



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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ANNUAL TOWN MEETING OF ELECTORS FOR 2023

The Annual Town Meeting of Electors will take place at **The Town Hall, Clarence Road, Bognor Regis, West Sussex** at **6.30pm for a 7.00pm start on Monday 13th MARCH 2023**. The Chairman of the Meeting will be the Town Mayor.

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

A G E N D A

1. Welcome by the Town Mayor and introduction of Councillors present
2. To approve and sign the **Minutes** of the Town Meeting of Electors held on Monday 14th March 2022 and any **Matters Arising**
3. To receive the **Annual Report** of the Council
4. To receive the **Accounts** of the Town Council year ending 31st March 2022 and Budget for 2023-2024
5. To consider **Resolutions** of which written notice has been given by **Friday 10th March 2023**
6. To welcome the Honorary Secretary, Dr Anya Chapman from the National Piers Society, to give a presentation on '2023 the Year of the Pier'
7. Bognor Regis Town Council's programme of events for the year
8. Open Forum with questions to Councillors/Attendees

DATED this 27th day of February 2023

Town Clerk

Town Mayor



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MINUTES AND REPORT OF THE TOWN MEETING OF THE ELECTORS OF BOGNOR REGIS HELD ON MONDAY 14th MARCH 2022

PRESENT (BRTC)

Cllr. S. Goodheart - Town Mayor (in the chair)

Cllr. J. Brooks

Cllr. Mrs. S. Daniells

Cllr. Miss. C. Needs

Cllr. M. Stanley

Cllr. B. Waterhouse

Cllr. Mrs. J. Warr

(Note: Cllrs. Brooks, Mrs. Daniells, Goodheart, Miss. Needs, Stanley and Mrs. Warr are also Arun District Councillors)

IN ATTENDANCE

Mrs. J. Davis (Assistant Clerk)

Mrs. R. Vervecken (Civic & Office Manager)

Ms. R. White (Bognor Regis Regeneration Board)

6 members of the public

COPIES OF DOCUMENTS AVAILABLE FOR THE PUBLIC

Notice and Agenda for the Meeting

Minutes of the Town Meeting of Electors held on 18th March 2019

Audited Accounts to 31st March 2021

Proposed Expenditure for the year 2022-23

Bognor Pier Company Ltd Accounts to 31st December 2021

Schedule of Councillors' Attendance at Meetings

The Meeting opened at 6.30pm

1. WELCOME BY THE TOWN MAYOR AND INTRODUCTION OF COUNCILLORS PRESENT

The Town Mayor welcomed everyone to the meeting and attention was drawn to the evacuation procedure in the event of a fire. The Town Mayor introduced Councillors to those present. Apologies for absence were noted from Cllrs. Barrett, Batley, Cunard, Smith, Mrs. Staniforth and Woodall. Apologies from Mrs. G. Frost (Town Clerk) and Ms. H. Allen (Bognor Regis BID) were also noted.

2. **TO APPROVE AND SIGN THE MINUTES OF THE TOWN MEETING OF ELECTORS HELD ON MONDAY 18th MARCH 2019 AND ANY MATTERS ARISING**

The Minutes of the Town Meeting of Electors held on Monday 18th March 2019 were considered, agreed as a true record and signed by the Town Mayor as presiding Chairman. There were no matters arising.

3. **TO RECEIVE THE ANNUAL REPORT OF THE COUNCIL**

The Town Mayor gave his report (appended to Minutes as **Appendix 1**).

4. **TO RECEIVE THE ACCOUNTS OF THE TOWN COUNCIL YEAR ENDING 31st MARCH 2021 AND BUDGET FOR 2022-2023**

The Town Council's Accounts to year ending 31st March 2021 were duly noted and accepted. The Chairman of the Policy and Resources Committee, Cllr. Waterhouse gave the Chairman's report on the budget (appended to Minutes as **Appendix 2**).

5. **TO RECEIVE THE ACCOUNTS OF THE BOGNOR PIER COMPANY LTD. YEAR ENDING 31st DECEMBER 2021**

The Accounts were duly noted and accepted.

6. **TO CONSIDER RESOLUTIONS OF WHICH WRITTEN NOTICE HAS BEEN GIVEN BY FRIDAY 11th MARCH 2022**

No resolutions had been received.

7. **TO WELCOME HEATHER ALLEN, BOGNOR REGIS BID CO-ORDINATOR, TO GIVE A PRESENTATION AND TO TAKE QUESTIONS**

Apologies had been received from Heather Allen, but handouts of the Annual Report from the Bognor Regis BID AGM on 10th March 2022, had been provided in her absence, for information.

8. **TO WELCOME REBECCA WHITE, BOGNOR REGIS REGENERATION BOARD EXECUTIVE DIRECTOR, TO GIVE A PRESENTATION AND TO TAKE QUESTIONS**

The Town Mayor welcomed the Executive Director of the Bognor Regis Regeneration Board (BRRB), Ms. Rebecca White, to the meeting.

Ms. White thanked those present for the invitation to attend the meeting and explained that she had given a presentation at the Bognor Regis Town Council meeting on the 7th March, but for the benefit of the members of the public, would repeat some of the update given previously to Councillors.

For background, BRRB was formed in 2007 by Arun District Council as an open forum by part of the Regeneration Sub-Committee, with the Board evolving massively over this time, particularly since 2019. Rebecca White joined the Board in 2020, having previously held roles such as Town Clerk at Selsey Parish Council. Feedback on the role of the Regeneration Board had been gathered shortly after her appointment, with the point stressed that the Board is not a development club or political party, but instead a not-for-profit company ltd by guarantee, with the core value to make Bognor Regis a great place to live, work, study and enjoy.

Following further research, over half a billion pounds had been invested in the Town since 2007, such as at Enterprise Bognor Regis, the University of Chichester, The Regis School and Butlin's. The Town Centre, by her own admission, had not received this same level of investment. BRRB is working hard to change that and ensure more investment is poured into the Town by working in partnership with key bodies. The District Council have provided encouragement that they are invested in regeneration in the Town, by their commitment in delivering the 'Levelling Up' fund, which will bring £13 million worth of improvements to The Regis Centre. Rebecca emphasised that progress is therefore being made but understood levels of frustration at the pace.

The Regeneration Board are not a public facing group and therefore rely on Councillors, as public figures, to relay any new initiatives or problems presented by residents. The Board works closely with Bognor Regis BID, with Councillors and BID representatives' being members of the Town Centre Focus Group, to avoid duplication of work. The Focus Group have drawn up priorities for the Town, through consultative work.

Those present received copies of the strategic priorities identified to date, and were asked for any comments, including a 'top 5' priorities list from each attendee. The District Council are reviewing their Masterplan, and Rebecca White highlighted the importance of getting the strategic priorities list as finalised as possible, to ensure its initiatives have a chance of being integrated into ADC's Masterplan. Any comments are to be emailed to the Bognor Regis BID Office.

The Town Mayor invited members of the public and Councillors to ask the Executive Director of the Bognor Regis Regeneration Board questions.

A summary of the questions/statements to Ms. White included:

Q: Aside from the same people who attend the Focus Group Meetings regularly, there are a lot of other good ideas within the community. Will there be an opportunity to feed some of these ideas into the current process?

A: In answer to the question, Rebecca White explained that any strategies within the current list, were formed using various responses including from the BID's High Street Task Force and the outcomes of consultations with Councillors over the last 10 years, which are no less valid now. Rebecca further

explained there was no reason why individual stakeholders couldn't hold open meetings, feeding any ideas back to be included within the priorities list, providing these were feasible and realistic. Although accessibility and youth provision are not currently part of the strategic priorities list, there are overarching issues, which could open this up for discussion.

Q: The ideas circulated are not dissimilar from the 1990 Bognor Regis Community Forum's report. 'Bognor Regis Ltd' was an idea that came from this and the name later acquired by the Town Council, however this acquisition was never put to good use.

A: Rebecca White confirmed the BRRB would be happy to work with a community led Task Force, to help match up resources, ideas and ensure no duplications when proposing priorities for the Town, moving forward. She further stated the importance of the community having their say but stressed any ideas to come from these discussions need to be brought to fruition, without the need for constant restarting of the process, which can lead to 'consultation fatigue' and disengage the public.

Q: Concern that hotels are being turned into blocks of flats, with The Royal Hotel specifically a popular tourist hotel, having previously hosted visitors of the Bognor Birdman, which was an international event, as well as dinner dances. The Jeneses Centre had been purchased, for use by the community, which now includes a well-used boxing club. This is an example of expanding Bognor Regis and far more creative than simply turning hotels into flats.

A: The Royal Hotel was given permission to be converted into flats and this was a financially viable option. Rebecca agreed imagination was needed for future development but reminded those present that the BRRB were not the planning authority, and they are not always given the option to submit a response to these applications. She explained the Board are working on a development policy, so the public and District Council can be clear on what types of development the BRRB would like to see.

Q: Regeneration should be about the community and not the Town itself. The Town Council have some very productive Councillors and others who are not so forthcoming at attending meetings and trying to implement change and progression. If the community are behind these ideas, they can be the driving force. Sussex Enterprise Units were supposed to help local businesses make a start on the business ladder, to ascertain how successful they could be, with the intention of then moving into longer term units. Disappointed to note this scheme didn't seem to be working, with the same businesses staying in the units for years, holding up the process of enabling support for new businesses to come through and creating a stagnant system. The current lease on Grandad's Front Room comes to an end in 2023, and they may investigate moving away from the Town Centre, due to lack of availability of larger units. People come into the Town Centre to visit local businesses, such as Grandad's Front Room, who provide the Town Centre with personality and something different and it would be a shame if they had to move to the outskirts of Town.

A: Rebecca White agreed with the call for more of these units and of the sentiments expressed. She further added that business talent, such as

graduates coming from the University of Chichester, should be encouraged to stay and start their businesses here in Bognor Regis.

Q: Grandad's Front Room were included in the Federation of Small Businesses' 'Top 100 Small Businesses', the only business in West Sussex to have made the list. The passion some members of the community have for the Town should allow these individuals to be included in discussions, when reviewing the Town's future.

A: It was clarified that the BRRB are not a delivery organisation and Rebecca White suggested a discussion be held between Danny Dawes and the Town Clerk, to ascertain whether the Town Council could look to facilitate a forum for interested parties to join, like the Selsey Works Forum, enabled by Selsey Parish Council.

Q: The planning policy in the Town Centre over the years, has eroded the capabilities of smaller businesses to compete with their national chain counterparts. Increases in the number of HMOs in the Town Centre are taking people to the outskirts of the wards for their shopping, with a better balance needed.

A: Ms. White confirmed that Town Centres will contract, as online shopping becomes more favorable with consumers. The pandemic has only accelerated the process further. She commented that Bognor Regis Town Centre has not fared as negatively as other Towns, in terms of footfall and cited the Town Centre could be a focus area for the Masterplan. Liaisons will be held with the Town Clerk and Bognor Regis BID to discuss the possible formation of a 'community forum' and Rebecca confirmed she will also report to the Board feedback on the enterprise units, whilst continuing to formulate a list of realistic strategic priorities.

Q: There is seemingly not much being achieved by the Board, who appeared as a 'closed shop'. The social media accounts of the Board are not kept up to date and this doesn't imply there is much to provide an update on.

A: Rebecca agreed that social media accounts could be used more effectively but argued that these would not be platforms used to make public their priorities. It was disputed that the Board are a 'closed shop', with details such as accounts and minutes of meetings being readily available to the public. Rebecca White reminded Councilors present that they are always welcome to attend Board meetings.

Q: The Board has not always been transparent enough historically but had been far more positive recently. It has long been the Town Council's aim to improve accessibility of the Town, including beach access - are the Board supportive of this issue? There is a great need to look at Bognor Regis' Local Plan, which is vulnerable in its current state, when compared to the Masterplan, which seemed to be the priority.

A: Regarding accessibility and beach access, the BRRB are open to engaging in terms of priority for this aspect. When looking at policies, it was acknowledged that these were far more challenging to change.

Q: With the current level of consultation taking place with the surrounding parishes on this list of priorities, will consultation include schools? There are many different views on best outcomes for the area, and with many of these views being politically led, it is impossible to please everyone but plans need to begin to be implemented at some point.

A: Rebecca White confirmed consultation had begun with secondary schools in the area and liaisons have taken place with Bersted Parish Council, surrounding their vision for the Masterplan. As much as she would like to be able to consult with all the neighbouring parishes, it was emphasised that with only one member of staff working four days a week, this was far too time consuming. Cllr. Greenway offered to relay the desire for local Parish consultation and will ask for questions and ideas on the priorities to be emailed to Rebecca White for consolidation. Rebecca thanked Cllr. Greenway and reminded those present that the BID are currently surveying businesses in Bognor Regis, and so these did not need to be approached separately.

There being no other questions for the Executive Director of the Bognor Regis Regeneration Board, the Town Mayor thanked Rebecca White for attending. Ms. White declared that she would like to stay until the end of the Meeting

9. OPEN FORUM WITH QUESTIONS TO COUNCILLORS/ATTENDEES

The Town Mayor invited members of the public and Councillors to put any questions to the Council.

A member of the public drew attention to the accounts of the Town Council, received under Agenda item 4, and queried why the Bognor Pier Company Ltd. had seen such a substantial drop in turnover from 2020 to 2021.

It was also queried as to why the Town Council held such a large amount of money in Earmarked Reserves (£624,000) and General Reserves (£353,000). The individual asked why this could not be used to fund regeneration projects within the Town Centre, in partnership with the BID, BRRB, ADC etc.

He also asked the Town Council for support in increasing the footfall within the Town Centre, with the organisation of extra events to support and revitalise local businesses, particularly now the effects of Covid are beginning to settle. With adult weekends at Butlin's recently starting again, this has proved that events, even hosted by a single venue, can do wonders for raising the footfall in the Town Centre.

Another member of the public commented on the poor footfall figure of the 'East End' of Bognor Regis, stating that it is not as well looked after as the rest of the Town Centre. With several attempts made to ADC to fix broken curbs, and clean up chewing gum on the streets etc, unfortunately, nothing has been done to rectify the issues, which are making the 'East End' an undesirable location for shoppers. It was questioned whether, with such high

reserves in situ, the Town Council may investigate helping fund the clean-up of this previously well-respected area of the Town.

Other areas raised, which currently give a poor impression of the Town were Station Road, including the Euronics frontage, visibly empty shops which those present were in agreement should be covered, or used for artwork, as is the case in the Arcade.

There was also concern that not enough people are reporting when an area is covered in graffiti or in disrepair, and with the Queen's Platinum Jubilee coming up, now would be the perfect opportunity to ensure the Town is in a presentable state.

This was also the case for litter, particularly outside the Railway Station, with Biffa seemingly not undertaking their regular cleans. A Councillor explained the 'Things You Can See' campaign, which encouraged everyone to clean, de-weed and litter pick outside their own premises. The sense of community and pride this would bring could be astonishing and would make such a difference to the presentation of the Town.

Those present spoke of the desire to have a facility whereby all the issues discussed could be reported, within a central database. With six dual-hatted Councillors in attendance, it was suggested these Councillors raise these issues with ADC, and look to ascertain the current cleaning regimes, from the regulatory, frequency and baseline so everyone is clear on the levels of cleanliness that should be being achieved. A BRTC and ADC Councillor present confirmed she would email the District Council to ask for more action to be taken on litter.

It was accepted that the Safer Arun Partnership website provided a useful tool for reporting litter, with a 'report it button' and mention was made that a poster could be made for displaying in shop windows, to advertise the best port of contact for reporting such problems. It was explained that the ADC Cleansing team do provide feedback on any reports made, through their Facebook page.

With no other questions being put forward, the Town Mayor thanked all those present for attending.

The Meeting closed at 8.24pm

Annual Report of the Town Council

Good evening everyone and thank you for joining us for Bognor Regis Town Council's Annual Town Meeting of Electors. We are delighted to be here at the Jeneses Centre and to be able to address you all face to face again, after an uncertain couple of years.

Those of you familiar with our Annual Elector's Meetings will know what to expect from this evening, but for those of you who are perhaps attending for the first time, we look forward to hearing your views and contributions over the course of the evening and hope that you find this evening both informative and interesting and of course, this is your meeting, so we welcome your input as the opportunities arise.

What a very strange year it's been. We are of course thankful that our country, and the world, seems to be recovering from the onslaught of Covid-19, that has plagued our lives for the past two years. I for one have been in awe of the outstanding efforts of our NHS and key workers who have kept our community going. From the bands of volunteers at the various vaccination centres, to those delivering food to the most vulnerable and to the emergency services who have worked tirelessly to keep us all safe, I think I speak on behalf of all my fellow Councillors and staff here at Bognor Regis Town Council when I say thank you, your efforts in our local community and nationally, have got us to the point where we can be here today, in person.

It would not feel right to continue tonight's welcome, without mentioning the horrific events unfolding in Ukraine. What civilians, the Ukrainian army, and the many heroic volunteers are having to endure in their own country is beyond comprehension and whilst we are lucky enough to have the freedom to be here tonight, we must think of and send all our love and prayers to the people of Ukraine. Their suffering is unimaginable. We send them all our love, strength and hope for an end to this outrageous war.

It has been an absolute honour to have served as your Mayor over the past year, and although Covid put a halt to many events early on in my tenure, I've thoroughly enjoyed getting out and about in Bognor Regis, at the events I have been lucky enough to attend.

It has been particularly pleasing to have been invited to the opening of many new and expanding businesses in the Town, including 'Dream Fitness Gym' in Durban Way, 'Cabana Verde' coffee shop in York Road, the re-opening of TAO restaurant, and new premises of 'The Dog and Duck' in the High Street and most recently, 'Bonito' Lounge in London Road, to name a few. This handful of examples of some of the new business opportunities being afforded to Bognor Regis, shows what a progressive and bright future the Town has!

It's extremely exciting to me to witness the amount of regeneration work now getting underway in Bognor Regis, after years of planning. None more so than the project now underway on the Place St Maur, to turn this previously open and bare space into an exciting useable plaza area with modern architecture, water features including shallow pools for water play, an area to host events, coastal planting and new seating. With the transformation due to be completed in the coming months, the Place St Maur will, I'm sure, become a real 'jewel' in the crown of Bognor Regis.

Another exciting project already in the first phase of improvements is the 'levelling up' project at The Regis Centre. The upgrades planned for The Regis Centre will allow for the Alexandra Theatre to put on 'bigger' shows, provide more comfortable facilities, and therefore increase the number of people using both the Centre, which is fantastic for community groups, and the Theatre, all of which means good news for our Town.

With the recent improvements to the seafront bandstand, and works imminent of the Sunken Gardens, it's safe to say the future looks bright for our 'Sunnier Bognor Regis'.

One of the many highlights of my year as Mayor, was getting the opportunity to show off our hometown to the High Sheriff of West Sussex, Mr Neil Hart. I was honoured when he accepted my invitation of a 'quick stop' tour of just some of the best parts of Bognor Regis, made all the more special by his visit coinciding with Armistice Day, which the High Sheriff and Mrs Hart joined me to commemorate outside the Town Hall's War Memorial. As well as visiting Butlin's, our wonderful seafront and Hotham Park, we also visited some buildings of heritage in the Town Centre, as well as important sites such as our newly revamped Railway Station and the historic Picturedrome Cinema. Having local business owners join us along the way made the visit one to remember for me and hopefully, for the High Sheriff too.

It has been extremely humbling to have been given the chance to attend numerous charity events and the opportunity to see where the much-needed funds are being used. Back in the summer, I met some fabulous people at Studio One in Queensway, for a 'head shave' of one brave volunteer, raising money for St Wilfrid's Hospice. It was great to meet Paul, to hear his story and understand why St Wilfrid's Hospice meant so much to him and his family.

In August, I attended a charity walk for 'Forward Facing', a charity that provides activities and events for families suffering long-term illness and bereavement in the Sussex area. Walking from Bognor Regis pier to Brighton pier it was a pleasure to 'rally the troops' and set them on their way.

Other amazing charities I've had the pleasure of learning more about include Dementia UK, who performed a 'charity dip' in Bognor Regis' unforgiving, chilly waters during October and of course, Pam Evans' annual Christmas Lights Switch-On from her front garden in Felpham, which every year gets bigger and better, raising more funds for the amazing work of St Wilfrid's Hospice.

We are extremely lucky to have so many charitable organisations and community minded people here in Bognor Regis. Long may these events and fundraisers continue!

Looking ahead to the warmer months, Bognor Regis Town Council are hoping to bring back our classic events for the 2022 season, after a Covid hiatus. Starting on the 1st May will be the return of our 'Sunday Afternoon Concerts' at Hotham Park, so do bring a picnic and be transported through a variety of music genres. The ever-popular 'Drive through Time' Motor Gala returns in July, and an exciting programme is currently in the works for every parents summer holiday saviour – the 'Funshine Days'. Into the autumn months, please make a note in your diaries of the classic 'Proms in the Park' event on the 10th September and of course, our Christmas Lights Switch-On taking place on 26th November. Please do keep an eye on the Bognor Regis Town Council 'Events' page on our website and do follow us on Facebook!

This year as we all know, marks the Queen's Platinum Jubilee and with that, Bognor Regis Town Council look forward to joining in the celebrations. On the evening of 2nd June we will be lighting our beacon, as part of this historic bank holiday weekend. More than 1,500 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories, and one in each of the capital cities of Commonwealth countries in recognition of The Queen's long and selfless service. As well as the beacon lighting, our award-winning Town Crier, Mrs Jane Smith, will be reading aloud the official Town Crier Proclamation for the Queen's Platinum Jubilee Celebrations, along with 145 other Criers worldwide. We are extremely proud of Jane's achievements since she was implemented into the Town Crier role in 2017, and the amazing honour of having her 'cry' chosen as the official Town Crier proclamation for such an occasion, is an amazing testament to her.

My Mayor's Charities for my term in office have been the very dear to my heart 'Rox Music & Arts Charity' and 'HFT', who support people with learning disabilities, to live the best life possible. Unfortunately, I have not been able to hold as many fundraisers as I would have hoped, to raise money for my charities this year, and with the cancellation of my Civic Service in November, due to Covid, opportunities to receive much needed donations have been limited. I would therefore be extremely grateful if you would like to make a donation, however small, by visiting their respective websites or by getting in touch with me via the Town Council Offices, at the Town Hall. Thank you very much in advance.

Lastly, I would like to thank my fellow Councillors, Town Council staff and the wonderful residents, business owners and charitable organisations here in Bognor Regis, you all make our Town the fantastic place it is and it has been an honour to serve you as Mayor this year.

Thank you all for your time and for coming here tonight, we look forward to hearing from you through the evening.

Policy and Resources Budget Report 2022/2023

I am delighted to present this year's Budget Report to the Annual Electors.

Our current total Precept for the 2022/2023 year was set at £969,817, a 2.26% increase in the Precept, equivalent to a 2.7% increase for a Band D property, or a £3.47 per annum increase, given the reduction in the Tax Base.

The Town Council has also prudently managed to increase our Reserves which provide for "rainy day" events and provide for Economic Development to allow for investments to increase our income when, and if, opportunities arise, which are much needed as Central Government funding continues to decline. The Reserves also exist to provide for capital expenditure, as required, when plant and equipment requires replacement.

One of the most noticeable activities your taxes fund is the Town Force team who maintain the beautiful floral displays across the Town, clear graffiti and keep our Town tidy and attractive, both for us and for visitors to our Town. Town Force also provide income to fund their activities by providing services to nearby parishes and private customers. Without their tireless work the Town would soon become a much less desirable place to live and visit.

We continue to be proud of our partnerships with outside bodies through which we contribute to CCTV, the seafront lights, the 2-hour free parking initiative, and the Business Wardens, all of which are of great benefit to our Town.

The Picturedrome, Bognor Regis's historic cinema, which is owned by the Town Council continues its impressive development under its independent operator's management team. Following on from the completion of the fourth screen and its Café, decorative works and adaptations to improve access from its original entrance are nearing completion and the Cinema remains an outstanding asset to the Town's cultural scene.

An important activity your taxes fund is Grant Aid - this is the mechanism through which Bognor Regis Town Council distributes funding to local organisations to help them carry out their activities to the benefit of residents and local businesses. To illustrate the nature of this support, distribution of funds to applicants as diverse as Citizens Advice, Girlguiding, Making Theatre Gaining Skills, My Sister's House, St Wilfrid's Hospice, Bognor Shopmobility, and many others will be made this year as well as event support for the 2022 Jubilee Street Party on the Prom, and the Southdowns Folk Festival. The Town Council has budgeted £46,000 for this financial year's annual Grant Aid awards with applications invited from July.

In addition to providing financial assistance to outside bodies to hold their events, the Town Council fund our own events to enable local people to attend them free of charge. These include Funshine Days, Proms in the Park, Drive Through Time, and celebrations for the Queen's Platinum Jubilee this June, for which the Town Council have also signed up to the Queen's Green Canopy and will be spending £5,000 on commemorative tree planting. We are also honoured to be organising the National Town Crier's Guild Championship, which will be hosted here in Bognor Regis this summer.

In addition to organising free events, Bognor Regis Town Council also allocate funds to promoting the town as a whole to visitors, to help boost the economy and therefore helping our businesses. One such way in which this is achieved is through the Town Council's annual investment is adorning the Town with Christmas Illuminations. These displays are always so well received, with praise given about the quality of the decorations. The Town Council will, once again, be funding the Christmas Illuminations this festive season with displays that it is hoped will be even more spectacular than ever this year.

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2022

Bognor Regis Town Council

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Bognor Regis Town Council

Council Information

31 March 2022

(Information current at 14th June 2022)

Mayor

Cllr J. Barrett

Councillors

Cllr M. Stanley (Deputy Mayor)

Cllr K. Batley

Cllr J. Brooks

Cllr A. W. W. Cunard

Cllr Mrs S. E. Daniells

Cllr J. Erskine

Cllr S. Goodheart

Cllr H. Jones

Cllr Miss C. Needs

Cllr S. A. Reynolds

Cllr W. Smith

Cllr Mrs S. Staniforth

Cllr Mrs J. L. Warr

Cllr B. Waterhouse

Cllr P. J. Woodall

Town Clerk

Mrs G. Frost CiLCA

Auditors

Moore Stephens (East Midlands)

Rutland House

Minerva Business Park

Lynch Wood

Peterborough

PE2 6PZ

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Bognor Regis Town Council

Statement of Responsibilities

31 March 2022

The Council's Responsibilities

The council is required:

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

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2022 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2022, and its income and expenditure for the year ended 31 March 2022.

Signed:

Mrs G. Frost CiLCA- Town Clerk

Date:

Bognor Regis Town Council
Statement of Accounting Policies

31 March 2022

Auditors

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

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

Accounting Convention

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

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

The accounts have been prepared under the historical cost convention.

Fixed Assets

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

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

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

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

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

Depreciation Policy

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

Freehold land is not depreciated.

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

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

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

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

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

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

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2022

Grants or Contributions from Government or Related Bodies

Capital Grants

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

Revenue Grants

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

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

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

Leases

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

Reserves

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

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

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

Interest Income

All interest receipts are credited initially to general funds.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2022

Cost of Support Services

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

Pensions

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

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

The next actuarial valuation was due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Bognor Regis Town Council
Income and Expenditure Account

31 March 2022

	Notes	2022 £	2021 £
Income			
Precept on Principal Authority		948,372	948,372
Grants Receivable		38,870	42,364
Rents Receivable, Interest & Investment Income		1,206	1,661
Charges made for Services		46,949	41,541
Other Income		36,653	29,432
Total Income		1,072,050	1,063,370
Expenditure			
Direct Service Costs:			
Salaries & Wages		(282,804)	(326,350)
Grant-aid Expenditure		(61,247)	(80,915)
Other Costs	1	(204,607)	(191,249)
Democratic, Management & Civic Costs:			
Salaries & Wages		(190,661)	(192,267)
Other Costs	1	(141,550)	(121,455)
Total Expenditure		(880,869)	(912,236)
Excess of Income over Expenditure for the year.		191,181	151,134
Exceptional Items			
(Loss) on the disposal of fixed assets		(160)	-
Net Operating Surplus for Year		191,021	151,134
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(56,907)	(55,219)
Capital Expenditure charged to revenue	12	(42,768)	(3,468)
Reverse profit on asset disposals		160	-
Transfer (to) Earmarked Reserves	20	(28,954)	(57,506)
Surplus for the Year to General Fund		62,552	34,941
Net Surplus for the Year		91,506	92,447
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	20	28,954	57,506
Surplus for the Year to General Fund		62,552	34,941
		91,506	92,447

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

The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2022

Reserve	Purpose of Reserve	Notes	2022 £	Net Movement in Year £	2021 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	333,178	28,976	304,202
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	575,488	28,954	546,534
General Fund	Resources available to meet future running costs		415,603	62,552	353,051
Total			1,324,269	120,482	1,203,787

The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council

Balance Sheet

31 March 2022

	Notes	2022 £	2022 £	2021 £
Fixed Assets				
Tangible Fixed Assets	11		1,376,504	1,405,583
Current Assets				
Debtors and prepayments	14	40,007		30,637
Cash at bank and in hand		<u>1,061,110</u>		<u>965,295</u>
		1,101,117		995,932
Current Liabilities				
Current Portion of Long Term Borrowings		(58,649)		(56,907)
Creditors and income in advance	15	<u>(110,026)</u>		<u>(96,347)</u>
Net Current Assets			932,442	842,678
Total Assets Less Current Liabilities			2,308,946	2,248,261
Long Term Liabilities				
Long-term borrowing	17		(955,557)	(1,014,206)
Deferred Grants	18		(29,120)	(30,268)
Total Assets Less Liabilities			<u>1,324,269</u>	<u>1,203,787</u>
Capital and Reserves				
Capital Financing Reserve	19		333,178	304,202
Earmarked Reserves	20		575,488	546,534
General Reserve			<u>415,603</u>	<u>353,051</u>
			<u>1,324,269</u>	<u>1,203,787</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2022, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 14th June 2022 .

Signed:
Cllr J. Barrett
Mayor
Mrs G. Frost CiLCA
Responsible Financial Officer

Date:

The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council

Cash Flow Statement

31 March 2022

	Notes	2022 £	2022 £	2021 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(473,464)		(518,616)
Other operating payments		(394,995)		(346,850)
			(868,459)	(865,466)
<i>Cash inflows</i>				
Precept on Principal Authority		948,372		948,372
Cash received for services		108,004		79,828
Revenue grants received		38,870		42,364
			1,095,246	1,070,564
Net cash inflow from Revenue Activities	23		226,787	205,098
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(32,106)		(33,794)
<i>Cash inflows</i>				
Interest received		809		2,067
Net cash (outflow) from Servicing of Finance			(31,297)	(31,727)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(43,768)		(3,468)
<i>Cash inflows</i>				
Sale of fixed assets		1,000		-
Net cash (outflow) from Capital Activities			(42,768)	(3,468)
Net cash inflow before Financing			152,722	169,903
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(56,907)	(55,219)
Net cash (outflow) from financing and liquid resources			(56,907)	(55,219)
Increase in cash	24		95,815	114,684

The notes on pages 12 to 21 form part of these unaudited statements.

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

1 Other Costs Analysis

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

Direct Service Costs

	2022	2021
	£	£
Theatres & Public Entertainment	24,617	17,175
Allotments	2,230	2,347
Tourism Policy, Marketing & Development	1,012	1,660
Visitor Information	898	980
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	109,187	98,985
Community Development	110,811	85,645
Street Lighting	4,040	4,054
Off-street Parking	21,016	24,250
Other Services to the Public	(9,957)	(12,332)
Grants - Bognor Pier Company Ltd	-	47,400
Less: Grant-aid Expenditure	(61,247)	(80,915)
Total	204,607	191,249

Democratic, Management & Civic Costs

	2022	2021
	£	£
Corporate Management	90,969	72,741
Democratic Representation & Management	5,540	2,512
Civic Expenses	1,543	676
Mayors Allowance	3,000	3,000
Members' Allowances	8,392	8,732
Interest Payable	32,106	33,794
Total	141,550	121,455

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

2 Interest and Investment Income

	2022	2021
	£	£
Interest Income - General Funds	1,206	1,661
	1,206	1,661

3 Agency Work

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

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

4 Related Party Transactions

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

5 General Power of Competence

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

6 Audit Fees

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

These may be summarised as follows:

	2022	2021
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	<u>2,000</u>	<u>2,000</u>

7 Publicity

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

	2022	2021
	£	£
Recruitment Advertising	957	-
Other Advertising	-	118
Publicity	742	-
Newsletter	2,345	120
Town Guide Publication Costs	-	355
	<u>4,044</u>	<u>593</u>

8 Members' Allowances

	2022	2021
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
Councillors' Expenses & Allowances	8,392	8,732
	<u>11,392</u>	<u>11,732</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

9 Employees

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

	2022	2021
	Number	Number
Full-time	12	12
Part-time	2	3
Temporary	-	-
	<hr/> <hr/>	<hr/> <hr/>
	14	15

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

10 Pension Costs

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

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

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

The cost to the council for the year ended 31 March 2022 was £65,611 (31 March 2021 - £67,690).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 20.20% of employees' pay with effect from 1st April 2022 (year ended 31 March 2022 – 20.20%).

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

11 Tangible Fixed Assets

	Vehicles and Equipment	Infrastructure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£
At 31 March 2021	232,142	237,761	69,774	1,405,607	1,945,284
Additions	43,768	-	-	-	43,768
Disposals	(11,516)	-	-	-	(11,516)
At 31 March 2022	264,394	237,761	69,774	1,405,607	1,977,536
Depreciation					
At 31 March 2021	(217,090)	(221,804)	(5,051)	(95,756)	(539,701)
Charged for the year	(17,789)	(5,607)	(413)	(47,878)	(71,687)
Eliminated on disposal	10,356	-	-	-	10,356
At 31 March 2022	(224,523)	(227,411)	(5,464)	(143,634)	(601,032)
Net Book Value					
At 31 March 2022	39,871	10,350	64,310	1,261,973	1,376,504
At 31 March 2021	15,052	15,957	64,723	1,309,851	1,405,583

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

Fixed Asset Valuation

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

Assets Held under Finance Agreements

The council holds no such assets

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

12 Financing of Capital Expenditure

	2022	2021
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	43,768	3,468
	<u>43,768</u>	<u>3,468</u>
was financed by:		
Capital Receipts	1,000	-
Revenue:		
Equipment Replacement Reserve	42,768	-
Precept and Revenue Income	-	3,468
	<u>43,768</u>	<u>3,468</u>

13 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

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

Infrastructure Assets

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

Community Assets

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

Other Assets

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

14 Debtors

	2022	2021
	£	£
Trade Debtors	16,556	8,812
VAT Recoverable	10,373	4,655
Prepayments	12,655	10,786
Accrued Income	(13)	6,345
Accrued Interest Income	436	39
	<hr/>	<hr/>
	40,007	30,637
	<hr/>	<hr/>

15 Creditors and Accrued Expenses

	2022	2021
	£	£
Trade Creditors	7,807	17,755
Other Creditors	44,128	45,409
Accruals	19,633	20,513
Income in Advance	38,458	12,670
	<hr/>	<hr/>
	110,026	96,347
	<hr/>	<hr/>

16 Financial Commitments under Operating Leases

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

	2022	2021
	£	£
Obligations expiring within one year	1,460	-
Obligations expiring between two and five years	-	1,460
Obligations expiring after five years	-	-
	<hr/>	<hr/>
	1,460	1,460
	<hr/>	<hr/>

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

17 Long Term Liabilities

	2022	2021
	£	£
Public Works Loan Board	1,014,206	1,071,113
	<hr/> 1,014,206	<hr/> 1,071,113

	2022	2021
	£	£
The above loans are repayable as follows:		
Within one year	58,649	56,907
From one to two years	60,448	58,649
From two to five years	192,734	186,978
From five to ten years	363,076	352,156
Over ten years	339,299	416,423
	<hr/>	<hr/>
Total Loan Commitment	1,014,206	1,071,113
Less: Repayable within one year	(58,649)	(56,907)
	<hr/>	<hr/>
Repayable after one year	955,557	1,014,206
	<hr/>	<hr/>

18 Deferred Grants

	2022	2021
	£	£
Capital Grants Applied		
At 01 April	30,268	31,416
Released to offset depreciation	(1,148)	(1,148)
At 31 March	<hr/> 29,120	<hr/> 30,268

Total Deferred Grants

At 31 March	29,120	30,268
At 01 April	<hr/> 30,268	<hr/> 31,416

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

19 Capital Financing Account

	2022	2021
	£	£
Balance at 01 April	304,202	306,873
Financing capital expenditure in the year		
Additions - using capital receipts	1,000	-
Additions - using revenue balances	42,768	3,468
Loan repayments	56,907	55,219
Disposal of fixed assets	(11,516)	-
Depreciation eliminated on disposals	10,356	-
Reversal of depreciation	(71,687)	(62,506)
Deferred grants released	1,148	1,148
Balance at 31 March	<u>333,178</u>	<u>304,202</u>

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

20 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2021	to reserve	from reserve	31/03/2022
	£	£	£	£
Capital Projects Reserves	298,000	-	-	298,000
Asset Renewal Reserves	89,013	60,000	(42,768)	106,245
Other Earmarked Reserves	159,521	28,733	(17,011)	171,243
Total Earmarked Reserves	<u>546,534</u>	<u>88,733</u>	<u>(59,779)</u>	<u>575,488</u>

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

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

The Other Earmarked Reserves at 31 March 2022 are set out in detail at Appendix A.

21 Capital Commitments

The council had no capital commitments at 31 March 2022 not otherwise provided for in these accounts.

22 Contingent Liabilities

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

23 Reconciliation of Revenue Cash Flow

	2022	2021
	£	£
Net Operating Surplus for the year	191,181	151,134
Add/(Deduct)		
Interest Payable	32,106	33,794
Interest and Investment Income	(809)	(2,067)
(Increase)/Decrease in debtors	(9,370)	15,092
Increase in creditors	13,679	7,145
Revenue activities net cash inflow	<u>226,787</u>	<u>205,098</u>

24 Movement in Cash

	2022	2021
	£	£
Balances at 01 April		
Cash with accounting officers	334	332
Cash at bank	<u>964,961</u>	<u>850,279</u>
	965,295	850,611
Balances at 31 March		
Cash with accounting officers	330	334
Cash at bank	<u>1,060,780</u>	<u>964,961</u>
	1,061,110	965,295
Net cash inflow	<u>95,815</u>	<u>114,684</u>

25 Reconciliation of Net Funds/Debt

	2022	2021
	£	£
Increase in cash in the year	<u>95,815</u>	<u>114,684</u>
Cash outflow from repayment of debt	<u>56,907</u>	<u>55,219</u>
Net cash flow arising from changes in debt	<u>56,907</u>	<u>55,219</u>
Movement in net funds in the year	<u>152,722</u>	<u>169,903</u>
Cash at bank and in hand	965,295	850,611
Total borrowings	<u>(1,071,113)</u>	<u>(1,126,332)</u>
Net (debt) at 01 April	<u>(105,818)</u>	<u>(275,721)</u>
Cash at bank and in hand	1,061,110	965,295
Total borrowings	<u>(1,014,206)</u>	<u>(1,071,113)</u>
Net funds/(debt) at 31 March	<u>46,904</u>	<u>(105,818)</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2022

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 14th June 2022), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council

Appendices

31 March 2022

Appendix A

Schedule of Other F earmarked Reserves

	<u>Balance at</u> <u>01/04/2021</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2022</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Economic Development	298,000			298,000
	<u>298,000</u>	<u>0</u>	<u>0</u>	<u>298,000</u>
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	89,013	60,000	(42,768)	106,245
	<u>89,013</u>	<u>60,000</u>	<u>(42,768)</u>	<u>106,245</u>
<u>Other F earmarked Reserves</u>				
Civic Fund	5,407			5,407
Election Fund	8,187	5,000		13,187
Millenium Fund	0			0
Allotments	1,278	1,113		2,391
Promotions/Publicity	7,404	458	(617)	7,245
Events underspend		2,386		2,386
P & R Projects	5,645	5,000	(2,064)	8,581
E & L Projects	15,042	6,628	(750)	20,920
Grant Aid	30,960		(5,000)	25,960
Tourism & Events Support	1,328			1,328
Parking Scheme (Traders Contribution)	12,161			12,161
S East in Bloom	6,209	412	(1,054)	5,567
Events Sponsorship	1,922	2,500	(520)	3,902
BRTC Funding of SRB Projects	965			965
WSCC SRB Contribution	500			500
Street Scene Enhancement	33,757		(723)	33,034
Decking Areas	4,378			4,378
Ward Allocation - Orchard Ward	750	250		1,000
Ward Allocation - Marine Ward	49	250		299
Ward Allocation - Hotham Ward	174	250		424
Ward Allocation - Pevensey Ward	653		(400)	253
Website	1,477			1,477
Councillor Training	2,145	642		2,787
Town Force Equipment	966		(782)	184
Personal Safety Provision	698			698
Heritage Vision Board	4,206		(4,206)	0
Our Place	1,729			1,729
Staff Training	6,486	1,375	(895)	6,966
Town Crier	5,045	1,744		6,789
CIL 2020/21		725		725
	<u>159,521</u>	<u>28,733</u>	<u>(17,011)</u>	<u>171,243</u>
TOTAL EARMARKED RESERVES	<u>546,534</u>	<u>88,733</u>	<u>(59,779)</u>	<u>575,488</u>

Bognor Regis Town Council

31 March 2022

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	28,909	24,735
Open Spaces	1,276	(456)
Tourism	9,792	8,049
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	391,337	341,928
Street Lighting	3,850	4,040
Parking Services	21,000	21,016
Other Services to the Public	91,897	62,252
Net Direct Services Costs	550,061	463,564
Corporate Management	235,120	244,905
Democratic & Civic	27,873	17,822
Net Democratic, Management and Civic Costs	262,993	262,727
Interest & Investment Income	(2,000)	(1,206)
Loan Charges	89,013	89,013
Capital Expenditure	-	43,768
Proceeds of Disposal of Capital Assets	-	(1,000)
Transfers to/(from) other reserves	59,700	28,954
(Deficit from)/Surplus to General Reserve	(11,395)	62,552
Precept on Principal Authority	948,372	948,372

Bognor Regis Town Council

31 March 2022

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2022 £	2022 £	2022 £	2021 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	25,318	(583)	24,735	17,135
Open Spaces	2,230	(2,686)	(456)	(567)
Tourism	8,049	-	8,049	9,649
ENVIRONMENTAL SERVICES				
Community Safety (Crime Reduction)	2,000	-	2,000	2,000
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	287,552	(18,290)	269,262	285,183
Community Development	110,811	(38,145)	72,666	47,500
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	4,040	-	4,040	4,054
Parking Services	21,016	-	21,016	24,250
OTHER SERVICES				
Other Services to the Public	87,642	(25,390)	62,252	78,005
Investment Properties	-	-	-	47,400
CENTRAL SERVICES				
Corporate Management	281,630	(36,725)	244,905	235,757
Democratic & Civic	5,540	-	5,540	2,512
Civic Expenses	12,935	(653)	12,282	12,227
Net Cost of Services	848,763	(122,472)	726,291	765,105

Bognor Regis Town Council**(Updated 31/1/2023)****As adopted at full council 3rd January 2023****Budget Summary****Year Ended 31st March 2024**

	2022/23		2023/24	Budget	
	Projected	Budgeted (Revised)	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Policy & Resources	735655	787637	834080	46443	
Comm'y Eng't & Env't	81734	80052	77777	-2275	
Events, Prom'n & Leisure	106556	97165	111599	14434	
Planning	7750	4250	9750	5500	
	<u>931695</u>	<u>969104</u>	<u>1033206</u>	<u>64102</u>	
INCOME					
Policy & Resources	52185	61400	37900	-23500	
Comm'y Eng't & Env't	16537	6800	14300	7500	
Events	17135	2100	2200	100	
Planning	0	0	0	0	
	<u>85857</u>	<u>70300</u>	<u>54400</u>	<u>-15900</u>	
NET REVENUE EXPENDITURE	<u>845838</u>	<u>898804</u>	<u>978806</u>	<u>80002</u>	
CAPITAL EXPENDITURE (NET)					
Loan Charges	89013	89013	89013	0	
BPCL - Management Fees	-50500	-48000	-58000	-10000	
Capital Funding Provision	30000	30000	30000	0	
Policy & Resources	0	0	0	0	
Env & Leisure	0	0	0	0	
Planning	0	0	0	0	
	<u>68513</u>	<u>71013</u>	<u>61013</u>	<u>-10000</u>	
TOTAL NET EXPENDITURE	<u>914351</u>	<u>969817</u>	<u>1039819</u>	<u>70002</u>	7.22%
Financed as follows					
Reserves at 1st April	351051	353214	406517		
Reserves at 31st March	406517	353214	376517	**	Reserves Surplus 131815
Used to Fund Expenditure	-55466	0	30000		3.09% (of Precept)
Precept Required	969817	969817	1009819	40002	4.12%
TOTAL TAXATION FUNDING REQUIRED	<u>969817</u>	<u>969817</u>	<u>1009819</u>	<u>40002</u>	<u>4.12%</u>
	<u>914351</u>	<u>969817</u>	<u>1039819</u>	<u>40002</u>	

ADJUSTED BASIS

		Final		
Band D Equivalents	7335	7428	93	1.27%
Precept per Band D Equivalent (£/annum)	£ 132.22	£135.95	£3.73	2.82%
Precept per Band D Equivalent (p/week)	253.57	260.73	£0.0716	2.82%

NOTES

** Recommended minimum reserve equal to 3 months net expenditure	211460	224701	244702
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Earmarked Reserves	31/03/2022 (Actual)	31/03/2023 (Projected)	30/03/2024 (Available)
Rolling Capital Fund	106245	131339	161339
Economic Development	298000	298000	298000
Others (Incl unapplied grants)	171243	109517	109817
	<u>575488</u>	<u>538856</u>	<u>569156</u>

Budget Summary**Year Ended 31st March 2024****Revenue Expenditure**

		2022/23		2023/24	Budget
		Projected	Budgeted	Proposed	Incr/Decr
			<i>(Revised)</i>		
Operating Budgets (Net)					
Administration	101	285901	296145	312120	15975
Civic	102	29193	28373	32273	3900
Mayor's Charity Activities	103	0	0	0	
Projects and Events	104	189771	210492	229002	18510
Town Force	105	117995	115097	147411	32314
B R Parking Scheme	106	21000	21000	21000	0
Street Scene Enhanc't	110	7286	4736	7286	2550
Meteorological	202	7492	6042	7492	1450
Floral Displays	204	55548	53921	56146	2225
Roads & Streetlights	401	7750	4250	9750	5500
Allotments	402	3438	3176	3376	200
Planning (General)	403	0	0	0	0
		<u>725374</u>	<u>743232</u>	<u>825856</u>	<u>82624</u>
Discretionary Spending					
Grant Aid	107	70109	99788	59588	-40200
P & R Partnership	108	14400	12006	25400	13394
Christmas Activities	207	56108	60238	57364	-2874
E & L Projects	208	26186	26131	21631	-4500
Events	301-5	39518	27709	43367	15658
		<u>206321</u>	<u>225872</u>	<u>207350</u>	<u>-18522</u>
Revenue Expenditure		<u>931695</u>	<u>969104</u>	<u>1033206</u>	<u>64102</u>

Budget Summary**Year Ended 31st March 2024****Revenue Income**

		2022/23		2023/24	Budget
		Projected	Budgeted	Proposed	Incr/Decr
			<i>(Revised)</i>		
Operating Budgets (Net)					
Administration	101	15000	500	15000	14500
Civic	102	1335	300	300	0
Mayor's Charity Activities	103	0	0	0	0
Projects and Events	104	0	0	0	0
Town Force	105	20100	20600	20100	-500
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	3250	2500	2500	0
Seafront & Concessions	203	0	0	0	0
Floral Displays	204	16537	6800	14300	7500
Roads & Streetlights	401	0	0	0	0
Allotments	402	2648	2100	2200	100
Planning (General)	403	0	0	0	0
		58870	32800	54400	
Discretionary Spending					
Grant Aid	107	12500	37500	0	-37500
P & R Projects	108	0	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	14487	0	0	0
		26987	37500	0	
Revenue Income					
		85857	70300	54400	-15900

AGENDA ITEM 5 – TO CONSIDER RESOLUTIONS OF WHICH WRITTEN NOTICE HAS BEEN GIVEN BY FRIDAY 10th MARCH 2023

Proposed by J Cosgrove. Seconded by J Brooks

This Annual Meeting of Bognor Regis Electors

Urges Arun District Council to treat the proposed improvements to the Regis Centre theatre (which are not regeneration) as the first stage of a regeneration process that will take in the rest of the site, the Hothampton Car Park site and other areas (such as a new Medical Centre, The Pier and the local fishing industry) to achieve cultural, economic and social regeneration;

Calls on Arun Council to engage with those who submitted regeneration ideas at Arun's request and others to examine their ideas and sources of inward private and other investment in this process;

Calls on Arun Council to undertake the public consultation it promised concerning Bognor's Regeneration;

Calls on Bognor Regis Town Council also to adopt this Motion and to undertake a Consultation if Arun does not.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL AND COMMITTEE ATTENDANCE SCHEDULE 2022-2023
FROM 14th March 2022 TO 13th March 2023

COUNCILLORS	COUNCIL	P & R	C E & E	P & L	E P & L
Cllr. J. Barrett	8/8	8/12	6/7	12/15	--
Cllr. K. Batley	2/8	--	--	--	2/6
Cllr. J. Brooks	8/8	--	7/7	--	6/6
Cllr. A. Cunard	4/8	4/12	1/2	0/15	--
Cllr. Mrs. S. Daniells	5/8	6/9	2/5	5/15	0/6
Cllr. J. Erskine	5/8	10/12	--	1/15	1/6
Cllr. S. Goodheart	5/8	7/12	--	7/12	--
Cllr. H. Jones	2/8	0/3	2/7	--	1/5
Cllr. Miss. C. Needs	6/8	--	3/7	--	--
Cllr. S. Reynolds	5/8	2/3	--	--	1/6
Cllr. W. Smith	5/8	6/9	6/7	--	--
Cllr. Mrs. S. Staniforth	2/8	--	2/7	1/3	--
Cllr. M. Stanley	8/8	6/9	7/7	5/8	1/1
Cllr. Mrs. J. Warr	7/8	12/12	6/7	13/15	6/6
Cllr. B. Waterhouse	7/8	11/12	--	14/15	6/6
Cllr. P. Woodall	6/8	3/3	--	13/15	4/6