was temporarily disbanded. With the remaining funds of £4,140.48 donated to the Bognor Pier Trust to support the ongoing projects, as detailed in the report, the Chairman would keep an up-to-date balance sheet of any expenditure and regularly update the Town Clerk with any progress in the interim period.

Prior to this arrangement these monies were held in the Council's accounts and under our control, with the BRHAPB required to recommend expenditure to the Policy and Resources Committee before proceeding with projects.

The temporary disbandment of the BRHAPB was reiterated at the Policy and Resources Committee Meeting, held on 28th March 2022, where, following a Member's query, the Town Clerk confirmed that whilst the Town Council used to hold the funding for the BRHAPB, it had been agreed, when the previous Projects Officer left the Council, for BRHAPB to hold the budget in the meantime, with any decisions taken by the Board coming back to the Policy and Resources Committee (Min. 140 refers).

With a Projects Officer being appointed in January 2022, who was subsequently introduced to Members of the BRHAPB at their meeting held on 9th February 2022 and who has clerked every meeting since, the temporary arrangement needs to be revisited.

During the interim arrangement, members of the Board have been commendably proactive in moving projects forward, however, despite the Projects Officer having now been in post for more than 18-months, members of the BRHAPB have, at times, continued to take matters into their own hands rather than allowing the Projects Officer to carry out the requirements of their role. For example, recently a Blue Plaque was ordered, and liaison undertaken with the Town Force Manager about its installation by a member, whereas these actions had always been the responsibility of the Projects Officer prior to the temporary disbandment of the Board.

Furthermore, unless there was urgent business, the previous Projects Officer arranged Board meetings on a quarterly basis, however, the Chair of the Board has often requested that the current Projects Officer arranges meetings more frequently. In addition to clerking the Town Council's Events, Promotion and Leisure Committee and Community Engagement and Environment Committee, which includes an Online Community Open Forum and a Councillor Drop-In Surgery on alternate months, the Projects Officer also clerks meetings for the Beach and Sea Access Topic Team, the Climate Emergency Focus Group, the Youth Provision Steering Group and attends BID Board Meetings. There simply is not the capacity to host meetings of the Bognor Regis Heritage & Arts Partnership Board any more frequently than quarterly, if the Projects Officer is to be involved.

Therefore, Members are asked to review the interim arrangements and consider the Town Council's continued involvement with the Board. If Members are favourable to being involved, then Board members must allow the Projects Officer to carry out any actions arising from the Board's quarterly meetings to avoid duplication of work and crossed wires. Alternatively, Members may wish to consider the permanent disbandment of the Bognor Regis Heritage & Arts Partnership Board, withdrawing all Officer support. In this respect, a decision would need to be taken as to whether the Bognor Pier Trust C.I.C. retains the money donated to them, whilst the Board operated under its banner, or return the funds remaining to the Town Council. As at 12th September 2023, £2,868.08 remained in the budget. However, if Members agree the recommendation above, that £2,000 be utilised to cover costs of the Punch & Judy Festival, then this would leave the BRHAPB with a small budget of £868.08.

DECISIONS

Do Members **AGREE** to revert to pre-Nov 2021 with the Bognor Regis Heritage & Arts Partnership Board returning the remaining funds to the Town Council allowing for the Projects Officer's full involvement, with all actions undertaken by the Projects Officer, and in the Council's control?

Or, do Members **AGREE** to the permanent disbandment with either the Bognor Pier Trust C.I.C. retaining the remaining funds to continue their heritage work or returning the remaining funds to the Town Council?

BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD MEETING

HELD ON WEDNESDAY 12th SEPTEMBER 2023

PRESENT:

Ken Blamires - Chair
Howard Dicks - Bognor Regis Museum
Sylvia Endacott - Local Historian
Irene Campbell - Community Volunteer
Paul Wells – Bognor Pier Trust C.I.C
Cllr. Nigel Smith - BRTC
Cllr. Jim Brooks – BRTC
Cllr. Steve Goodheart – BRTC
Matthew Hall - Projects Officer, BRTC

APOLOGIES:

Margaret Murphy - Arun District Council

The Meeting opened at 5.30pm

1. CHAIR'S INTRODUCTION AND WELCOME

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

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD 19th JUNE 2023

The Notes from the Meeting held on 19th June 2023 were approved by all as a true record.

3. UPDATE ON THE PUNCH & JUDY FESTIVAL BEING HELD AT THE ROYAL NORFOLK HOTEL 30th SEPTEMBER AND 1st OCTOBER INCLUDING UPDATE ON COSTS

The Chair provided a run through of the proposed timeline of the Punch & Judy Festival, including a tour of the Town with the Town Crier and puppets from the shows to be held on the lawn of The Royal Norfolk Hotel. The Picturedrome cinema will be screening the film 'The Punch and Judy Man' on the Saturday evening. Tickets went on sale at £6.50 each and have sold out (102 standard seats in Screen 2). Board members believe that the event has the potential to generate in the region of £10,000 worth of business to Bognor Regis.

The Chair provided the following costings for the event: -

Item	Cost	VAT	Total
Blue Plaque Printing	£67.00	£13.40	£80.40
Town Crier	£60.00	£12.00	£72.00
Security and First Aid	£465.00	£93.00	£558.00

Portaloos and cleaning	£390.00	£78.00	£468.00
3 Posters for Seafront boards	£54.00	£10.80	£64.80

Following a query from a Board member, the Projects Officer stated that the event organiser, Drewitts, had shared their proposals for the event with the Town Council’s Events, Promotion and Leisure Committee but had made no request for funding or support. However, the Town Council’s Events Officer has agreed to donate some of their Town Force Discretionary Hours to the Punch & Judy Festival to cover the delivery and collection of tables and chairs, and installation of the Blue Plaque, by the Town Force team.

The Chair confirmed that The Tony Hancock Appreciation Society have contributed £152.40 towards costs. To ensure that all remaining costs were covered, and funding provision made for any unforeseen issues, a member suggested that expenditure of £2,000 from the Heritage & Arts Partnership Board Budget could be utilised. This was **AGREED**.

4. TO NOTE THE WORDING OF “THE PUNCH AND JUDY MAN” FILM BLUE PLAQUE FOR APPROVAL FROM THE TOWN COUNCIL, AND ANY ASSOCIATED COSTS

The Board **NOTED** the wording of “The Punch and Judy Man” Film Blue Plaque as follows:



With the plaque having already been commissioned by the Chair, it was not possible to seek approval from the Town Council.

5. UPDATE ON THE DEVELOPMENT OF THE SHORT STORY COMPETITION

Irene Campbell informed the Board that unfortunately the original host and speaker for the event has not responded to her communications, therefore alternatives are being sought which could impact the date of the event. As previously advised, rather than a short story competition, Irene stated that the competition will be to deliver a monologue or 'talking head' themed on or set in Bognor Regis.

The Projects Officer asked if the competition is targetted to writers and, to engage with a younger audience, suggested that he could invite students from local schools to enter. It was confirmed that the competition is aimed at all age groups and members welcomed the idea of local schools being encouraged to enter. Once confirmation of the date, venue, host/speaker had been confirmed then a promotion campaign will be produced and schools can be invited to enter the competition.

It was agreed to **DEFER** this item to allow more time for a venue to be sourced, confirmation of host/speaker, judges and costings, with an update to be given at the next meeting.

6. FOLLOW UP ON DISCUSSIONS ON THE DRAFT BOGNOR REGIS CONSERVATION AREA APPRAISALS WITH MARTYN WHITE FROM ARUN DISTRICT COUNCIL AT LAST MEETING

The Chair advised that unfortunately Martyn White was not able to attend and therefore recommended to **DEFER** this item to the next meeting. This was **AGREED**.

7. UPDATE ON PROMOTION OF THE TRAIL GUIDES FOLLOWING THE CLOSURE OF THE REGIS CENTRE AND FUNDING OPTIONS FOR GUIDES UPDATES AND RESTOCKING

The Chair stated that he believed the current stock of Trail Guides would completely run out approximately next summer, and that either a request to the Town Council via Grant Aid or the National Lottery Heritage Fund, for an additional 2,500 copies, would be required. The Projects Officer stated that should the Board wish to apply for Grant Aid, they should review the Guidelines/Criteria and make an application form by no later than 5pm on Thursday 16th November 2023. Applications will be considered at an Extraordinary Meeting of the Policy and Resources Committee to be held at 6.30pm on Monday 8th January 2024.

No decision was made during the meeting.

8. TO CONSIDER ANY ROLE THAT THE PARTNERSHIP HAS TO PLAY IN BATHING MACHINE PORTAL PROPOSAL

Sylvia Endacott stated that she, and other Board members, were aware of the Bathing Machine Portal proposal, but that there was not much progress. She advised that she would contact Heather Allen from the Bognor Regis Business Improvement District to ask what involvement the Heritage & Arts Partnership Board might play in the Bathing Machine Portal proposal.

9. TO CONSIDER A PROPOSAL TO ENHANCE THE BATHING MACHINE VIDEO AND TO UPLOAD ONTO THE TRAILS WEBSITE

The Chair stated that unfortunately the Bathing Machine footage, which was filmed as part of 'The Great British Dig', wasn't included in the final TV show. He advised that he has a USB copy of the footage, and suggested to the Board that this could be added to the Heritage Trails website. Members discussed whether appropriate music, images etc could be incorporated into the footage, to which the Chair advised it could be, provided there is no copyright infringement.

The Board **AGREED** to discuss this further at the next meeting.

10. TO AGREE PARTICIPATION IN THE WAYFINDING WORKSHOP REQUEST FROM THE BOGNOR REGIS REGENERATION BOARD

After some discussion, the Board felt that, at this stage, they did not wish to participate in the Wayfinding Workshop, and it was **AGREED** that the Chair would contact the Bognor Regis Regeneration Board to discuss the offer of the Heritage Board's involvement at this time.

11. TO DISCUSS AND AGREE NEXT STEPS IN RELATION TO A COMMEMORATIVE TRAIL ON THE SEAFRONT IN BOGNOR REGIS - MIN. 131 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD 30th JANUARY 2023 REFERS

Following a request for a plaque to commemorate a Platinum Jubilee event held in Bognor Regis, Members of the Town Council's Policy and Resources Committee suggested the development of a commemorative trail. For this proposal to progress, this would require all necessary permissions from the relevant landowner to be sought prior to installation. Following further discussion, it was resolved to agree that this be referred to the Events, Promotion and Leisure Committee to scope out. Recommendations would then be referred back to the Policy and Resources Committee for final approval to be funded from the Policy and Resources unspent Grant Aid funding returned by the organisers of the Jubilee Street Party event to a maximum value of £2,194.93 (Min. 131 of the Policy and Resources Committee Meeting held 30th January 2023 refers).

When considering this matter at the Events, Promotion and Leisure Committee Meeting, held on 20th March 2023, the Charman, Cllr. Brooks, stated that the Bognor Regis Heritage & Arts Partnership Board had devised several trails and suggested it may be beneficial to collaborate on this project. Members agreed to liaise with the Board on this, with a report to be brought back to a future meeting of the committee.

The Projects Officer distributed examples of similar trails in London and Chichester to members of the Board, who expressed interest in the idea. A member detailed many historical points of interest in Bognor Regis. It was suggested that to cover all the areas would require a larger fund but perhaps one or two should be identified to start with, which could be added to in time.

Members **AGREED** for the Projects Officer to gather quotes for the QR codes, plinths, and pavement placements, as shown in the examples, and to make enquiries about necessary permissions, with a report to members at the next meeting.

12. RECOMMENDATIONS TO BOGNOR REGIS TOWN COUNCIL'S POLICY AND RESOURCES COMMITTEE TO BE HELD ON 25th SEPTEMBER 2023

Members **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that £2,000 be utilised from the Bognor Regis Heritage & Arts Partnership Board Budget (currently held by the Bognor Pier Trust C.I.C.) to cover costs associated with the Punch & Judy Festival being held in Bognor Regis on 30th September and 1st October 2023.

13. A.O.B.

There was no additional business to discuss.

14. DATE AND TIME FOR NEXT MEETING

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

The Meeting concluded at 7.05pm

AGENDA ITEM 9

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023

AGENDA ITEM 9 - TO NOTE THE MEMBERSHIP OF THE 2 HOUR FREE PARKING LIAISON WORKING PARTY AND TO RECEIVE AN UPDATE FROM ADC'S ENVIRONMENT COMMITTEE MEETING HELD ON 7th SEPTEMBER 2023 RELATING TO THE SCHEME (IF AVAILABLE) – MIN. 41 REFERS

REPORT BY ASSISTANT CLERK

FOR NOTING

Membership of the 2 Hour Free Parking Liaison Working Party

At the Policy and Resources Committee Meeting, held on 31st July 2023, Members unanimously **AGREED** the appointment of a Liaison Working Party to discuss the 2 Hour Free Car Parking Scheme. It was further unanimously **AGREED** that its membership be made up of 5 x Town Councillors, 2 x Town Centre business representatives (with one of these places offered to Paul Wells), 1 x Bognor Regis BID representative, and 1 x ADC representative. Wishing to open membership on the Liaison Working Party to all Town Councillors, it was proposed and **AGREED** that the Clerk email all Members inviting them to submit an expression of interest in becoming a member, with places appointed on a first come first served basis (Min. 41 refers).

An email was sent to all Members, by the Assistant Clerk on 8th August 2023, confirming that the 5 Town Councillors appointed to the Town Council's 2 Hour Free Parking Liaison Working Party were: - Cllrs. Goodheart, Nash (unless subsequently appointed as the ADC rep), Miss. Needs, Waterhouse and Woodall. The email also advised that liaison was ongoing in relation to appointing the partnership representatives.

DECISION

To **NOTE** that Councillors Goodheart, Nash (unless subsequently appointed as the ADC rep), Miss. Needs, Waterhouse and Woodall are appointed as the Town Council representatives to the 2 Hour Free Parking Liaison Working Party.

Update relating to the 2 Hour Free Parking Scheme following ADC's Environment Committee Meeting

On 7th September 2023, Arun District Council's Environment Committee met and one of the items on the Agenda was '2 Hour Town Centre Parking Schemes'. The current 2-hour parking schemes in Bognor Regis and Littlehampton Town Centres both expire in 2023. The financial contributions currently received annually are £21,000 from Bognor Regis Town Council and £28,500 from Littlehampton Town Council. Arun are proposing equal financial status for both Town Councils at a contribution of £21,000 each for an initial two-year agreement. Under the proposal, contributions from both the Littlehampton Traders Partnership Ltd (LTP) and the Bognor Regis Business Improvement District (BID) would cease.

At the time of publishing this report, the Minutes of ADC's Environment Committee Meeting had not been published. However, the following statement was released in the news section of ADC's website and on social media: -

"Members of the Environment Committee have agreed proposals to continue offering 2 hours free parking for those who have a valid disc or the equivalent virtual permit. This applies to the main car parks of Bognor Regis and Littlehampton and supports the vibrancy of the town centres. Residents and visitors can currently acquire a cardboard parking to display in their vehicle, for 2 hours parking.

From 1 January 2024, residents and visitors will now also have the choice of whether to use a cardboard disc, use a virtual permit or to use the pay and display machines. The discs will need to be displayed in the car, or if using the virtual permit, drivers will need to open the app, log their parking time and will be able to have 2 hours parking from that point.

Virtual permits for either Littlehampton or Bognor Regis will be available on Arun District Council's website before the end of 2023. Cardboard discs will be available to customers who wish to use them from Littlehampton Civic Centre and Bognor Regis Town Hall as well as selected local businesses.

Cllr Sue Wallsgrove, Chair of the Environment Committee said:

"We are pleased to be able to continue with this scheme that supports our town centres and now we can offer a new virtual parking app, alongside the current cardboard disc. Catering for all is important to us, as is moving to a more digital provision. The virtual disc is available 24 hours a day, seven days a week, which mean parkers do not have to worry about not having their disc with them. We know that some members of our community will prefer to continue to use the disc system, so we have kept that in place too."

Further details will be shared in the near future.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023**

AGENDA ITEM 10 – TO RECEIVE AN UPDATE IN RELATION TO THE TOWN COUNCIL’S UKSPF BIKE REPAIR STATIONS PROJECT AND TO FURTHER CONSIDER AND AGREE ANY FINANCIAL COMMITMENT BY THE TOWN COUNCIL IN RELATION TO ITS UKSPF LIGHTING PROJECT – MIN. 14 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 were asked to give full consideration to the Bike Project and Light Project, in terms of delivery and agreeing next steps, at the meeting held 5th June 2023 (Min. 14 refers).

TO RECEIVE AN UPDATE IN RELATION TO THE TOWN COUNCIL'S UKSPF BIKE REPAIR STATIONS PROJECT

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

At the Policy and Resources Committee Meeting, held on 5th June 2023, Members resolved to agree to making provision in future budgets for ongoing maintenance of the Public Bike Repair Stations in Bognor Regis (Min. 14.1 refers). A Funding Agreement between ADC and BRTC has since been signed and the funds received into the Town Council's account. Final permissions are currently being sought from ADC to install the stations on their land, and a decision awaited from their legal team as to whether leases will be required for which legal costs would need to be deducted from the UKSPF monies. Subject to the outcome of these discussions with ADC, the repair stations will be purchased, and arrangements made for their installation. Once ready for public use then a launch campaign will be run by BRTC to promote this project.

TO FURTHER CONSIDER AND AGREE ANY FINANCIAL COMMITMENT BY THE TOWN COUNCIL IN RELATION TO ITS UKSPF LIGHTING PROJECT PROPOSED IN SUNKEN GARDENS, WATERLOO SQUARE AND STEYNE GARDENS

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

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

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 for capital expenditure to bring the project to life, with an additional budget of 30% for potential inflation. Once again, with it proposed to install the lights on Arun's land, final permissions will need to be sought and leases may need to be considered for which legal costs would need to come from the UKSPF monies. What is not included are costs for ongoing power supply and maintenance. At the Policy and Resources Committee Meeting, held on 5th June 2023, 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 (Min. 14.2 refers).

Site visits to all three locations have been carried out by the Assistant Clerk, with two potential contractors, and indicative prices for annual service and maintenance are in the region of £1,000 - £1,500. An analysis of the current kilowatt per hour rate, based on an approximate number of 1,050 bulbs being illuminated for 7 hours a day, 7 days a week, estimates that the total electrical cost will be £804.68 per annum. Therefore, based on these figures, it is the Officer recommendation that provision of up to £2,500 for ongoing costs such as power supply and maintenance, with an additional budget of 30% for potential inflation, be included in future budget setting.

DECISION

Having previously agreed to support in principle the Sunken Gardens, Waterloo Square and Steyne Gardens Lighting Project, Members are now asked to **RESOLVE** to **AGREE** that provision of up to £2,500, with an additional budget of 30% for potential inflation, will be included in future budget setting for ongoing costs, such as power supply and maintenance, associated with the project.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023**

AGENDA ITEM 11 - TO NOTE THE UTILISATION OF £400 FROM THE PUBLICITY AND PROMOTION BUDGET BY THE EVENTS, PROMOTION AND LEISURE COMMITTEE, RATIFIED AT THEIR MEETING HELD ON 11th SEPTEMBER 2023, TOWARDS THE COSTS FOR THE LIVE BROADCAST OF THE WOMEN'S WORLD CUP FINAL AND TO RECEIVE A RECOMMENDATION THAT THE REMAINING EXPENDITURE OF £210 BE FUNDED FROM AN APPROPRIATE BUDGET – MIN. 39.1 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 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).

When the England team reached the finals of the FIFA Women's World Cup, an event was very quickly put together by the Town Council's Events Officer to enable the match to be broadcast live from a big screen in Hotham Park. The event was sponsored by the Showmen Event Group who brought a big screen into the park at a very low cost and at very short notice. All necessary paperwork was completed and submitted to ADC within 24 hours, and ADC kindly authorised the event the following morning. In view of the very short timescale, the Town Clerk liaised with the Chair of E,P&L and P&R to seek their agreement regarding the additional finance that was needed to fund the event. Both Councillors were fully supportive and gave their agreement that we should proceed, with Members being subsequently asked to ratify this action.

Members of the Events, Promotion and Leisure Committee ratified the utilisation of £400 from the funds remaining in the Publicity and Promotion Budget 2023/2024, towards the costs for the live broadcast of the Women's World Cup Final, with a recommendation to the Policy and Resources Committee that the remaining expenditure of £210 be funded from an appropriate budget (Min. 39.1 refers).

DECISION

Members are asked to **RATIFY** expenditure of £610.00 for the live broadcast of the FIFIA Women's World Cup Final, with £400 funded from the Publicity and Promotions Budget, and **RESOLVE** to **AGREE** where the remaining £210 will be funded from.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023**

AGENDA ITEM 12 - TO RECEIVE AN UPDATE ON PROVISION PROVIDED BY BARCLAYS BANK, FOLLOWING CLOSURE OF BOGNOR REGIS BRANCH, AND TO CONSIDER ASKING ARUN DISTRICT COUNCIL, AS LANDLORD, TO WRITE TO THOSE BANKS CLOSING BRANCHES IN BOGNOR REGIS TOWN CENTRE ABOUT SETTING UP A BANKING HUB IN THE TOWN HALL – MIN. 30.1 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Policy and Resources Committee Meeting, held on 31st July 2023, the Clerk reported to Members that responses to letters sent by the Town Council had been received from Barclays, HSBC and NatWest, in relation to their local branches being closed down.

Having listened to the Clerk's report, many Members felt that the treatment from those banks due to close branches in Bognor Regis had been less than satisfactory with a complete neglect of social need. The suggestion of a banking hub was considered crucial by many, with the idea that one could be located in Bognor Regis Town Hall. A Member asked whether the Town Council could ask Arun District Council, as Landlord of the Town Hall, to write to those banks closing about setting up a hub. The Clerk advised that it was not possible for Members to resolve that such action be taken at this point in the Agenda but suggested that the matter could be included on a future Agenda for consideration (Min. 30.1 refers).

Since the last meeting, a follow-up telephone call was received from the Barclays Customer Care Director (Sussex and Surrey Market) to advise that they now have a 'replacement facility' for in person services at Arun Leisure Centre, for three days a week, every week (Tuesday-Thursday). This facility opened within the leisure centre immediately after the Bognor Regis branch closed, so there was no period of time during which customers didn't have physical access to their services in the area. Push notifications were sent to all Barclays customers locally informing them of the facility within Arun Leisure Centre and it is reported that it is very busy and well used. Customers can find opening times for Arun Leisure Centre by using the 'branch finder' facility on Barclays website and searching 'Bognor Regis'. Barclays Bank hopes to be able to provide an in-person service one extra day a week, within a more central location in the Town Centre, although this is yet to be confirmed.

DECISION

Do Members **AGREE** to write to Arun District Council, as Landlord of Bognor Regis Town Hall, to request that they consider the provision of a community banking hub in the building?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023**

AGENDA ITEM 13 – TO CONSIDER A RECOMMENDATION FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE THAT THE LAMP POST BANNER MAINTENANCE EARMARKED RESERVES OF £3,000 FOR 2022/23 BE RETURNED TO GENERAL RESERVES AND REALLOCATED FOR THE UTILISATION OF CORREX BOARDS BY WAY OF PROMOTION – MIN. 42 REFERS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Until 2019 Arun District Council administered 12 lamp post banner sites in the Town Centre. At the Events, Promotion and Leisure Committee Meeting held on 14th September 2020, following previous discussions and considerations, Members agreed to proceed with overseeing the management of all of the lamp post banner sites for which the Policy and Resources Committee subsequently agreed, on 26th October 2020, to make an allowance in future budgets for the costs of the annual stress testing that will be required (Min. 167.3 refers).

During lockdown, it was agreed to take no further action to progress with lamp post banner advertising for the time being. When the matter was then later discussed at the Events, Promotion and Leisure Committee Meeting held on 20th March 2023, it was reported to Members that there had been several changes in gaining approval to hang lamp post banners since the item was first considered. The Town Council would require approval from WSCC and the street lighting subcontractor before hanging banners, which must meet stringent guidelines to avoid putting undue pressure on the structure of the column. Should their approval be given, advertising consent would then be required from Arun District Council detailing the design and content of each banner (Min. 84.1 refers).

In order to gain permission from WSCC for third party attachments to the lighting columns, the content of proposed banners must be approved by their Highways team. Advertising consent must also be given by Arun District Council, by submitting a planning application which must include banner design/content. If WSCC should approve the proposed content of the banner/s then the Town Council submit an application to Enerveo which must include: - a map showing column locations and numbers; a detailed specification of the proposed banners including weight, dimensions, proposed mounting height and fixing method; an image or diagram of the banners and fixings; a copy of the Council's £10M public liability insurance; confirmation that the contractor installing the banners is HERS certified with contractors name and business address, as well as a copy of the contractors HERS certificate along with each of the working operatives' current HERS cards, being submitted with the application. Once the application is submitted to Enerveo, with all supporting documents, their Third-Party Attachments team evaluate the information sent to them. They may then require that tests, conforming to their requirements, are carried out on the streetlights by a qualified structural engineer (no third-party attachments are permitted on cast iron columns).

During the course of an online Partnership Meeting on 26th June 2023, discussion included lamp post banner advertising and the use of Correx boards was suggested as a possible alternative to lamp post banner advertising. The boards fit around the bases of street posts (see image below), do not require the same level of planning permission, take little time to install and change over, and are relatively low cost compared to lamp post banners.



The Correx boards could be used to promote events such as the Town Council's Christmas Illuminations Switch-On event, taking place in the Town Centre on 25th November 2023. There could also be some generic boards made up that say "welcome to Bognor Regis/Sunniest Bognor Regis", or "Councillor Drop-In Surgery here tomorrow/today". All of the boards would have the relevant Town Council logo on.

In order to fund this initiative, the Events, Promotion and Leisure Committee are recommending that the Lamp Post Banner Maintenance Earmarked Reserves of £3,000 for 2022/23 be returned to General Reserves and reallocated for the utilisation of Correx boards by way of promotion in the Town.

DECISION

Do Members **RESOLVE** to **AGREE** that the Lamp Post Banner Maintenance Earmarked Reserves of £3,000 for 2022/23 be returned to General Reserves and reallocated for the Events, Promotion and Leisure Committee to use the funding towards the utilisation of Correx boards by way of promotion in the Town?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023**

AGENDA ITEM 14 – TO AGREE THE CRITERIA FOR APPROVAL OF MEMBER ABSENCE FROM MEETINGS

REPORT BY THE ASSISTANT CLERK

FOR DECISION

At the Councillor training session, held on 26th July 2023, Members were reminded that having been summoned to council meetings (and to committee and sub-committee meetings where they are a member) they are expected to attend unless they have a reasonable excuse which they must provide, preferably in writing, to the Proper Officer in advance of the meeting. It is for the members of the meeting to decide whether an excuse is reasonable, and whether they are prepared to accept the apology provided.

The main purpose of the provision is to ensure that a Councillor who is unable to attend a meeting has a reason approved by the council to avoid the operation of the six-month rule.

In an effort to protect the security of Councillors, and in order to avoid the practice of blanket approval or disapproval of reasons for absence, Members are asked to consider the criteria under which a Member's absence from council meetings (and to committee and sub-committee meetings where they are a member) would be approved.

DECISION

Members are invited to **AGREE** which of the following reasons for absence should be included in the criteria for approval of Member absence from meetings: -

- a) Annual leave
- b) Compassionate leave
- c) Dependency needs
- d) Educational commitments
- e) Illness
- f) Mayoral engagement
- g) Medical appointments
- h) *Meeting elsewhere
- i) Prior engagement
- j) Shielding
- k) Working
- l) No apologies given

* If minded to include 'meetings elsewhere' as a reason to be approved, then Members may wish to reserve the right to approve absence for this reason if it becomes persistent, for instance where a dual-hatted Councillor frequently chooses to attend meetings of another council over carrying out their duties as an elected Town Councillor.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023**

**AGENDA ITEM 15 - TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN
CRIER ROLE**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

Annual Review

At the Committee meeting held 5th February 2018, Members agreed that an "Annual Review" of the Town Crier, a voluntary role, be carried out in the Autumn. The content of this "Review" was not stipulated by the Committee and therefore the following provides details to inform this "Review":

Activities undertaken since last review completed (September 2022)

The Bognor Regis Town Crier continues to be held in high regard, both in Bognor Regis and further afield.

In November 2022, Jane received an invitation to meet Their Majesties King Charles III and Queen Camilla, at a Reception held in Windsor Castle, in recognition of her role in the celebrations for the Late Queen Elizabeth II's Platinum Jubilee, for which she wrote the official Town Crier Proclamation.

Jane has continued to 'fly the flag' for Bognor Regis across the country, by participating in numerous Town Crier Competitions. In October 2022, Jane was awarded the 'Best Dressed Town Crier' award at the 69th Hastings Town Crier Championships, for the third time in the last five years. Earlier this summer, she picked up another 'Best Dressed' award, this time at the inaugural Calne Town Crier competition, and perhaps most notably, a few weeks later Jane was honoured to be presented a trophy for being the 'Best Ambassador for her Town' at the prestigious Armada Cup Town Crier Championship, in the presence of her peers.

Back in Bognor Regis, and Jane is a recognisable figure at Town Council and other locally organised events such as Book Day, the Carnival, Proms in the Park, Armed Forces Day and the Drive through Time Motor Gala, to name a few. As part of the promotion for the Town Council's Funshine Days, she appears weekly in the Town Centre, throughout August, to promote the upcoming week of free events on offer.

In addition to these events, she is also invited to give talks to local WI Groups, to open fetes and business premises and has even recently been involved in the hiring of a Town Crier for Petersfield. In August, Jane was personally invited to the town of Montgomery in Wales, to lead a Parade of Town Criers at the famous 'Montgomery Show' for 2023.

Looking ahead to 2024 and following a successful inaugural Town Crier Competition in Bognor Regis last year, plans are already underway for another one next summer, following agreement by this Committee at their meeting held on 5th June 2023 (Min. 15 refers).

Equipment

Uniform - The total cost of the original outfit amounted to £1,208. Based on those final costs, it was considered that a replacement contribution of £242pa would be appropriate, subject to inflation. With the exception of a 'summer rig' which was commissioned and produced in time for the Platinum Jubilee, the original uniform has not so far been replaced. Following recent discussions with Jane, who as Members will know, makes the uniform herself, a few items have since been purchased to replace originals which are now 6 years old, including a new tricorne hat and 12 metres of fabric in anticipation of repairs/replacement of the original livery, when needed.

Budget

For the 2023/2024 financial year there is a budget of £2,000. This incorporates expenditure for travel expenses (both day to day and for competitions), any equipment repairs/purchases and earmarking for uniform replacement in future years.

There is currently £3,997.68 available in the Town Crier's Earmarked Reserves, with £2,000 of this already allocated to fund the 2024 Town Crier Competition in Bognor Regis, and a further £989.50 is still available, as at 31st August 2023, from the current year's Town Crier Budget.

DECISION

Do Members wish to make any changes?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 25th SEPTEMBER 2023**

**AGENDA ITEM 16 - CONSIDERATION OF INPUT FROM THE COMMITTEE
FOR THE CONTENT OF THE 2024 TOWN NEWSLETTER**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

Publication period

The Annual Town Council Newsletter will be produced in early 2024 for distribution to every home in the five Wards by mid-March.

Design

When considering the design of the 2023 Town Newsletter, in light of the Town Council having declared a Climate Emergency, Members agreed to once again commission a more condensed version, with an A4, 4-page Newsletter therefore produced.

The printed Newsletter was delivered to every household within the five Wards and featured a QR code that readers could scan and be taken to the extended, electronic version of the Newsletter available on the Town Council's website.

The colour scheme and style used for the 2023 Newsletter, had a real emphasis on incorporating the 'Place Branding Core Values' adopted at the Council Meeting held on 8th March 2021 (Min. 360.10 refers). Using the design guide, wave graphics, circles and 'core' colours were used in the Newsletter as consistently as possible.

The Town Crest remained in a prominent position at the top of the front page, with the new corporate logo included on the bottom of the front page, and the original 'Sunniest Bognor Regis' logo moving to the bottom of the back page.

Contents

Editorial in the 2023 edition included the following: -

- Message from the Mayor, including a focus on the Mayor's Charities.
- Regeneration.
- Budget 2023/2024.
- 'Royal Regis' celebrating the Town's royal links.
- Picturedrome Cinema update.
- Youth Provision.
- Seaside Classics, a look at the history of Punch and Judy shows, 60 years after the release of The Punch & Judy Man film, filmed in Bognor Regis.
- Fishermen's Association.
- Tree planting projects, including the Queen's Green Canopy.
- Twinning Association.
- Events diary.

AGENDA ITEM 16

Officer suggestions for articles in the 2024 Town Newsletter, in addition to the usual content (i.e. Mayor's Message, Budget Report, Events Diary), include the following: -

- 'Our Councillors', including photos, contact details etc of the new administration and a ward map.
- Bognor Regis Town Crier Competition (June 2024).
- 80th Anniversary of the D-Day landings (June 2024).
- 30th Anniversary of Bognor Regis's twinning with Trebbin.
- UKSPF Projects.
- Regeneration, including updates on the Alexandra Theatre project.

DECISIONS

Do Members **AGREE** to the production of the condensed A4, 4-page version, with QR code for the full edition, for the 2024 Town Newsletter?

Members are invited to **AGREE** the content of the 2024 Town Newsletter.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023**

AGENDA ITEM 17 - TO NOTE THAT THE 3-YEAR PARTNERSHIP AGREEMENT WITH BOGNOR REGIS SEAFRONT LIGHTS IS COMING TO AN END AND TO CONSIDER ANY FUTURE FUNDING

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Prior to 2017, the organisers of the Bognor Regis Seafront Lights (BRSFL) had sought funding from the Council through the Grant Aid process for both the running of the lights and the Illuminations Gala, an event held to raise funds for the BRSFL. However, it had been suggested that the usual Grant Aid process was not suitable for receiving applications for activities such as the provision of the BRSFL as this is considered as a service to the Town. The current organisers of the BRSFL have been running the service for more than 25 years and the lights are considered by many as an integral part of a seaside town. The work undertaken each year results in substantial unpaid man hours to keep the lights on and maintained and to carry out fundraising to enable the lights to be switched on each year.

At the Policy and Resources Committee Meeting, held on 5th June 2017, it was proposed that the Town Council entered into a two or three-year partnership/service level agreement with the organisers of the BRSFL. The report to Members suggested that the benefit to the Council of such an arrangement would be certainty with regard to expenditure whilst for the BRSFL organisers, it would give them the assurances needed to be able to invest in new equipment over a number of years. Having considered the proposal, Members resolved to recommend to Council that a partnership/service level agreement be entered into with organisers of the Bognor Regis Seafront Lights, at a cost of £9,000 per annum for a period of 3 years, with a non-voting observer appointed to attend BRSFL meetings (Min. 15 refers). This recommendation was subsequently approved at the Council Meeting held on 3rd July 2017 (Min. 46.4 refers).

The Council resolved at the Policy and Resources Committee Meeting held on 6th July 2020 (Min. 149.5 refers) to a continuance of the previous agreement with BRSFL for a further 3 years at a cost of £9,000 per annum. The final payment was made on 1st April 2023, with the agreement terminated after this third and final payment, as set out in the terms and conditions of the funding agreement with Bognor Regis Seafront Lights.

In a letter received from the Secretary of BRSFL to acknowledge receipt of the 2022 instalment of funding, comment was made that "*The three-year agreement seems to have worked well and we hope that the Council will be amenable to renewing this*".

As the three-year agreement has now come to an end, Members will need to consider whether a new or continuance of the agreement will be entered into from 2024 and if so, consider the level of budget provision that will need to be made.

Members may also wish to enter into discussions with BRSFL regarding their future plans for the project before committing to future funding and if so, consider how they wish this to proceed.

DECISION

How do Members **AGREE** to proceed?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023**

AGENDA ITEM 18 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY ASSISTANT CLERK

FOR RATIFICATION

To ratify expenditure of £5,549 excluding VAT for a zero turn Ariens Apex 48R ride on mower

As reported in the report from the Town Force Manager at the last meeting of the Policy and Resources Committee held on 31st July 2023, a zero turn Ariens Apex 48R ride on mower had recently been purchased to assist the team with grass cutting. The report also advised that the Committee would be asked to ratify the expenditure at the next meeting once the machinery had been delivered.

The ride on mower has now been supplied at a cost of £5,549 excluding VAT.

DECISION

Members are invited to **RATIFY** the £5,549 excluding VAT expenditure for the item as noted above.

To ratify expenditure of £1,138.07 excluding VAT for works to ensure the new Ford Transit van is highway compliant and fit for purpose

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. This expenditure was ratified by the Committee at the last meeting. To ensure that the vehicle is highway compliant and therefore fit for purpose, works including fitting of a new tow bar and the relating electrics, installation of a roof light and fitting the dash cam originally in the Ford Escort needed to be undertaken at a cost of £1,138.07 excluding VAT.

DECISION

The Committee is therefore invited to **RATIFY** the £1,138.07 excluding VAT expenditure for the item as noted above.

To ratify expenditure of £677.32 excluding VAT for a replacement BRTC branded gazebo and feather flag for use at Councillor Drop-In Surgeries and similar

Following a recent Councillor Drop-In Surgery, held in London Road, comment was made that there was nothing in-situ that clearly indicated this to be a Town

AGENDA ITEM 18

Council event, as the only branded gazebo and feather flags were being used at another of the Council's events.

Therefore, a replacement BRTC branded gazebo and feather flag, suitable to be used on hardstanding surfaces such as pavements, has been purchased for use at events such as Councillor Drop-In Surgeries, public consultations or as a spare by the Events Officer.

DECISION

The Committee is therefore invited to **RATIFY** the £677.32 excluding VAT expenditure for a replacement BRTC branded gazebo and feather flag for use at Councillor Drop-In Surgeries and similar as noted above.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 25th SEPTEMBER 2023**

AGENDA ITEM 19 - FINANCIAL REPORTS INCLUDING: -

REPORT BY ASSISTANT CLERK

FOR DECISION

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

The financial reports for the month of August 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 JULY AND AUGUST 2023 UNDERTAKEN BY THE CHAIR 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 Chair or Vice-Chair 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 Chair 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 July and August 2023.

DECISIONS

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

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 25th SEPTEMBER 2023**

AGENDA ITEM 20 - CORRESPONDENCE

FOR INFORMATION

- 1.** NALC Newsletter 30.08.2023
- 2.** West Sussex Mind – World Suicide Prevention Day 30.08.2023
- 3.** The latest from the UK's largest Public Sector Network 30.08.2023
- 4.** GTR Rail services during industrial action on Friday 1 and Saturday 2 September – Circulated to all Councillors and on social media 31.08.2023
- 5.** Parish Online Newsletter #43 – 31.08.2023
- 6.** NALC Chief Executive's Bulletin – Circulated to all Councillors 31.08.2023
- 7.** WSCC News Release – Leader of West Sussex County Council urges Government rethink on infrastructure levy – Circulated to all Councillors 31.08.2023
- 8.** WSCC Major Projects Biannual Newsletter – 31.08.2023
- 9.** VAAC E-bulletin August 2023 – Circulated to all Councillors 31.08.2023
- 10.** West Sussex Fire and Rescue Service – Free electric blanket testing in Bognor Regis – Circulated on social media 31.08.2023
- 11.** Sussex Alerts – Get Safe Online – A day in the life of a student – Circulated to all Councillors and on social media 31.08.2023
- 12.** The Sussex Police and Crime Commissioner – Police to investigate every crime they can – Circulated to all Councillors 04.09.2023
- 13.** NALC Job Listings 04.09.2023
- 14.** West Sussex Mind – News update September 2023
- 15.** Sussex Alerts – Arun Weekly Bulletin – Circulated to all Councillors and on social media 04.09.2023
- 16.** WSCC Yellow Heat – Health Alert until 21:00 10/09/2023 – Circulated on social media 04.09.2023
- 17.** WSCC Cabinet Agenda 12.09.2023 – Circulated to all Councillors 04.09.2023
- 18.** Raymond Hagger (Twinning Association) next Mondays Film RRR cancelled – Circulated to all Councillors 04.09.2023
- 19.** Sussex Alerts September edition of OUR NEWS 05.09.2023
- 20.** Bognor Regis Twinning Association – Race Night invitation forward to Council Rep Cllr Steve Goodheart 04.09.2023
- 21.** NALC Events – Previously circulated to all Councillors 05.09.2023
- 22.** Clerks & Councils *Direct* September Issue 149 – 05.09.2023
- 23.** VAAC September Funding Focus – Circulated to all Councillor 05.09.2023
- 24.** Sussex Alerts – Problems with rogue builders – Circulated to all Councillors and on social media 05.09.2023
- 25.** VAAC Invitation to our AGM and Networking Event – Circulated to all Councillors 05.09.2023
- 26.** Sussex Alerts – Amber Heat-Health Alert for parts of England, including the South East – Circulated to all Councillors and on social media 05.09.2023
- 27.** NALC Newsletter 06.09.2023
- 28.** Arun & Chichester Citizens Advice August Newsletter – Circulated to all Councillors 07.09.2023
- 29.** NALC Chief Executive's Bulletin – Circulated to all Councillors 07.09.2023

- 30.** ADALC Conference – postponed – Circulated to Cllrs Goodheart and Yeates (Reps to Outside Bodies) – 07.09.2023
- 31.** Latest news from St Wilfrid's Hospice – Circulated to all Councillors 07.09.2023
- 32.** West Sussex Mind – Our Impact on mental health in West Sussex 08.09.2023
- 33.** The Sussex Police and Crime Commissioner – N2O It's no laughing matter – Circulated to all Councillor 08.09.2023
- 34.** Sussex Alerts – Could you be a Cyber hero – Circulated to all Councillors and on social media 09.09.2023
- 35.** Arun Weekly Bulletin – Circulated to all Councillor and on social media 11.09.2023
- 36.** Bognor Regis BID Newsletter – Circulated to all Councillor 11.09.2023
- 37.** NALC Job listings 11.09.2023
- 38.** WSCC News Release – School-run improvements – Circulated to all Councillors 12.09.2023
- 39.** West Sussex Mind – Training Brochure Autumn 2023 11.09.2023
- 40.** NALC EVENTS – Previously circulated to all Councillors 12.09.2023
- 41.** NALC Newsletter 13.09.2023
- 42.** Sussex Alerts – Police & Crime Commissioner Katy Bourne supports Sussex Neighbourhood Watch – Circulated to all Councillors and on social media 14.09.2023
- 43.** Arun & Chichester Citizens Advice – 2023 Cost of Living Survey – Circulated to all Councillors 14.09.2023
- 44.** NALC Chief Executive's Bulletin – Circulated to all Councillors 14.09.2023
- 45.** WSCC News Release – How safe do you feel in your local community – Circulated to all Councillor 14.09.2023
- 46.** An update from Patrick Verwer, Govia Thameslink Railway CEO – Circulated to all Councillors 14.09.2023