



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 3rd JUNE 2024.**

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 3rd June 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 24th DAY of MAY 2024

TOWN CLERK

AGENDA AND BUSINESS

1. To note the appointment of the Chair and Vice-Chair of the Committee as agreed at the Annual Town Council Meeting held on 13th May 2024
2. Welcome by Chair
3. Apologies for Absence and their approval, subject to meeting the agreed criteria
4. 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
- 5. To Approve the Minutes of the Meeting held on 25th March 2024
- 6. ADJOURNMENT for public question time and statements
- 7. Clerk's report from previous Minutes
- 8. Appointment of any Sub-Committees/Working Groups/Task & Finish Groups etc. including: -
 - Joint Consultative Sub-Committee (Staffing)
- 9. To note the Notes of the ADC Free Parking Scheme Review Working Party Meeting held on 5th February 2024 – Min. 113.3 refers
- 10. Internal Audit – To consider the Internal Audit Report 2023-2024 (Final)
- 11. To welcome the Town Council's Accountant, Mr. D. Kemp, to present the Annual Accounts for the year 2023/24
- 12. Annual Governance and Accountability Return (AGAR) for year ended 31st March 2024 including: -
 - 12.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2023/2024 (Page 3 of the AGAR) and to recommend approval to Council
 - 12.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2023/2024 (Section 1 of the AGAR)
 - 12.3 To Recommend Approval to Council of the Annual Governance Statement for 2023/2024 (Section 1 of the AGAR) and that Section 1 be signed by the Chair of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk
 - 12.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2024 and agree that these be signed by the Chair of the meeting of the Council approving the accounts and by the Town Clerk
 - 12.5 To consider the Accounting Statements for 2023/2024 (Section 2 of the AGAR)
 - 12.6 To Recommend Approval to Council of the Accounting Statements for 2023/2024 (Section 2 of the AGAR) and that Section 2 be signed by the Chair of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation
- 13. Grant Aid including: -
 - To consider replacing the current guidelines/criteria with the Grant Awarding Policy proposed
 - To review the Grant Aid application form and amend if required
 - Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered
- 14. To consider an invitation from Grant Aid 2024 recipients, Arun Community Transport, for a representative to attend their AGM
- 15. To receive the Town Force Report including a proposal from a member of the public in relation to an art project
- 16. To receive any update in relation to Boom Community Bank – Min. 135.4 refers
- 17. Consideration of draft criterion for Partnership Funding and its adoption – Min. 140 refers
- 18. To receive any update regarding the Town Council's participation in Bognor Regis Carnival and Bognor Regis Seafront Lights' ILLUMINATE Bognor event

(Cllr. Wells to report), including ratification of expenditure for magnetic signs and decorative flowers for Billy Bulb attendance at Carnival – Min.144 refers

19. To reconfirm that the Town Clerk has Delegated Authority to issue a 'Notice to Quit' in relation to allotment tenancies
20. To receive and note: - the Monthly Community Warden report from the Bognor Regis BID, for March and April 2024; the BID report relating to business crime reporting through DISC for the months of January – April 2024
21. To note Earmarked Reserves as at 31st March 2024
22. Rolling Capital Programme including: -
 - To ratify expenditure of £2,815 excluding VAT for replacement shutter and £275 excluding VAT for the relating new electrical spur installation required at the Town Force lock-up
 - To ratify expenditure of £647.90 excluding VAT for LPG gas safety inspection for Seafront Beacon upgrade and related expenditure of £464 excluding VAT for replacement hoses and fittings for compliancy
 - To ratify expenditure of £7,350 excluding VAT for 6 x new Dell OptiPlex Micro Desktop PC's and 5 x new Dell Latitude 5000 Series Laptops to ensure Windows 11 compliancy
23. Financial Reports including: -
 - To note Committee I&E Reports for the month of March and April 2024 - previously copied to Councillors. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 - To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 2024, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations
24. Correspondence
25. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
26. Town Force: Note of outstanding debtors

Agenda item **26** will contain confidential items and require a resolution to exclude public and press.

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2024**

AGENDA ITEM 1 – TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 13th MAY 2024

REPORT BY THE TOWN CLERK

FOR NOTING

At the Annual Town Council Meeting, held on 13th May 2024, Members agreed that Cllr. Bob Waterhouse be appointed as Chair of the Policy and Resources Committee for the 2024/25 municipal year and that Cllr. Paul Wells be appointed as Vice-Chair.

DECISION

Members are asked to **NOTE** the appointment of Cllr. Waterhouse as the Chair, and Cllr. Wells as Vice-Chair, of the Policy and Resources Committee for the 2024/25 municipal year.



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 25th MARCH 2024

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, S. Goodheart (until Min. 140), Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, P. Wells and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Ms. R. White (Bognor Regis Regeneration Board) (part of meeting)
1 Member seated in the public gallery
1 member of the public

The Meeting opened at 6.33pm

130. WELCOME BY CHAIR

The Chair 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.

131. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

With all Members of the Committee in attendance, there were no apologies for absence to be approved.

132. DECLARATIONS OF INTEREST

The Chair 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 Chair 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 an Ordinary Interest in Agenda item 14 as a member of the Bognor Pier Trust C.I.C.

133. TO APPROVE THE MINUTES OF THE MEETING HELD ON 29th JANUARY 2024

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 29th January 2024 and these were signed by the Chair.

134. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.35pm

The Bognor Regis Armed Forces organiser thanked the Town Council for adding all events supported by the Council to its website but referenced a poster on which these events did not appear. The organiser claimed that they were having difficulty in finding funding for the flying display that they hoped to incorporate into the Armed Forces Day.

The Chair reconvened the Meeting at 6.37pm

135. CLERK'S REPORT FROM PREVIOUS MINUTES

135.1 25th September 2023 – Min. 58 UKSPF Bike Repair Stations Project

At the meeting held in September, an update was given to Members in connection with the UKSPF award granted to BRTC for Year 2 funding (2023/2024): for Capital of £7.5k. A Funding Agreement between ADC and BRTC had since been signed and the funds received into the Town Council's account.

As the funds had to be spent within the 2023-24 financial year, the order was placed for the Bike Repair Stations, and these were received last week. Once the legal documentation with regards to the leases to allow for these to be installed on ADC land are finalised, Town Force will proceed with installation and a launch campaign will be run by BRTC to promote this project to the public.

135.2 25th September 2023 – Min. 64 Consideration of input from the Committee for the content of the 2024 Town Newsletter

At the Policy and Resources Committee Meeting held on 25th September 2023 (Min. 64 refers), Members suggested that if recyclable paper were used to produce the Newsletter, that this be highlighted by the inclusion of a logo stating that the publication could be disposed of in this way.

As a Council of Climate Emergency, Officers investigated the option of using recycled paper, with the publishers of the newsletter. Unfortunately, although this was possible, it would have been at a far greater cost than originally quoted (equating to nearly double the price for production). Officers were advised that the standard paper used previously, is more environmentally friendly, as it comes from sustainable sources (for every tree used, two more are planted). Furthermore, far more chemicals are used in the manufacture of recycled papers to make it white and re-usable.

The company producing the newsletter are a member of the Woodland Trust Carbon Capture Scheme, meaning for every ton of paper they buy, a percentage is donated to the Woodland Trust to plant new trees. This offsets the carbon footprint used in the distribution and storage of the paper. They suggested that their logo be included within the publication, which denotes this, along with the statement 'this is printed using FSC certified paper that comes from sustainable sources'. Importantly, and in line with Members suggestion at the September Policy and Resources Committee Meeting, the paper used will be recyclable, and again, this has been mentioned within the newsletter.

135.3 20th November 2023 – Min. 78 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding

Following some discussion at the November meeting, Members agreed to support the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) by entering into a three-year Funding Agreement with budget provision made at £2,000 per annum with effect from 1st April 2024. A Funding Agreement had subsequently been sent to the Chair of Board, which was approved by Members at their meeting held on 29th February 2024, signed and has now been returned. A copy of the cash balances to the end of March 2024 have also been provided and a copy of their accounts as a condition of the agreement will be provided once these have been completed for the financial year ending 31st August 2023.

135.4 11th December 2024 – Min. 98.7 Budget Proposals for 2024-25 and Boom Community Bank proposal to set up a No Interest Loan Scheme for Bognor Regis Residents and recommendation to Council in support

Following the Committee's support for this scheme, the Council at its meeting on 2nd January 2024 unanimously resolved to agree in principle that a grant of £30,000 be made to Boom Community Bank, funded from the Council's Economic Development Fund, to set up a No Interest Loan Scheme (NILS), subject to the outcome of the due diligence checks, with any shortfall in the Fund being topped up on an annual basis through budgetary provision. The Town Clerk, in liaison with the Chair of the Policy and Resources Committee and the Town Council's Accountant, were given Delegated Authority in this matter. Having undertaken the due diligence checks and following a sign off meeting held with the Chair and Vice-Chair of the Policy and Resources Committee, and Leader of the Labour Group, the application form and related documents along with the funds will now be sent to Boom Community Bank to progress this with the scheme being up and running during April 2024.

135.5 8th January 2024 – Min. 107 Grant Aid Funding for 2024

Following notification to the various organisations in connection with their Grant Aid award for 2024, correspondence was received from the Chairman of the Bognor Regis Carnival Association as follows: -

"Re the proposed Town Show I can categorically say that unfortunately this will not happen this year due to lack of funding. An application has been made to the lottery as well as BRTC but without the startup grant requested from the council there is no time to achieve it this year. Fingers crossed for next year! In this instance I therefore thank the council for the offer of £800 Grant Aid but decline that offer this year. Hopefully by putting it back into the pot early enough then maybe other organisations or causes can benefit from it."

135.6 29th January 2024 – Min. 113.6 Partnership Funding and Criteria

It was reported at the last meeting that new three-year Funding Agreements had been forwarded to both Southdowns Music Festival and Bognor Regis Seafront Lights. It was further reported that a signed copy had already been returned from the Chairman of the Southdowns Music Festival and the agreement from Bognor Regis Seafront Lights was still awaited. Members are asked to note that this has now been received.

135.7 29th January 2024 – Min. 116 Allocation of Town Force time for external town events

Following the allocation of Town Force hours at the last meeting, the COO of Bognor Regis BID has emailed to express their appreciation as follows: -

"Please would you convey the BID's thanks to BRTC's Policy & Resources Committee for the generous allocation of 50 hours of Town Force Team time over the 2024-215 financial year. The Town Force Team are a huge asset for Bognor Regis, and so many of the BID's projects over the past six years

have benefited from the whole team's knowledge, expertise and practical support.

Thank you so much for continuing your support for the BR BID's activities in the financial year ahead."

135.8 29th January 2024 – Min. 122 Repairs to Southern End of Gloucester Road Wall

The wall has now been reinstated by the Town Force team with replanting of shrubs due to happen this week subject to the Town Force team workload. With Bognor Regis Town Council covering the labour costs of reinstatement, Butlin's have agreed and are being invoiced for the materials to get the wall rebuilt.

Liaison is currently underway with West Sussex Highways to establish if they would consider maybe lowering the chevron sign and either installing a few bollards in this area or a barrier in an effort to make this corner safer for pedestrians to use, whilst also raising awareness of the sharp corner and protecting the wall from further road traffic accidents occurring.

135.9 New Telephone System

Between now and 2025 most telephone providers will be moving their customers from old analogue landlines over to new upgraded landline services using digital technology. The new digital landline network will provide a future proof, more reliable and dependable broadband service that will support the UK for decades to come. To ensure the Town Council is ready for the 'digital switch-over', the current telephone systems have been reviewed. Further to this, a new telephone system, including new handsets, has been secured, compliant with the new 'digital' requirements. The new contract comes in cheaper per month than the current contract, with no upfront costs, and a date for installation, changeover and staff training on the new handsets is currently being liaised.

136. UPDATE AND CONSIDERATION OF PROPOSALS FOR TOWN CENTRE EVENTS – REPORT FROM THE EVENTS OFFICER

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

The Chair reminded those present that £6,000 had been allocated for Town Centre events in the 2024/25 Budget and directed attention to the proposals within the report.

A Member referenced the success of the GB BMX Team at the previous Olympics and, with the sport to feature again at the Paris 2024 Olympics, felt that the BMX events proposed would be very apt and popular. Another Member concurred and hoped that such an event would be enjoyed by all spectators and not just those interested in the sport.

Members **RESOLVED** for the Mobile Bike Events, as proposed, to be booked in at a cost of £6,000, and requested that the Events Officer attend the next Committee Meeting to provide an update in person.

137. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2023

The Events Officer's report, including the appendix showing a breakdown of expenditure for events in 2023, was **NOTED**.

Members also **NOTED** the finances for the main Town Council events in 2023, resulting in an underspend of £4.36.

138. TO RECEIVE THE TOWN FORCE REPORT

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

Thanks were given to Town Force, the Town Clerk, and other Officers involved with working hard to get the wall in Gloucester Road repaired.

A Member enquired as to any progress relating to an old fishing boat that had been offered to the Town Council, for use as a planter, and raised further queries about the Picturedrome Cinema and the Weather Station. The Chair suggested to the Member that they email the Clerk with such questions.

139. TO RATIFY RELEASE OF 2024-2025 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 1 OF 3), SOUTHDOWNS MUSIC FESTIVAL (YEAR 1 OF 3), BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (YEAR 1 OF 3), BOGNOR REGIS REGENERATION BOARD, AND TOWN CENTRE WARDEN

Cllr. Wells redeclared his Ordinary Interest as a member of the Bognor Pier Trust C.I.C.

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

The matter of whether organisations in receipt of Town Council funding were adhering to the conditions set upon them, in relation to inviting Councillor Representatives to their meetings, was raised by a Member. They explained that they had reason to believe that this was not happening and recommended that 2024-2025 Partnership Funding was not released to two of the organisations until this had been addressed.

Councillor Representatives appointed to the two organisations in question spoke of some meetings that they had attended in the past and the ways in which this had sometimes been reported to Council Meetings.

Some Members were reluctant to hold back funding as it was considered that both organisations make a huge contribution to the Town, for the enjoyment of many.

The Chair proposed that he work in liaison with the Councillor who had expressed these concerns, and with Officers, to fully address any issues surrounding Town Council Representatives and their attendance at meetings of organisations in receipt of funding from the Council.

Another Member spoke of the ongoing financial support that the Town Council makes towards the provision of CCTV in the Town, for which he felt feedback was lacking and wanted clarification on the future of this provision.

Cllr. Wells declared an Ordinary Interest in the Bognor Regis BID as a Levy Payer

In reference to the funding for the Town Centre Warden, the Member asked whether a Councillor will be appointed to the Bognor Regis BID Board, in addition to the Officer already appointed. The Chair reminded Members that the BID Board of Directors had rejected the Town Council's membership application.

- 139.1** Release of the Partnership Funding for 2024-2025 of £2,000 for CCTV, as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 139.2** Release of the Partnership Funding for 2024-2025 of £6,000 for Bognor Regis Seafront Lights (BRSFL) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 139.3** Release of the Partnership Funding for 2024-2025 of £9,000 for Southdowns Music Festival (SMF) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 139.4** Release of the Partnership Funding for 2024-2025 of £2,000 for Bognor Regis Heritage & Arts Partnership Board (BRHAPB) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 139.5** Release of the Partnership Funding for 2024-2025 of £4,500 for Bognor Regis Regeneration Board (BRRB), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 139.6** Release of the Partnership Funding for 2024-2025 of £16,683 for Town Centre Warden (in partnership with Bognor Regis BID), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

Cllr. Woodall **ABSTAINED** from voting and asked that this be recorded.

140. BALANCE OF PARTNERSHIP FUNDING 2024-2025, AND TO CONSIDER A REQUEST FROM ARUN ARTS LTD.

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

Cllr. Goodheart gave his apologies, explaining that he had another meeting to attend, and left the Meeting

More information about the proposal from the Regis Centre & Alexandra Theatre, for a Theatre Trail event, was required by Members. A Member suggested that consideration of whether the proposal was eligible for Partnership Funding should use the same measures as those employed with other recipients of these funds.

It was **AGREED** that the Chair would work in liaison with the Assistant Clerk to draw up a draft criterion for Partnership Funding to be presented at the next Committee Meeting.

141. TO NOTE THAT THE ALLOCATION OF GRANT AID FUNDING AWARDED TO THE TOWN SHOW HAS BEEN DECLINED AND CONSIDER ANY REALLOCATION

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

Members **NOTED** that £800 of Grant Aid 2024 funds allocated to the Bognor Regis Town Show had been declined by the organisers, as the event will not be going ahead in 2024, with a request from them that these funds be reallocated to the Bognor Regis Armed Forces Day event.

Whilst the significant contribution that each voluntary group makes to the Town was recognised, caution was urged in reallocating the money returned to one particular group, over any other, to ensure a fair process.

There were opposing views expressed by two Members, who felt that the Town Council should find more money to support this year's Bognor Regis Armed Forces Day, with the suggestion that the Council had been mistaken in only awarding £800 of the £3,000 requested by the organiser. In response, it was argued that the Council, when setting their budget, had cut their cloth accordingly and that this had decreased the Grant Aid funds available. The Council had been generous in previous years but the decision to award less than the amount asked for by the Armed Forces Day organiser was not a mistake, but a considered decision.

Further opinions were shared about alternative funding streams that were available to event organisers with comment made that many work hard behind the scenes, however, it was felt that some had come to rely too heavily on the Town Council fully funding their events, with little evidence of their own fundraising efforts being made.

Members **RESOLVED** to **AGREE** that the £800 Grant Aid 2024 funding originally awarded to the organisers of the Bognor Regis Town Show would not be reallocated but returned to General Reserves.

142. TO CONSIDER REQUEST FROM THE RN ASSOCIATION FOR THE COUNCIL TO RECONSIDER ITS POSITION IN RELATION TO THE LEVEL OF 2024 GRANT AID FUNDING AWARDED TO THE ARMED FORCES DAY EVENT

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

Cllr. Waterhouse left the Meeting and the Vice-Chair, Cllr. Wells, took the chair in his absence

Following on from discussions had under the previous Agenda item, a Member felt that it was important to be consistent and that the request from the local RN Association, for the Town Council to provide more funding to the Bognor Regis Armed Forces Day event, should be declined. The Grant Aid 2024 Budget available had been exhausted and if the Town Council conceded to this request for further funding, then more requests would possibly follow, and the Council's Reserves dipped into.

It was proposed and seconded that a letter be sent to the local RN Association to say that, respectfully, the Town Council could not meet the request to offer further funding towards the Bognor Regis Armed Forces Day event. This was **AGREED**.

Cllr. Waterhouse returned to the Meeting and retook the chair

143. TO CONSIDER THE APPLICATIONS RECEIVED IN LINE WITH THE CRITERIA AND CONDITIONS SET BY THE COMMITTEE IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS – MIN. 123 REFERS

Cllr. Wells redeclared his Ordinary Interest, as a member of the Bognor Pier Trust C.I.C., and left the Meeting

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

Following the Policy and Resources Committee Meeting held on 29th January 2024, the Town Clerk wrote to the four organisations that had been identified by Members, as being potential recipients of a share of the £9,800 match-funding that was available, detailing the agreed criteria to be met, for the organisations to be considered.

All four organisations had submitted their applications, with proposals for new elements which, with additional funding, could enhance their events for 2024. The applications were tabled for Members consideration at the meeting.

A Member pointed out that one of the applications received had been awarded Partnership Funding by the Town Council, rather than Grant Aid funding and suggested that they were not, therefore, eligible for the match-funding. The Town Clerk reminded those present that Members of the Committee had agreed at the previous meeting as to who should be invited to apply, and that the aforementioned applicant had been included.

The Clerk went on to say that two of the applications received had requested match-funding in excess of the Grant Aid monies awarded to them, despite it having been made clear in the letter of invitation that their proposals should be within budget.

Following some discussion, with each application considered and voted upon separately, Members **RESOLVED** the four organisations would receive a share of the £9,800 match-funding, as detailed below and subject to certain conditions: -

143.1 Bognor Regis Armed Forces Day -

£800 awarded for the provision of new elements to the existing event, subject to the following conditions: -

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

143.2 Bognor Regis Carnival Association -

£1,100 awarded for the provision of new elements to the existing event, subject to the following conditions: -

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

143.3 Bognor Regis Pier Trust C.I.C. –

£1,000 awarded for the provision of new elements to the existing event, subject to the following conditions: -

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

143.4 Southdowns Music Festival –

£3,000 awarded for the provision of new elements to the existing event, subject to the following conditions: -

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

Cllr. Woodall voted **AGAINST** awarding Southdowns Music Festival a share of the £9,800 match-funding and asked that this be noted in the Minutes.

Cllr. Wells returned to the Meeting

144. TO CONSIDER THE TOWN COUNCIL'S PARTICIPATION IN BOGNOR REGIS CARNIVAL AND BOGNOR REGIS SEAFRONT LIGHTS' ILLUMINATE BOGNOR EVENT, AS PROPOSED CLLR. WELLS, AND TO IDENTIFY AN APPROPRIATE BUDGET IF NECESSARY

Cllr. Wells, as Proposer, spoke of previous criticism aimed at the Town Council for not having previously taken part in events such as these and suggested that a budget be identified, with a team of like-minded Councillors coming together to participate in the two events.

Members nominated Cllr. Wells to speak with the event organisers and unanimously **RESOLVED** a budget of £1,000, to be funded from Reserves, with Delegated Authority given to the Town Clerk in liaison with Cllr. Wells to progress this.

145. TO CONSIDER ANY RECOMMENDATIONS FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE IN RELATION TO EXPENDITURE OF THE PUBLICITY AND PROMOTIONS BUDGET AND TO AGREE FUTURE PROCESS

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

The Chair explained the background to the requirement for the Environmental and Leisure Committee to make recommendation to the Policy and Resources Committee in relation to expenditure of the Publicity and Promotion Budget. With this budget increased to £10,000 in 2023/24, it was considered reasonable at the time for any proposed expenditure to be processed in this way. However, whilst the Chair believed that this approach had been sensible, with the Publicity and Promotion Budget for 2024/25 decreased, he no longer felt that was necessary.

Members unanimously **APPROVED** the recommendation from the Environmental and Leisure Committee to reallocate £600 from the Publicity and Promotion Budget 2023/24 to cover the costs of producing posters, displaying a list of events supported by the Town Council, to be displayed in available seafront shelter poster sites.

Furthermore, Members unanimously **APPROVED** expenditure of up to £3,000 for the production of 2024 events leaflets, to be funded from the Publicity and Promotion Budget 2024/25, as recommended by the Environmental and Leisure Committee.

Going forward, it was unanimously **AGREED** to allow the Environmental and Leisure Committee to spend the 2024/25 Publicity and Promotion Budget as they see fit, without the need to make recommendations to the Policy and Resources Committee.

146. REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

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

147. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, FOR JANUARY AND FEBRUARY 2024

The Assistant Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of January and February 2024, was **NOTED**.

148. TO RECEIVE AND CONSIDER A DRAFT SERVICE LEVEL AGREEMENT IN RELATION TO BUSINESS WARDENS – MINS. 97 AND 98.4 REFER

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

Having considered the Draft Service Level Agreement for Business Warden provision in the Town, Members unanimously **APPROVED** the final Agreement between the Bognor Regis BID and Bognor Regis Town Council, without any suggested changes.

149. TO CONSIDER ADOPTION OF THE WAYFINDING STRATEGY REFERRED FROM COUNCIL MEETING HELD ON 4th MARCH 2024 – MIN. 170 REFERS

The Assistant Clerk's report, and the Bognor Regis Regeneration Board report appended, was **NOTED**.

The Chair noted that Rebecca White, from the Bognor Regis Regeneration Board was seated in the public gallery, and with the Committee's agreement, invited her to speak.

Ms. White briefly spoke about the funding that had been secured to date, to deliver the Wayfinding Strategy, and of the community engagement workshops held. She reminded Members that the Town Council had made a funding contribution to the development of the Strategy and informed them that Arun District Council had made a commitment in their Visitor Strategy.

A Member spoke of their keenness to see how the first phase, Route 1, of the Strategy would be delivered particularly in terms of its ongoing maintenance.

Ms. White explained that there had always been the intent to look for additional funding and that the materials chosen for the Wayfinding markers were appropriate to the environment and deemed as robust.

She went on to say that, if the Town Council were to adopt the Strategy, then there would be an expectation that the Wayfinding colour palette and designs would be incorporated by the Council wherever possible.

With there being no financial implication to the Town Council, at this time, Members **AGREED** to **ADOPT** the Wayfinding Strategy.

150. COUNCILLORS' ALLOWANCES – TO NOTE THE INCREASE IN THE BASIC PARISH ALLOWANCE FOLLOWING THE RECENT REVIEW OF ADC'S INDEPENDENT REMUNERATION PANEL. ALSO TO CONSIDER WHETHER TO INCREASE BRTC'S COUNCILLORS' ALLOWANCES UP TO A MAXIMUM OF £663.80 PER ANNUM (EQUATING TO 10% OF THE DISTRICT BASIC ALLOWANCE) WITH EFFECT FROM 1st APRIL 2024

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

Some Members chose to abstain from voting, as they either didn't claim the allowance or felt that accepting an increase was not appropriate given the difficult decisions taken and cuts made when agreeing the Council's Budget for 2024/25.

Members **RESOLVED** to **APPROVE** an increase to the Councillors' Allowance to the limit of £663.80 per annum, equating to 10% of the District Council's Basic Allowance, in line with the recommendation by the District Independent Remuneration Panel (IRP) payable from 1st April 2024.

It was **NOTED** that, in agreeing the increase to the Councillors' Allowance, this would result in a budget overspend until the budget can be amended next year.

151. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

151.1 To ratify expenditure of £620.83 excluding VAT for a replacement alarm system at the Town Force lock-up

Members **RATIFIED** expenditure of £620.83 excluding VAT for a replacement alarm system at the Town Force lock-up.

152. FINANCIAL REPORTS INCLUDING: -

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

152.1 To note Committee I&E Reports for the month of February 2024 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of February 2024.

152.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2024, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations

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

153. CORRESPONDENCE

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

154. 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 26 (contractual).

155. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 8.27pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2024**

AGENDA ITEM 8 - APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

· JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

Membership includes the following representatives: -

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

The proposed new appointments are therefore: -

Mayor - Cllr. Miss. C. Needs

Deputy Mayor - Cllr. Mrs. Yeates

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

Group Leader - Liberal Democrats - Cllr. P. Wells

Group Leader - Independent - Cllr. J. Brooks

Group Leader - Labour - Cllr. R. Nash

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

Town Clerk - Mrs. G. Frost

Assistant Clerk - Mrs. J. Davis

Civic & Office Manager - Mrs. R. Vervecken

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2024**

**AGENDA ITEM 9 - TO NOTE THE NOTES OF THE ADC FREE PARKING
SCHEME REVIEW WORKING PARTY MEETING HELD ON 5th FEBRUARY
2024 - MIN. 113.3 REFERS**

REPORT BY TOWN CLERK

FOR DECISION

As reported to Members at the Policy and Resources Committee Meeting held on 29th January 2024, despite the Town Council not entering into a new two-year agreement, ADC had still invited two named BRTC representatives to sit on the ADC Free Parking Scheme Review Working Party with the first meeting of this Working Party taking place on Monday 5th February 2024 (Min. 113.3 refers).

The decision regarding the named representatives had already been taken by the Council at the Extraordinary Town Council Meeting on 3rd October 2023 (Min. 98 refers) where it was agreed that the Mayor and the Chair of the Policy and Resources Committee would be the Town Council Representatives.

Both Councillor Oppler and Waterhouse attended the Working Party Meeting held on 5th February 2024, the Notes of which are attached to this report as **Appendix 1**.

The Notes and recommendations from the Working Party Meeting were then considered by ADC's Environment Committee at the meeting held on 19th March 2024 - an excerpt of the Minutes relating to the Free Parking Scheme Review Working Party is attached to this report for information purposes as **Appendix 2**.

Public Document Pack

Subject to approval at the next Free Parking Scheme Review Working Party meeting

1

FREE PARKING SCHEME REVIEW WORKING PARTY

5 February 2024 at 6.00 pm

Present: Councillors Wallsgrove and Wiltshire

Councillor Francis Oppler (nominated representative from Bognor Regis Town Council), Councillor Bob Waterhouse (nominated representative from Bognor Regis Town Council), Councillor Freddie Tandy (nominated representative from Littlehampton Town Council), Councillor Alan Butcher (nominated representative from Littlehampton Town Council), Heather Allen (nominated representative from Bognor Regis BID), Mike La Traille (nominated representative of Littlehampton traders)

Councillors Brooks and Pendleton were also in attendance for all or part of the meeting.

1. WELCOME AND INTRODUCTION

The Group Head of Technical Services opened the meeting, and welcomed Members, nominated representatives, Officers and other Councillors in attendance to the meeting.

Introductions were made, and it was confirmed the membership of the Working Party would be made up of the following:

Councillor Sue Wallsgrove	Arun District Council Environment Committee Member
Councillor Amanda Worne	Arun District Council Environment Committee Member
Councillor Keir Greenway	Arun District Council Environment Committee Member
Councillor Christine Wiltshire	Arun District Council Environment Committee Member
Councillor Francis Oppler	Bognor Regis Town Council
Councillor Bob Waterhouse	Bognor Regis Town Council
Councillor Freddie Tandy	Littlehampton Town Council
Councillor Alan Butcher	Littlehampton Town Council
Heather Allen	Bognor Regis BID
Mike La Traille	Littlehampton Trader

2. APPOINTMENT OF CHAIR AND VICE-CHAIR

The Working Party

RESOLVED that

- 1) Councillor Wallsgrove be appointed as Chair
- 2) Councillor Wiltshire be appointed as Vice-Chair.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Worne and Greenway.

4. DECLARATIONS OF INTEREST

Heather Allen, from Bognor Regis Business Improvement District (BID) wished it to be recorded that the Bognor Regis BID were in receipt of payment for services in distribution.

Councillor Wiltshire declared a Personal Interest in all items of the meeting as a Member of Littlehampton Town Council.

5. START TIMES

The Working Party

RESOLVED

That its Start Times be 6.00 pm.

6. WORKING PARTY TERMS OF REFERENCE

Upon the invitation of the Chair, the Group Head of Technical Services presented the report. He reminded attendees that at the Environment Committee meeting on 07 September 2023, a decision was made to establish a Working Party to 'comprehensively review the free parking scheme and report its recommendations to the Committee as soon as possible. The membership of the Working Party shall be made up of the Chair and Vice-Chair of the Environment Committee plus three other Committee Members, two named representatives from each of Bognor Regis and Littlehampton Town Councils, a named representative of the Bognor Regis Business Improvement District and a named representative of Littlehampton traders.'

The Group Head of Technical Services then detailed the Terms of Reference in Appendix A, explaining that the shaded text were areas that had been determined by the Arun District Council (ADC) Environment Committee, and the unshaded text could be determined by the Working Party. He also went through Appendix B, which was the suggested timetable for the Working Party, highlighting that members of the Working Party were encouraged to assist in gathering suggestions and evidence, and asked for this to be sent to Officers in advance of the next meeting.

The Chair invited questions and it was asked whether the focus of the Working Party was restricted solely to the free parking schemes. The Group Head of Technical Services explained that the Environment Committee had established the Working Party to comprehensively review the free parking scheme and make recommendations to the Environment Committee. However, if an alternative model was suggested, this would also fall under the remit of the Working Party and could form the basis of those recommendations.

The Working Party

RESOLVED

That the Terms of Reference (as below) and Timetable in Appendix B be agreed.

Purpose	<p>To comprehensively review the two free town centre parking schemes and make recommendations to ADC Environment Committee on what should follow the existing schemes.</p> <p>Proposed objectives of a future scheme:</p> <ul style="list-style-type: none">• Supports footfall in the town centres of Bognor Regis & Littlehampton• Makes use of appropriate technology• Minimises administration costs• Ensures accessibility• Prevents misuse• Obtains usage and foregone parking revenue data to allow cost benefit to be evaluated• Attenuates ADC parking revenue losses having regard to the Council's financial position. <p>Proposed matters to consider:</p> <ul style="list-style-type: none">• Duration• Method of delivery: cardboard disc, scratch cards, app, phone call activation, ANPR.• Eligibility• Accessibility
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Reporting	<p>The Working Party to make recommendations to the Environment Committee of Arun District Council. The Working Party will have no decision-making authority.</p> <p>The Chair to provide verbal updates to the Environment Committee on progress after each Working Party meeting to the ADC Environment Committee.</p>
Nominations to seats	<ul style="list-style-type: none">• ADC Environment Committee Chair• ADC Environment Committee Vice Chair• 3 additional Members of the ADC Environment Committee, to be agreed by Group Leaders• Littlehampton Town Council to appoint 2 named representatives• Littlehampton trader representative• Bognor Regis Town Council to appoint 2 named representatives• The Bognor Regis Business Improvement District to appoint 1 named representative• No substitutions are permissible.
Chair and Vice-Chair of the Working Party	<p>To be elected by the voting Members of the Working Party (Chair and Vice-Chair must be ADC Environment Committee nominees/Members)</p>
Process	<p>The 5 ADC Environment Committee nominees/Members (only) have voting rights</p> <p>The Working Party to meet on three occasions (February, May & July) at Arun Civic Centre.</p> <p>Meetings will be held in private</p> <p>Will receive, gather and consider information.</p> <p>Begin to formulate recommendations at the second meeting.</p> <p>Finalise recommendations to Environment Committee at the third meeting.</p>

7. PRESENTATION FROM THE GROUP HEAD OF TECHNICAL SERVICES AND NEXT STEPS

Upon the invitation of the Chair, the Group Head of Technical Services, Parking Service Manager and Principal Parking Services Officer gave their presentation to the Working Party, a copy of which was handed out to all attendees of the meeting.

The presentation covered:

- Aim of the Scheme
- History of the Scheme in Littlehampton
- History of the Scheme in Bognor Regis
- Why Changes Were Needed
- The 2024 Littlehampton Disc Scheme (including virtual discs)

- The 2024 Bognor Regis Disc Scheme (including virtual discs)
- Comparison of the Disc Schemes
- Limitations of the 2024 Schemes
- How to Purchase and Use the 2024 Parking Discs (including a video showing how customers activated a virtual parking disc stay via the MiPermit App).
- Communications Regarding the Scheme
- 2024 Scheme – Financial Overview
- Question and Next Steps.

During the 'Questions and Next Steps' section of the presentation, the Working Party took part in a discussion and the following points/suggestions were raised:

- Some felt the 2024 Bognor Regis scheme was not working as well as the previous schemes had. The Group Head of Technical Services explained customers wishing to buy cardboard discs still did this in the same way, with the only difference being these were now at a cost of £3 instead of £2.
- Some noted that introducing a £3 annual fee for the 2 hour free parking disc in Littlehampton had not caused the upset that had been anticipated.
- The app was difficult to use, and cardboard discs should be retained.
- Bognor Regis BID had sold out of the first batch of discs and one Councillor was unhappy as he was concerned printing additional discs would be at greater cost. It was confirmed these had been re-ordered quickly by Arun Officers, and were due to arrive shortly.
- There was concern there would be a loss of income to retailers. The Group Head of Technical Services confirmed the pence per disc margins remained the same for retailers, so there was no revenue lost to them during the sale of the discs, however it was acknowledged people buying virtual discs would not be purchasing cardboard discs from a shop.
- It was felt there was a split between people that would find the app easy to use, and those that would not try using it and would always want to purchase cardboard discs.
- A suggestion was put forward that the cardboard discs should cost more to purchase than a virtual disc. An example given was that the cardboard discs could cost £4.50, with virtual discs costing just £1. It was felt this would encourage more people to use the app, which was cheaper for the Council to operate, but retailers would still benefit from a large number of people purchasing cardboard discs. Another member of the Working Party thought this approach would reduce new footfall into shops from those people looking to purchase cardboard discs. He had recently seen 30-40 new customers visiting his shop looking to purchase discs and making other purchases whilst they were there.
- Most members of the public were not unhappy about the new £3 charge, and some had said they would be happy to pay £5.
- Further information on the sales of the discs was requested, which was provided by Officers as follows:
 - Littlehampton – 9203 cardboard discs, 649 virtual discs sold

- Bognor Regis – 21092 cardboard discs, 409 virtual discs sold
- It was asked whether flexibility could be given to parents whilst dropping off and picking up from schools, which was an issue now the discs could only be used once per day. Officers were working closely with West Sussex County Council around safe travel to and from schools.
- Were Arun using both Ringo and MiPermit apps? Officers confirmed this was the case. Many residents of Bognor Regis were already familiar with MiPermit which was used for resident parking permits. Ringo was widely used nationally, so Officers had wanted to ensure customers had a choice of which app to use. 49% of people paying for parking in Arun car parks were paying by phone (including use of the apps) even though this incurred additional costs. As well as the apps, there was also an option to call a phone number to pay, and for an additional cost a reminder could be requested.
- It was noted there were less retailers selling the cardboard discs in Littlehampton than Bognor Regis. Officers updated that since the launch, more retailers had expressed an interest in selling discs, however as publicity material had already been printed, it had not been possible to include them. It was hoped the cardboard discs would be available in more locations in Littlehampton next year.
- It was noted that the wishes of the businesses in Bognor Regis Town Centre were that cardboard discs continued to be sold through retailers in the town centre.
- A suggestion was offered that the free parking scheme be removed entirely, and the money spent on this be used to encourage people into the town centres in other ways, such as wayfaring, promoting, showcasing businesses and holding events. It was stated that during a survey in 2021, when asked what was off-putting about visiting the town centre, although parking was not a direct question, only one person commented that parking was a barrier to them. More people said the quality of shops, attractiveness of the town centre, and things to do were a barrier for them. Others agreed that more needed to be done to get people into the town centre, including events, which was something the Town Councils would look at, however they felt the free parking scheme was necessary.
- Another suggestion was to look at offering 2 hours car parking for £1 across all town centre car parks.
- As the nature of businesses in the town centres had changed and many now offered services instead of retail, it was suggested that the Working Party look at whether 2 hours free parking was enough, or whether this should be increased to 3 hours. The Group Head of Technical Services explained that if the duration of free parking was extended to 3 hours, this would mean less income was generated, further reducing capacity to support other initiatives that support town centres.
- Littlehampton Town Centre and Bognor Regis Town Centre were very different, and it may be that the scheme should look different in each of these.

- It was asked whether the ticket machines could issue 2 hours free parking, and whether other similar ideas could be looked into or whether the Working Party could only look at the disc scheme. The Group Head of Technical Services explained the role of the Working Party was to review the town centre free parking schemes, however it may be that their final recommendation was, for example, not to continue with this and look at the Council providing contributions to other initiatives to increase footfall into the town centres. At present there was no way of knowing how often people were using the cardboard discs, and therefore the amount of savings that would be made by discontinuing the scheme. A wholly app-based 2 hour free parking permit scheme would identify how much foregone parking revenue the scheme caused, and the importance of data to enable the Council to make informed decisions was stressed.
- It was thought some people found the parking discs to be very cheap, while others refused to purchase them as found them too expensive.
- It was thought some people had bought virtual discs, but found them too difficult to use, so had also bought cardboard discs.
- It was suggested that town centre car parks could be made much cheaper than seafront car parks, which would encourage visitors to park in the town centres, and hopefully use the businesses.
- Events like Armed Forces Day and fireworks were great, but they should be moved more towards the town centres to encourage people to use town centre businesses.
- It was felt that better signage could be used to signpost visitors to the town centres.

The Group Head of Technical Services asked that ideas or suggestions gathered by the Working Party be sent to Officers in advance of the next meeting. The Chair emphasised that the Working Party should carry out work on this, and it should not just be completed by Officers.

8. DATE OF NEXT MEETING

It was noted that the next meeting of the Free Parking Scheme Review Working Party would take on place on Monday 13 May 2024 at 6.00pm.

(The meeting concluded at 7.44 pm)

Environment Committee - 19.03.24

723. FREE PARKING SCHEME REVIEW WORKING PARTY - 05 FEBRUARY 2024

The Chair updated that the first meeting of the Free Parking Scheme Review Working Party had taken place on 05 February 2024, and the Minutes were attached to the agenda at pages 125-131. At the meeting it was agreed that Councillor Wallsgrove would be Chair of the Working Party and Councillor Wiltshire would be Vice-Chair. The Terms of Reference were agreed, and could be found in the Minutes, as was the Work Programme. It was agreed there would be three meetings of the Working Party in total, with the two remaining meetings scheduled for May and June. At the final meeting, the Working Party would finalise its recommendations to the Environment Committee. At the meeting, an Officer Presentation had been given, and the Working Party had asked questions, taken part in discussions and put forward initial suggestions. It had been agreed that the next meeting would take place at 6pm on 13 May 2024.

The Chair invited questions from Members and the following points were raised:

- From the Minutes it seemed that discussion was very varied about possible solutions, and it was asked how this would be taken forward. The Group Head of Technical Services explained that both he and the Chair had requested the Working Party members investigate potential solutions and submit them prior to the next meeting. These would then be discussed at the next meeting where recommendations to the Environment Committee would begin to be formulated. The recommendations would be finalised at the third and final meeting.
- It was asked whether use of technology had been discussed at this first meeting, as it was felt this would reduce misuse and give usage data. It was confirmed this had been discussed and was being looked into.

Councillor Worne explained that she had been unable to attend the first meeting, and would also not be able to attend the second meeting. She proposed that the Terms of Reference of the Working Party be changed under 'nomination to seats' as follows (additions shown in **bold** and deletions are shown in ~~strikethrough~~):

- ~~ADC Environment Committee Vice Chair~~
- **3 4** additional Members of the ADC Environment Committee, to be agreed by Group Leaders

This would allow another Environment Committee Member to take her place on the Working Party. This was seconded by Councillor Blanchard-Cooper.

It was asked whether this change would still need to be politically proportionate, and whether it may be easier to instead change the Terms of Reference to allow substitutions. The Chair stated Membership the Working Party would still need to be politically proportionate, and the Committee Manager confirmed this and explained that it would be for the Group Leaders to decide upon the amended Membership.

Upon taking the vote, the change to the Free Parking Scheme Review Working Party terms of reference was declared CARRIED.

Subject to approval at the next Environment Committee meeting

563

Environment Committee - 19.03.24

The Committee

RESOLVED that

The Terms of Reference of the Free Parking Scheme Review Working Party be amended, as agreed by Committee.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024

**AGENDA ITEM 10 - INTERNAL AUDIT - TO CONSIDER THE INTERNAL
AUDIT REPORT 2023-2024 (FINAL)**

REPORT BY TOWN CLERK

FOR DECISION

Copies of the Internal Audit Report 2023-2024 (Final) is attached for Members' consideration – **Appendix 1**.

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

However, one minor point has been raised by the Internal Auditor in reviewing the insurance policy schedule. The Fidelity Guarantee cover is set at £500,000 and whilst it is considered this cover to be generally adequate, with an overall cashbook account balance in excess of £1.2 million, it is suggested that the Council consider increasing the level of cover to at least the value of the combined bank account balances as a minimum, at the next renewal.

DECISIONS

The Committee is invited to **NOTE** the Internal Audit Report 2023-2024 (Final).

Members are asked to **CONSIDER** and **AGREE** whether the Clerk should implement increasing the level of Fidelity Guarantee cover to at least the value of the combined bank account balances as a minimum, at the next insurance renewal in August 2024, as suggested within the report by the Internal Auditor.



Bognor Regis Town Council

Internal Audit Report 2023-24 (Final update)

Stuart J Pollard

Director
Auditing Solutions Limited

Background

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

This report sets out the work undertaken in relation to the 2023-24 financial year, undertaken during our on-site visits on 15th January and 29th May 2024, together with preliminary and subsequent work at our offices relating to those visits. We thank the Clerk and her staff in assisting the process, providing all necessary documentation to facilitate the conduct of our review for the year.

Internal Audit Approach

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

Overall Conclusions

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

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

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

Consequently, we have: -

- Verified the accurate carry forward of opening balances in the financial ledger for 2023-24 to the detail in the 2022-23 Balance Sheet, Statement of Accounts and certified AGAR;
- Ensured that a comprehensive, meaningful and appropriate cost centre and nominal coding structure remains in place;
- Checked and agreed transactions in the main account cashbook to the underlying bank statements for April, September and December 2023 (the last month now checked in full), plus March 2024.
- Checked and agreed the full year's transactions on the PSDF and Mayor's Charity accounts; and
- Verified the content and accuracy of bank reconciliations at 30th April & September, plus 22nd & 31st December 2023 and 31st March 2024 noting that reconciliations continue to be reviewed by a nominated councillor who signs them off, together with the supporting bank statements in accordance with the Council's adopted Financial Regulations (FRs); and
- Ensured the accurate disclosure of the combined year-end cash and bank balances in the year's AGAR at Section 2, Box 8.

Conclusions

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

Review of Corporate Governance

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

Clerk is aware of the recent publication by NALC of revised FRs and that she will be arranging for the Council's existing document to be updated accordingly in the near future.

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

Finally in this area, we are also pleased to note that the 2022-23 AGAR was "signed-off" by the external auditors with no matters of ongoing concern raised. We also note the appropriate disclosure of the Notice of Public Rights for 2022-23 for the requisite thirty working days.

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

We have previously discussed with officers and the contract accountants the procedural controls in place over the receipt, verification and payment approval of invoiced expenditure, together with the release of funds and are pleased to record that they continue to operate effectively and in line with good working practice. Consequently, we have selected a sample of 47 payments processed in the financial. The test sample totals £399,640 equating to 63% by value of non-pay related payments in the year including all payments in excess of £4,000 plus every 40th payment as recorded chronologically in the Omega cashbooks.

We note that VAT returns continue to be submitted quarterly based on the Omega software quarterly detail: we have checked and agreed detail of the four quarterly reclaims for 2023-24 to the Omega accounts noting appropriate repayment by HMRC, also understanding that the final March 2024 quarter's reclaim has been paid in early 2024-25.

Conclusions

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

Assessment and Management of Risk

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

We are pleased to note the completion of a formal review and re-adoption of the Council's financial risk register, recorded in the LCRS risk management software, at the Council meeting in March 2024. We have reviewed the Overall Summary noting that of the 144 assessed individual risks, all have been scored accordingly with none identified as "uncontrolled".

The Council is insured by Hiscox with cover effective to 23rd August 2024: we have examined the policy schedule noting that Employer's and Public Liability cover both stand at £10 million, together with Fidelity Guarantee cover at £500,000. We consider cover generally adequate, although with an overall cashbook account balance in excess of £1.2 million, the Council should consider increasing the Fidelity Guarantee cover to at least that level when the policy is next renewed in August 2024: the former Audit Commission used to recommend that this cover be set at a half-year's precept plus the total account balance.

Conclusions and recommendation

There are no matters of significant concern arising in this area, although, as indicated above, we suggest that consideration be given to increasing the level of Fidelity Guarantee cover to at least the total year-end combined account balance.

R1. Consideration should be given to increasing the level of Fidelity Guarantee insurance cover to the value of the combined bank account balances as a minimum.

Budgetary Control & Reserves

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

We note that, following due deliberation, the Council approved its budget and precept requirement for 2024-25 setting the latter at £999,504 at its meeting in January 2024.

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

We note that, as at 31st March 2024, total reserves have increased to £1,532,605 (£1,398,679 at the prior year-end), comprising specific earmarked (EMR) items of £1,047,560 (£901,195 at 31st March 2023).

March 2023): the EMRs, including £369,205 in a Capital Financing Reserve, leaving a General Fund balance of £485,045 (£497,484 at 31st March 2023), which equates to approximately 5 months' revenue expenditure at the 2023-24 level and sits comfortably within the generally recognised holding of between 3 and 12 months' such spending.

Conclusions

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

Review of Income

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

We note that members have approved appropriate fees / charges and allotment rents for 2023-24.

We have examined the spreadsheet register of allotment holders maintained by the Allotments & In Bloom Officer as part of our interim review for 2023-24, again noting that a comprehensive allotment register remains in place for rents due for the tenancy year commencing 1st October 2023, also noting that all rents due had been paid at the time of our review, with 7 plots vacant at that date.

We have referred in previous reports to the apparent imbalance between the value of plot deposits held, as recorded in the allotment register, and that recorded in the Omega accounts and were pleased to note at our final 2022-23 review that the two records were co-ordinated. Examination of the current record at our interim review indicated that the allotment spreadsheet required updating as, at that time, it recorded the total value of deposits held as £4,480 whilst the Omega control account recorded a value of £4,680, equating to five plot deposits (i.e. 5 @ £40). We were subsequently advised that the records had been updated and were again coordinated with each other.

We examined a copy of the Town Force Co-ordinator's spreadsheet record of quotes provided in 2023-24 to the date of our interim review and checked to ensure that, where work had been completed, an appropriately priced invoice was raised with no issues arising. We have also examined a sample of other Town Force invoices ensuring that appropriate fees have been charged and are pleased to record that no concerns have been identified in this respect.

We note that the Council has also received interest income from the PSDF deposit and have agreed the monthly income received for the year (totalling £65,886) to the supporting CCLA statements. Further income has arisen in relation to the Classic Motor Show event in the year and also from sponsorship of floral displays: we have examined the Omega account records in relation to these two income streams noting that participants were invoice accordingly with no invoices remaining unpaid at the year-end.

We have also reviewed the Sales Ledger "Unpaid accounts by date" report at the financial year-end and are pleased to note that there are no long-standing unpaid debts, with a few debts in existence that are the subject of term repayment agreements: we also again note the existence of a few "unmatched" receipts and will continue to monitor the position at future review visits.

Conclusions

We are pleased to record that no residual issues or concerns exist in this area, following appropriate action by the Allotment and In Bloom officer to synchronise the allotment deposits register with the Omega control account following our interim report recommendation.

Petty Cash Account

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

The Council operates a petty cash scheme, with an agreed "imprest" holding of £300 which is "topped up" periodically during the year based on actual spending since the last reimbursement. A spreadsheet control record is maintained and acts as both the Omega nominal ledger posting document and the source document for re-imbursement. We have checked and agreed the expenditure incurred and repaid for a three-month period ending in September 2023 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT has been separately identified for periodic recovery.

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

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

Conclusions

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

Review of Staff Salaries

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

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

- Agreed the gross salaries paid to each employee in December 2023, when the 2023-24 national pay award, together with arrears backdated to 1st April 2023, was paid with that month's salaries;

- Verified the tax and NI deductions applied for the month to each employee;
- Checked the pension deductions to ensure that they are in line with the nationally agreed percentages based on the gross salary being paid, noting that it appeared that one employee's deduction may have erroneously been applied at 9.75% instead of the correct percentage of 6.5%: further detailed examination of the year-to-date payslips confirmed that the correct adjustments had been made in the year to December 2023; and
- Where staff are paid for overtime hours worked, agreed the payments made in December 2023 to the underlying timesheets, which we are pleased to note continue to be signed by both staff and an independent certifying officer.

Conclusions

We are pleased to confirm that, following further work on the one apparent anomaly, no residual issues exist in relation to staff pay.

Fixed Asset Registers

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

In line with the Practitioner Guide's asset value disclosure requirements, the cumulative depreciation charged in the year and recorded in the Council's detailed Statement of Accounts prepared by DCK Accounting has been "added back" to arrive at the effective purchase cost which, together with the value of new assets acquired in year (£61,767), less the disposals (£6,195 at purchase cost), has been recorded in the AGAR at Section 2, Box 9, which we have checked and agreed to the supporting detailed asset register as part of this final audit review.

Conclusions

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

Investments and Loans

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

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

We have checked and agreed the two half-yearly PWLB loan repayment instalments as part of the previously referenced supplier payment test sample, also at this final review, ensuring the accurate

disclosure of the residual loan liability in the AGAR at Section 2, Box 10, by reference to the UK Debt Management Agency's audit advice.

Conclusions

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

Statement of Accounts and Annual Return

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

Conclusions

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

Rec. No.	Recommendation	Response
Assessment and Management of Risks		
R1	Consideration should be given to increasing the level of Fidelity Guarantee insurance cover to the value of the combined bank account balances as a minimum.	

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024**

**AGENDA ITEM 12 - ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2024**

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

The Town Council, as a smaller authority with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The term 'smaller authority' includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board (full details of the definitions available in Schedule 2 of the Local Audit and Accountability Act 2014). The AGAR is made up of three parts, pages 3 to 6, The Town Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2024 no later than 30th June 2024 - copy attached as **Appendix 1**.

AGAR - Annual Internal Audit Report 2023/24 (Page 3)

This has been completed and signed by Mr. S. Pollard from Auditing Solutions Ltd. following the completion of his final inspection for 2023/2024 (this is also attached).

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

Section 1 - Annual Governance Statement 2023/24 (Page 4)

Section 2 - Accounting Statements for 2023/24 (Page 5)

Section 3 - External Auditor's Report & Certificate 2023/24 (Page 6)

The audit will be undertaken by Moore.

12.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2023/2024 (Page 3 of the AGAR) and to recommend approval to Council

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

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement and the Council therefore reviewed its internal control procedures and practices, at its meeting on 4th March 2024, Council Min. 178 refers. The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders. These controls include items such as income and expenditure controls as well as other controls.

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

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

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

- The Council's Annual Assessment/Review of Risks for 2023/2024 was considered by the Policy and Resources Committee at its meeting on 29th January 2024 (Min. 120 refers) and was recommended to Council for approval. Copies of the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2023/2024 considered at the meeting are attached at **Appendix 3**.
- The Policy and Resources Committee considered the Internal Audit Plan for 2023/2024 at its meeting on 30th January 2023 (Min. 121 refers). A copy of the report considered at the meeting is attached at **Appendix 4**.
- The Policy and Resources Committee considered the Interim Internal Audit Report 2023/2024 at its meeting on 29th January 2024 (Min. 119 refers) no significant issues were identified by the Internal Auditor during this review. However, the two minor issues identified as detailed in the Interim Internal Audit Report that was available to Members as published with the agenda were both subsequently dealt with following the visit and reported back to the Internal Auditor shortly after his visit.
- The Final Internal Audit Report is to be received earlier in this meeting under Agenda item 10 and again no significant issues have been identified by the Internal Auditor, with one suggestion to increase the Fidelity Guarantee insurance cover to be considered.

DECISIONS

Members are invited to formally **NOTE** the Annual Internal Audit Report for 2023/2024 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

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

12.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2023/2024 (Section 1 of the AGAR)

The Annual Governance Statement is signed on behalf of Council by the Chair and the Town Clerk. Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. Also, to confirm, to

the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2024, that:

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

if required, independent examination or audit - **THIS IS NOT APPLICABLE TO THIS COUNCIL.**

DECISION

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

12.3 To Recommend Approval to Council of the Annual Governance Statement for 2023/2024 (Section 1 of the AGAR) and that Section 1 be signed by the Chair of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Annual Governance Statement for 2023/2024 and that Section 1 is signed by the Chair of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

12.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2024 and agree that these be signed by the Chair of the meeting of the Council approving the accounts and by the Town Clerk

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

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Financial Statements for year ended 31st March 2024 and agree that these be signed by the Chair of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

12.5 To consider the Accounting Statements for 2023/2024 (Section 2 of the AGAR)

Section 2 - Summarises the Accounting Statements for 2023/2024 and is signed by the RFO, prior to presentation for Members' consideration and approval, and then by the Chair of this meeting.

DECISION

Members are invited to consider the Accounting Statements for 2023/2024 as detailed on Section 2 of the AGAR.

12.6 To Recommend Approval to Council of the Accounting Statements for 2023/2024 (Section 2 of the AGAR) and that Section 2 be signed by the Chair of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

DECISIONS

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Accounting Statements for 2023/2024 and agree that Section 2 is signed by the Chair of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members are invited to **NOTE** that the Accounting Statements for 2023/2024 were previously signed by the Responsible Financial Officer prior to their presentation to this meeting.

Annual Governance and Accountability Return 2023/24 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

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

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

Publication Requirements

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

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	<input type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	<input type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	<input type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	<input type="checkbox"/>	<input type="checkbox"/>

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

Annual Internal Audit Report 2023/24

Bognor Regis Town Council

www.bognorregis.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

15/01/2024 16/01/2024 29/05/2024

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date 29/05/2024

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

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

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

BOGNOR REGIS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.bognorregis.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

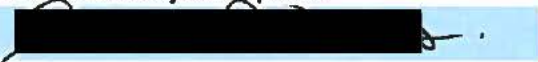
BOGNOR REGIS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	991,091	1,059,470	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	969,817	1,009,819	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	159,531	193,286	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-508,125	-556,248	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-89,012	-58,560	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-463,832	-484,367	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,059,470	1,163,400	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,137,988	1,209,160	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,986,772	2,042,344	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	955,557	925,561	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

30/05/2024

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

BOGNOR REGIS TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Bognor Regis Town Council

Statement of Internal Control

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

These procedures include (inter alia):

Expenditure Controls

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

Income Controls

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

Further Controls

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

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

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



Bognor Regis Town Council
Assessment for year 2023 To 2024

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
-----	------	--------	---------	----------------------	-------	--------------------	------------------------------	-------------------	---------------------

There are no risks identified that score over 3. Therefore, there are no actions to be taken for 2023 - 2024.

Submitted to council:

No of issues listed: 0

Minute reference:

Date:

Signed by Chair - Cllr. Francis Oppler

Signed by Responsible Finance Officer - Glenna Frost

How to complete (individual risk section):

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2023 To 2024

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	20	20	1.0	0	
Clocks	Power to provide public clocks	5	5	1.4	0	
Code of Conduct	Duty to adopt a code of conduct	1	1	1.0	0	
Computing	Power to facilitate discharge of any function	3	3	1.3	0	
Council Meetings		4	4	1.3	0	
Council Property and Document	Duty to disclose documents and to adopt publication scheme	5	5	1.2	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	2	2	1.5	0	
Employment of Staff	Duty to Appoint	9	9	1.1	0	
Entertainment and the arts	Provision of entertainment and support of the arts	13	13	1.0	0	
Financial Management	Duty to ensure responsibility for financial affairs	12	12	1.0	0	
Gifts	Power to accept	1	1	1.0	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	5	5	1.2	0	
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	6	6	1.0	0	
Local functions	N/a - Local group to cover any risks not listed in other groups	3	1	1.0	0	
Meetings of the Council	Duty to meet	5	5	1.0	0	
Newsletters	Power to provide from 'free resource'	5	5	1.0	0	
Planning & Development Contr	Rights of consultation	2	2	1.0	0	
Provision of Office Accommod	Power to provide	5	5	1.2	0	
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.0	0	
Shelters & Seats	Power to provide	3	3	1.0	0	
Street/Footway Lighting	Power to provide	8	8	1.0	0	



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2023 To 2024

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Tourism	Power to contribute to organisations encouraging tourism	4	4	1.0	0	
Village Signs	Power to erect (with Highway Authority approval)	5	5	1.0	0	
Web Sites		18	18	1.0	0	
Overall totals/ scores		146	144	1.1	0	

Completed by: JOANNE DAVIS

Date: 19 - JAN - 2024

Position: ASSISTANT CLERK

How to complete:

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JANUARY 2023**

**AGENDA ITEM 7 - INTERNAL AUDIT - TO REVIEW THE 2023/24
ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR
INCLUSION**

REPORT BY THE TOWN CLERK

FOR DECISION

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

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

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

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

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

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

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

The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It is for each authority to decide, given its circumstances, what level of competency is appropriate, and to keep this issue under review.

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

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

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

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

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

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

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

ANNUAL AUDIT PLAN FOR 2023/2024

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

1. Proper book-keeping - Appropriate books of account have been properly kept throughout the year including the cash book.

2. Financial Regulations, Standing Orders and Payment Controls - The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.

3. Risk Management - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

4. Budgetary controls - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

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

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

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

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

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

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

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

DECISION

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2023/24 to the Town Council.

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2024

Bognor Regis Town Council

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31 March 2024

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Bognor Regis Town Council

Council Information

31 March 2024

(Information current at 3rd June 2024)

Mayor

Cllr Miss C. Needs

Councillors

Cllr Mrs G. Yeates (Deputy Mayor)

Cllr J. Barrett

Cllr K. Batley

Cllr J. Brooks

Cllr D. Dawes

Cllr S. Goodheart

Cllr R. A. Nash

Cllr F. R. J. Oppler

Cllr P. Ralph

Cllr N. Smith

Cllr M. Stanley

Cllr Mrs J. L. Warr

Cllr B. Waterhouse

Cllr P. C. Wells

Cllr P. J. Woodall

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 2024

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 2024 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 2024, and its income and expenditure for the year ended 31 March 2024.

Signed:

Mrs G. Frost CiLCA- Town Clerk

Date:

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2024

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 2024

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 2024

Cost of Support Services

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

Pensions

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

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

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

Bognor Regis Town Council
Income and Expenditure Account
31 March 2024

	Notes	2024 £	2023 £
Income			
Precept on Principal Authority		1,009,819	969,817
Grants Receivable		44,919	26,209
Rents Receivable, Interest & Investment Income	2	65,886	27,326
Charges made for Services		54,508	53,318
Other Income		27,065	52,678
Total Income		1,202,197	1,129,348
Expenditure			
Direct Service Costs:			
Salaries & Wages		(350,626)	(314,387)
Grant-aid Expenditure		(57,924)	(81,897)
Other Costs	1	(250,359)	(243,429)
Democratic, Management & Civic Costs:			
Salaries & Wages		(205,622)	(193,738)
Other Costs	1	(142,879)	(153,976)
Total Expenditure		(1,007,410)	(987,427)
Excess of Income over Expenditure for the year.		194,787	141,921
Exceptional Items			
Profit/(Loss) on the disposal of fixed assets		908	(1,695)
Net Operating Surplus for Year		195,695	140,226
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(29,996)	(58,649)
Capital Expenditure charged to revenue	12	(60,859)	(14,893)
Reverse profit on asset disposals		(908)	1,695
Transfer (to)/from Earmarked Reserves	20	(111,876)	13,502
(Deficit)/Surplus for the Year (from)/to General Fund		(7,944)	81,881
Net Surplus for the Year		103,932	68,379
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to)/from Earmarked Reserves	20	111,876	(13,502)
(Deficit)/Surplus for the Year (from)/to General Fund		(7,944)	81,881
		103,932	68,379

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

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

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2024

Reserve	Purpose of Reserve	Notes	2024 £	Net Movement in Year £	2023 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	355,069	15,860	339,209
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	673,860	111,874	561,986
General Fund	Resources available to meet future running costs		489,540	(7,944)	497,484
Total			1,518,469	119,790	1,398,679

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

Bognor Regis Town Council

Balance Sheet

31 March 2024

	Notes	2024 £	2024 £	2023 £
Fixed Assets				
Tangible Fixed Assets	11		1,308,665	1,322,178
Current Assets				
Debtors and prepayments	14	50,943		70,987
Cash at bank and in hand		1,209,160		1,137,988
		<u>1,260,103</u>		<u>1,208,975</u>
Current Liabilities				
Current Portion of Long Term Borrowings	17	(92,759)		(60,448)
Creditors and income in advance	15	<u>(96,703)</u>		<u>(149,505)</u>
Net Current Assets			1,070,641	999,022
Total Assets Less Current Liabilities			2,379,306	2,321,200
Long Term Liabilities				
Long-term borrowing	17		(832,802)	(895,109)
Deferred Grants	18		<u>(28,035)</u>	<u>(27,412)</u>
Total Assets Less Liabilities			<u>1,518,469</u>	<u>1,398,679</u>
Capital and Reserves				
Capital Financing Reserve	19		355,069	339,209
Earmarked Reserves	20		673,860	561,986
General Reserve			<u>489,540</u>	<u>497,484</u>
			<u>1,518,469</u>	<u>1,398,679</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2024, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 3rd June 2024 .

Signed:
Cllr Miss C. Needs	Mrs G. Frost CiLCA
Mayor	Responsible Financial Officer

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

Bognor Regis Town Council

Cash Flow Statement

31 March 2024

	Notes	2024 £	2024 £	2023 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(556,249)		(508,126)
Other operating payments		(446,875)		(438,154)
			(1,003,124)	(946,280)
<i>Cash inflows</i>				
Precept on Principal Authority		1,009,819		969,817
Cash received for services		60,400		107,249
Revenue grants received		44,919		26,209
			1,115,138	1,103,275
Net cash inflow from Revenue Activities	23		112,014	156,995
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(14,510)		(30,363)
<i>Cash inflows</i>				
Interest received		64,523		23,788
Net cash inflow/(outflow) from Servicing of Finance			50,013	(6,575)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(61,767)		(14,893)
<i>Cash inflows</i>				
Sale of fixed assets		908		-
Net cash (outflow) from Capital Activities			(60,859)	(14,893)
Net cash inflow before Financing			101,168	135,527
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(29,996)	(58,649)
Net cash (outflow) from financing and liquid resources			(29,996)	(58,649)
Increase in cash	24		71,172	76,878

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2024

1 Other Costs Analysis

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

Direct Service Costs

	2024	2023
	£	£
Theatres & Public Entertainment	59,805	56,603
Allotments	4,421	5,285
Tourism Policy, Marketing & Development	531	1,183
Visitor Information	911	694
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	166,755	172,586
Community Development	98,349	88,747
Street Lighting	6,822	5,508
Off-street Parking	(7,000)	21,000
Other Services to the Public	(24,311)	(28,280)
Less: Grant-aid Expenditure	(57,924)	(81,897)
Total	250,359	243,429

Democratic, Management & Civic Costs

	2024	2023
	£	£
Corporate Management	89,173	84,664
Democratic Representation & Management	8,105	18,570
Civic Expenses	6,317	9,157
Mayors Allowance	3,000	3,000
Members' Allowances	7,720	8,222
Interest Payable	28,564	30,363
Total	142,879	153,976

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

2 Interest and Investment Income

	2024	2023
	£	£
Interest Income - General Funds	65,886	27,326
	65,886	27,326

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 2024

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 22nd May 2023 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 22nd May 2023 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:

	2024	2023
	£	£
Fees for statutory audit services	2,100	2,100
Total fees	2,100	2,100

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:

	2024	2023
	£	£
Recruitment Advertising	690	752
Publicity	4,377	1,944
Newsletter	2,909	1,934
	7,976	4,630

8 Members' Allowances

	2024	2023
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors' Allowance	3,000	3,000
Councillors' Expenses & Allowances	7,720	8,222
	10,720	11,222

Bognor Regis Town Council

Notes to the Accounts

31 March 2024

9 Employees

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

	2024	2023
	Number	Number
Full-time	10	11
Part-time	5	5
Temporary	2	-
	<u>17</u>	<u>16</u>

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

10 Pension Costs

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

The cost to the council for the year ended 31 March 2024 was £79,601 (31 March 2023 - £76,675).

The most recent actuarial valuation was carried out as at 31st March 2022, and the council's contribution rate is confirmed as being 18.20% of employees' pay with effect from 1st April 2024 (year ended 31 March 2024 – 19.20%). Financial Reporting Standard 17 (FRS17): “Retirement Benefits” sets out accounting requirements for pension costs. For schemes such as West Sussex Superannuation Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

Bognor Regis Town Council

Notes to the Accounts

31 March 2024

11 Tangible Fixed Assets

	Non Operational Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£
At 31 March 2023	-	269,388	242,003	69,774	1,405,607	1,986,772
Additions	-	31,767	-	-	30,000	61,767
Disposals	-	(6,195)	-	-	-	(6,195)
At 31 March 2024	-	294,960	242,003	69,774	1,435,607	2,042,344
Depreciation						
At 31 March 2023		(236,311)	(230,894)	(5,877)	(191,512)	(664,594)
Charged for the year		(23,376)	(3,613)	(413)	(47,878)	(75,280)
Eliminated on disposal		6,195	-	-	-	6,195
At 31 March 2024	-	(253,492)	(234,507)	(6,290)	(239,390)	(733,679)
Net Book Value						
At 31 March 2024	-	41,468	7,496	63,484	1,196,217	1,308,665
At 31 March 2023	-	33,077	11,109	63,897	1,214,095	1,322,178

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. 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 2024

12 Financing of Capital Expenditure

	2024	2023
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	61,767	14,893
was financed by:		
Capital Receipts	908	-
Revenue:		
Capital Projects Reserve	30,000	-
Equipment Replacement Reserve	30,859	13,593
Precept and Revenue Income	-	1,300
	61,767	14,893

13 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

Vans & Trucks – 4
Water Bowser & Trailer
Sundry grounds maintenance equipment
Sundry office equipment
Metereological equipment
Floral planters and baskets

Infrastructure Assets

Street lights - 44
Footpath/Esplanade Lighting
Allotment and Met Site Fencing
Other street furniture

Community Assets

Public clocks - 3
Allotments
Council Regalia

Other Assets

Shares in Bognor Pier Company
Investment in Picturedrome Screen 4
Shares in Bognor Regis Ltd
Deferred Shares in West Sussex and Surrey Credit Union (Boom Bank)
Loan Fund with Boom Bank

Bognor Regis Town Council

Notes to the Accounts

31 March 2024

14 Debtors

	2024	2023
	£	£
Town Force Debtors	13,289	13,101
VAT Recoverable	3,405	10,082
Prepayments	28,952	31,843
Accrued Income	(40)	11,987
Accrued Interest Income	5,337	3,974
	<u>50,943</u>	<u>70,987</u>

15 Creditors and Accrued Expenses

	2024	2023
	£	£
Trade Creditors	16,036	22,213
Other Creditors	42,981	42,758
Accruals	8,388	36,278
Accrued Interest Payable	14,054	-
Income in Advance	15,244	48,256
	<u>96,703</u>	<u>149,505</u>

16 Financial Commitments under Operating Leases

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

	2024	2023
	£	£
Obligations expiring within one year	-	-
Obligations expiring between two and five years	2,100	1,400
Obligations expiring after five years	-	-
	<u>2,100</u>	<u>1,400</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2024

17 Long Term Liabilities

	2024	2023
	£	£
Public Works Loan Board	925,561	955,557
	<hr/> 925,561	<hr/> 955,557
	2024	2023
	£	£
The above loans are repayable as follows:		
Within one year	92,759	60,448
From one to two years	64,224	62,306
From two to five years	204,816	198,678
From five to ten years	386,005	374,355
Over ten years	177,757	259,770
	<hr/>	<hr/>
Total Loan Commitment	925,561	955,557
Less: Repayable within one year	(92,759)	(60,448)
	<hr/>	<hr/>
Repayable after one year	832,802	895,109
	<hr/>	<hr/>

18 Deferred Grants

	2024	2023
	£	£
Capital Grants Applied		
At 01 April	27,412	29,120
Released to offset depreciation	623	3,700
Extinguished and/or transferred	-	(5,408)
At 31 March	<hr/> 28,035	<hr/> 27,412
Total Deferred Grants		
At 31 March	28,035	27,412
At 01 April	<hr/> 27,412	<hr/> 29,120

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 2024

19 Capital Financing Account

	2024	2023
	£	£
Balance at 01 April	339,209	333,178
Financing capital expenditure in the year		
Additions - using capital receipts	908	-
Additions - using revenue balances	60,859	14,893
Loan repayments	29,996	58,649
Disposal of fixed assets	(6,195)	(5,657)
Depreciation eliminated on disposals	6,195	3,962
Reversal of depreciation	(75,280)	(67,524)
Deferred grants released	(623)	1,708
Balance at 31 March	355,069	339,209

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
	01/04/2023	to reserve	from reserve	31/03/2024
	£	£	£	£
Capital Projects Reserves	298,000	-	(30,000)	268,000
Asset Renewal Reserves	117,451	110,000	(34,195)	193,256
Other Earmarked Reserves	146,535	107,884	(41,815)	212,604
Total Earmarked Reserves	561,986	217,884	(106,010)	673,860

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific 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 2024 are set out in detail at Appendix A.

21 Capital Commitments

The council had no capital commitments at 31 March 2024 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 2024

23 Reconciliation of Revenue Cash Flow

	2024	2023
	£	£
Net Operating Surplus for the year	194,787	141,921
Add/(Deduct)		
Interest Payable	28,564	30,363
Interest and Investment Income	(64,523)	(23,788)
Decrease/(Increase) in debtors	20,044	(30,980)
(Decrease)/Increase in creditors	(66,858)	39,479
Revenue activities net cash inflow	112,014	156,995

24 Movement in Cash

	2024	2023
	£	£
Balances at 01 April		
Cash with accounting officers	330	330
Cash at bank	1,137,658	1,060,780
	1,137,988	1,061,110
Balances at 31 March		
Cash with accounting officers	330	330
Cash at bank	1,208,830	1,137,658
	1,209,160	1,137,988
Net cash inflow	71,172	76,878

25 Reconciliation of Net Funds/Debt

	2024	2023
	£	£
Increase in cash in the year	71,172	76,878
Cash outflow from repayment of debt	29,996	58,649
Net cash flow arising from changes in debt	29,996	58,649
Movement in net funds in the year	101,168	135,527
Cash at bank and in hand	1,137,988	1,061,110
Total borrowings	(955,557)	(1,014,206)
Net funds at 01 April	182,431	46,904
Cash at bank and in hand	1,209,160	1,137,988
Total borrowings	(925,561)	(955,557)
Net funds at 31 March	283,599	182,431

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 3rd June 2024), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council

Appendices

31 March 2024

Schedule of Other Earmarked Reserves

	<u>Balance at</u> <u>01/04/2023</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2024</u> £
<u>Capital Projects Reserves</u>				
Economic Development	298,000		(30,000)	268,000
	298,000	0	(30,000)	268,000
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	117,451	110,000	(34,195)	193,256
	117,451	110,000	(34,195)	193,256
<u>Other Earmarked Reserves</u>				
Civic Fund	5,407		(1,167)	4,240
Election Fund	3,146	10,000		13,146
Allotments	1,171	618	(187)	1,602
Promotions/Publicity	7,245	600	(2,245)	5,600
Administration	1,200	6,840		8,040
Events underspend	534	8,500		9,034
P & R Projects	13,581	500	(6,081)	8,000
E & L Projects	14,558	3,900	(10,000)	8,458
Grant Aid	11,485	10,520	(7,610)	14,395
Tourism & Events Support	1,328	469	(1,328)	469
Parking Scheme (Traders Contribution)	12,161	16,500		28,661
S East in Bloom	5,603	290		5,893
Christmas Lights/Switch on		13,000		13,000
Events Sponsorship	1,777			1,777
BRTC Funding of SRB Projects	965			965
WSCC SRB Contribution	500			500
Street Scene Enhancement	32,540		(4,972)	27,568
Decking Areas	4,378			4,378
Ward Allocation - Orchard Ward	1,000		(1,000)	0
Ward Allocation - Marine Ward	549		(500)	49
Ward Allocation - Hotham Ward	924		(200)	724
Ward Allocation - Pevensey Ward	753		(753)	0
Website	1,477			1,477
Councillor Training	3,604			3,604
Town Force Equipment	2,197		(1,710)	487
Personal Safety Provision	799			799
Heritage Vision Board	0			0
Our Place	1,729		(1,729)	0
Bike Repair Project		2,175		2,175
Staff Training	9,368		(1,135)	8,233
Town Crier	4,622	1,100	(1,185)	4,537
Loan Repayment not taken	0	30,453		30,453
CIL 2020/21	725		(13)	712
CIL 2021/22	1,209			1,209
CIL 2022/23		2,419		2,419
	146,535	107,884	(41,815)	212,604
TOTAL EARMARKED RESERVES	561,986	217,884	(106,010)	673,860

Bognor Regis Town Council

31 March 2024

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	43,367	32,822
Open Spaces	1,176	1,514
Tourism	8,492	8,814
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	436,617	435,036
Street Lighting	9,750	6,822
Parking Services	21,000	(7,000)
Other Services to the Public	127,311	81,893
Net Direct Services Costs	649,713	561,901
Corporate Management	254,120	266,376
Democratic & Civic	32,273	24,077
Net Democratic, Management and Civic Costs	286,393	290,453
Interest & Investment Income	(15,000)	(65,886)
Loan Charges	89,013	58,560
Capital Expenditure	-	61,767
Proceeds of Disposal of Capital Assets	-	(908)
Transfers to/(from) other reserves	29,700	111,876
(Deficit from) General Reserve	(30,000)	(7,944)
Precept on Principal Authority	1,009,819	1,009,819

Bognor Regis Town Council

31 March 2024

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2024 £	2024 £	2024 £	2023 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	60,980	(28,158)	32,822	40,145
Open Spaces	4,421	(2,907)	1,514	2,487
Tourism	8,814	-	8,814	8,495
ENVIRONMENTAL SERVICES				
Community Safety (Crime Reduction)	2,000	-	2,000	2,000
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	374,068	(17,381)	356,687	343,473
Community Development	98,349	(20,000)	78,349	76,247
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	6,822	-	6,822	5,508
Parking Services	(7,000)	-	(7,000)	21,000
OTHER SERVICES				
Other Services to the Public	110,455	(28,562)	81,893	62,040
CENTRAL SERVICES				
Corporate Management	294,795	(28,419)	266,376	229,193
Democratic & Civic	8,105	-	8,105	17,535
Civic Expenses	17,037	(1,065)	15,972	16,736
Net Cost of Services	978,846	(126,492)	852,354	824,859

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024**

AGENDA ITEM 13 - GRANT AID INCLUDING: -

- **TO CONSIDER REPLACING THE CURRENT GUIDELINES/CRITERIA WITH THE GRANT AWARDING POLICY PROPOSED**
- **TO REVIEW THE GRANT AID APPLICATION FORM AND AMEND IF REQUIRED**
- **CONSIDERATION OF PROPOSED DATE FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH THE APPLICATIONS WILL BE CONSIDERED**

REPORT BY TOWN CLERK

FOR DECISION

TO CONSIDER REPLACING THE CURRENT GUIDELINES/CRITERIA WITH THE GRANT AWARDING POLICY PROPOSED

The Council's Corporate Strategy, which identifies the Council's priority headings, was reviewed at the Extraordinary Council Meeting held on 29th April 2024. These priority headings are used as part of the criteria for Grant Aid applications and organisations are required to show how their application will meet the following headings: -

- Build on the heritage and history of Bognor Regis in promoting business, cultural, and artistic activities and events to make Bognor Regis a great place to live, work, study and visit. Using our resources, coupled with partners, to develop artistic and cultural activities and events to create economic benefits.
- Work with partners to manage environmental impacts on Bognor Regis to make the Town as sustainable as possible.
- Work to enable residents and community groups to live well and enjoy and take pride in our Town.
- Work to remove barriers to enterprise within the Town.
- Ensure that Bognor Regis is a great place to grow up in, with support for parents and young people.

In taking these priorities into account applicants may have regard to the following supporting actions: -

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

Ordinarily, the Grant Aid application pack consists of an application form, supported by guidelines/criteria and a map showing the wards of Bognor Regis.

When updating the current guidelines/criteria (attached as **Appendix 1**), to include the newly adopted Corporate Strategy, the rest of the document was also reviewed.

Following feedback from Grant Aid applicants, Members and Officers, a number of improvements were considered i.e. a clearer explanation as to what the Council will and won't fund; the attempts of the applicant to raise funding from sources other than, or in addition to, the Town Council; outlining the Grant Aid process from start to finish.

It is the Officer recommendation that the current Grant Aid guidelines/criteria are replaced with the draft Grant Awarding Policy (attached as **Appendix 2**), with Members invited to consider and propose any suggested amendments.

DECISION

Having considered the draft document, and agreeing any suggested amendments, do Members **RESOLVE** to **ADOPT** the proposed Grant Awarding Policy?

TO REVIEW THE GRANT AID APPLICATION FORM AND AMEND IF REQUIRED

The Grant Aid application form used for 2024 is attached as **Appendix 3**. There are no changes suggested by Officers, besides from updating dates (as highlighted in red on the appendix).

DECISION

Members are invited to review the Grant Aid application form, **AGREE** any amendments, and **APPROVE** the Grant Aid application form for 2025.

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

As per the last round of Grant Aid funding, it would be the Officer recommendation that the Extraordinary Meeting of the Policy and Resources Committee, at which applications for Grant Aid 2025 will be decided upon, does not take place until after the 2025/2026 Budget has been adopted, and the Precept approved, by Council at the meeting to be held on 13th January 2025. Doing so would allow for consideration of any reduction to the Grant Aid Budget, should the Council be faced with tough decisions again in trying to keep any increase to the Precept at a minimum, particularly considering unforeseen circumstances such as Covid or the Cost-of-Living Crisis.

As provision for this Grant Aid funding will come from the Council's 2025/2026 Budget, monies will not be available to applicants until 1st April 2025.

DECISION

Based on the Officer recommendation, Members are invited to **AGREE** one of the following dates for the Extraordinary Meeting of the Policy and Resources Committee, at which Grant Aid 2025 applications will be considered: -

- a) Tuesday 21st January 2025 at 6.30pm
- b) Monday 3rd February 2025 at 6.30pm
- c) Monday 10th February 2025 at 6.30pm



APPLICATIONS FOR GRANT AID **FOR APRIL 2024**

GUIDELINES/CRITERIA AND CHECK LIST

1. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. Your project must help to meet the aims of the Town Council grant scheme.
2. The Bognor Regis Town Council Vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2019-2024 and organisations are required to show how their application would meet one or more of these: -

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

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

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

The Town Council will fund organisations:

- Whose activities and projects are for the benefit of Bognor Regis residents
- That are not providing activities that are of a political or religious nature
- That do not hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- That do not fundraise to support their head office for distribution to other areas

The Town Council will not fund organisations applying for:

- Retrospective funding - for something that has already taken place or been purchased
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
- Funding for loan payments or outstanding debt or interest

3. To ensure the safeguarding of public finance any organisation submitting a grant application will be required to demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities, insurance etc.

4. For your application to be processed, it is essential that a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc.
5. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
6. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
7. All applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
8. Applicants may be asked to provide additional information.
9. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
10. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the grant aid must be returned to the Council.
11. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
12. **Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.**
13. Applications for aid must be made on the form provided by this Council and must be emailed to the Town Clerk (in accordance with clause 7 above) to arrive not later than **5.00pm on Thursday 16th November 2023**. Late applications will not be considered. Funds for all successful grant applications will be awarded during April 2024, the next financial year.

Please complete the enclosed Check List and return with your application form

Check List

In order to prevent unnecessary delay, please tick and ensure that you have:

- ☐ Read the notes for applicants (overleaf).
- ☐ Answered all questions. It is not sufficient simply to attach documents in response to questions. Ensure you have entered the actual amount of grant requested.
- ☐ Attached your most recent audited or certified accounts, appropriately signed. (Chairman/Treasurer/Secretary and an independent signature) followed by the current year's accounts once these become available.
- ☐ **PLEASE NOTE:** audited or certified accounts are to be signed by an independent professional person not associated with your organisation.
- ☐ Provided a copy of your Policy Statement regarding Child Protection and/or Vulnerable Adults, (if applicable) or reason for absence.
- ☐ Attached your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report).
- ☐ Attached additional supporting material, e.g. cuttings, reviews etc. (optional).
- ☐ Attached copies of estimates for proposals/project.
- ☐ Attached a copy of your most recent bank statements for all bank accounts.

PLEASE NOTE: Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application.

PLEASE NOTE: Organisations in receipt of Grant Aid may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.



BOGNOR REGIS TOWN COUNCIL GRANT AWARDING POLICY

Policy Statement

The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. We seek to work in partnership with organisations who actively support the Town Council in their aims and objectives, and the work that it carries out.

Who can apply?

This Policy applies to any organisation which falls within the eligibility criteria, which is based in or benefits the residents of Bognor Regis.

Key Principles

The Bognor Regis Town Council Vision is to develop Bognor Regis to become more proactive and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2024-2028 and organisations are required to show how their application would meet one or more of these: -

- Build on the heritage and history of Bognor Regis in promoting business, cultural, and artistic activities and events to make Bognor Regis a great place to live, work, study and visit. Using our resources, coupled with partners, to develop artistic and cultural activities and events to create economic benefits.
- Work with partners to manage environmental impacts on Bognor Regis to make the Town as sustainable as possible.

- Work to enable residents and community groups to live well and enjoy and take pride in our Town.
- Work to remove barriers to enterprise within the Town.
- Ensure that Bognor Regis is a great place to grow up in, with support for parents and young people.

In taking these priorities into account applicants may have regard to the following supporting actions: -

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

Review of the Policy

The Grant Awarding Policy was reviewed by the Policy and Resources Committee in June 2024. The Policy is scheduled to be reviewed every 12 months.

GRANT AWARDING POLICY - GUIDANCE NOTES FOR APPLICANTS

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for a grant from Bognor Regis Town Council. Please read them carefully before completing the Application Form.

Who may apply for a grant?

The Town Council will fund organisations: -

- Whose activities and projects are for the benefit of Bognor Regis residents.
- Whereby all individuals have reasonable, potential access to activities, facilities or services offered by the organisation.
- Whose project demonstrates sustainability and long-term value for money.

Who is not eligible to apply for a grant?

The Town Council will not fund: -

- Retrospective funding - for something that has already taken place or been purchased.
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated.
- Funding for loan payments or outstanding debt or interest.
- Funding to provide activities that are of a political or religious nature.
- Organisations that hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- Organisations that fundraise to support their head office for distribution to other areas.

The Application

The application form is available from the Town Clerk (contact details below) or from the Town Council website www.bognorregis.gov.uk.

All applications: -

- Must demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities insurance etc, to ensure the safeguarding of public finance.
- Must include a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc, not associated with your organisation.
- From clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
- Should be the only application submitted by an organisation for funding where it is intended for different activities and projects, rather than multiple applications.

- Are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
- For new equipment that is over £100 in value, must include at least two quotations. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible.
- Must be made on the form provided by this Council and must be emailed to the Town Clerk to arrive **not later than 5.00pm on Thursday 14th November 2024**. Late applications will not be considered.

Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.

How the application is determined

Each application for grant funding will be considered on its own merit.

- Account will be taken of: -
 - The level of the organisation's own fund-raising activities.
 - The level of grant funding sought or secured from other sources.
 - The level and frequency of previous grant applications.
- Whilst there is no upper limit to the amount that an applicant can request from the grant budget available, the Town Council seeks to ensure that funding awarded will directly benefit Bognor Regis, or part of the area, some or all residents and be spent commensurately with the benefits it brings.
- The Town Council may attach conditions to the award of a grant, if it is considered appropriate.
- Applications that have complied with the guidelines will be considered at an Extraordinary Meeting of the Policy and Resources Committee in **January/February 2025** (for details of the date of the meeting, please see the Town Council notice boards or visit the Council's website).

Following determination of the application

- Successful applicants will be notified in writing shortly after the meeting granting the application.

- Successful applicants will be expected to attend the Mayor's Civic Reception in **March 2025**, to collect their cheques, unless there are exceptional circumstances (further information including an invitation will follow). Cheques will be post-dated to **1st April 2025**.
- Successful applicants will be required to acknowledge the Town Council's contribution on any publicity by incorporating the Town Council logo below, an electronic copy of which will be supplied:



- The Town Council requires all grant aided organisations to complete an end of grant monitoring form to provide information on the work or project funded and to ensure that the terms and conditions of the grant have been met.
- Successful applicants considering a different use for the grant than for the purpose for which it was awarded must contact the Town Council beforehand.
- In the event of an organisation closing or that the project/services funded by the Council do not proceed for any reason, the Grant Aid must be returned to the Council.
- The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.

Data

The information provided in the grant application will solely be used to determine the grant funding and will be kept for a maximum of six years. A resume of the application will form part of the Clerk's Report for the decision-making meeting. Any award will be published on the Town Council's website www.bognorregis.gov.uk.

Should you have any questions or require additional support to complete the application form please contact: -

The Town Clerk
Bognor Regis Town Council
The Town Hall, Clarence Road
Bognor Regis
West Sussex. PO21 1LD
Tel: 01243 867744

Email: bognortc@bognorregis.gov.uk



BOGNOR REGIS TOWN COUNCIL

GRANT AID APPLICATION FOR APRIL 2024 2025

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

1. Name of your organisation

--

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

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

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

Please tick:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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4. Please tick the relevant information and supply the appropriate number

Registered Charity: Yes <input type="checkbox"/>	Charity number:
Company Ltd. by Guarantee: Yes <input type="checkbox"/>	Company number:
Other (please specify):	

5. Please supply the following information

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
When did your group/organisation start? (MM/YY)		

How many members do you have?

How many people use this service?

How many are Bognor Regis residents located within the five Wards (as identified on the enclosed map)?

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

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

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

Please tick: Yes ☐ No ☐

If yes, please provide a copy of Child Protection Policy and/or Vulnerable Adult Policy.

If copy of policy is not available, please explain why:

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

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

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

12. Purpose of the grant - please show how this will meet the Town Council's Strategy and priority headings as listed in the ~~Guidelines/Criteria~~ and ~~Check List~~ **Grant Awarding Policy**.

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

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

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

Details of any safety issues:

Public Liability Insurance: Yes ☐ No ☐

Amount held:

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

17. The Town Council is keen to hear about the impact and benefits arising from the Grant Aid awards. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision

of photographs showcasing events and initiatives that the Town Council can share on their social media platforms. Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time

6 months

☐

12 months

☐

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

DECLARATION: I declare that I have read and accept the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

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

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

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

PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION

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

Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Thursday 16th 14th November 2023 2024**, with all required documentation as outlined to:

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL

bognortc@bognorregis.gov.uk

AGENDA ITEM 14

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024

AGENDA ITEM 14 - TO CONSIDER AN INVITATION FROM GRANT AID 2024 RECIPIENTS, ARUN COMMUNITY TRANSPORT, FOR A REPRESENTATIVE TO ATTEND THEIR AGM

REPORT BY TOWN CLERK

FOR DECISION

An invitation has been received from Grant Aid 2024 recipients, Arun Community Transport, for a Town Council representative to attend their AGM on 19th June at Dove Lodge, Littlehampton, at 13.30pm.

Arun Community Transport were not one of the Grant Aid recipients who had a representative appointed as a condition of their award, therefore, this invitation is open to anyone who may wish to attend.

DECISION

Members are invited to nominate and **AGREE** a Town Council representative to attend the Arun Community Transport AGM on 19th June.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024**

AGENDA 15 - TO RECEIVE THE TOWN FORCE REPORT INCLUDING A PROPOSAL FROM A MEMBER OF THE PUBLIC IN RELATION TO AN ART PROJECT

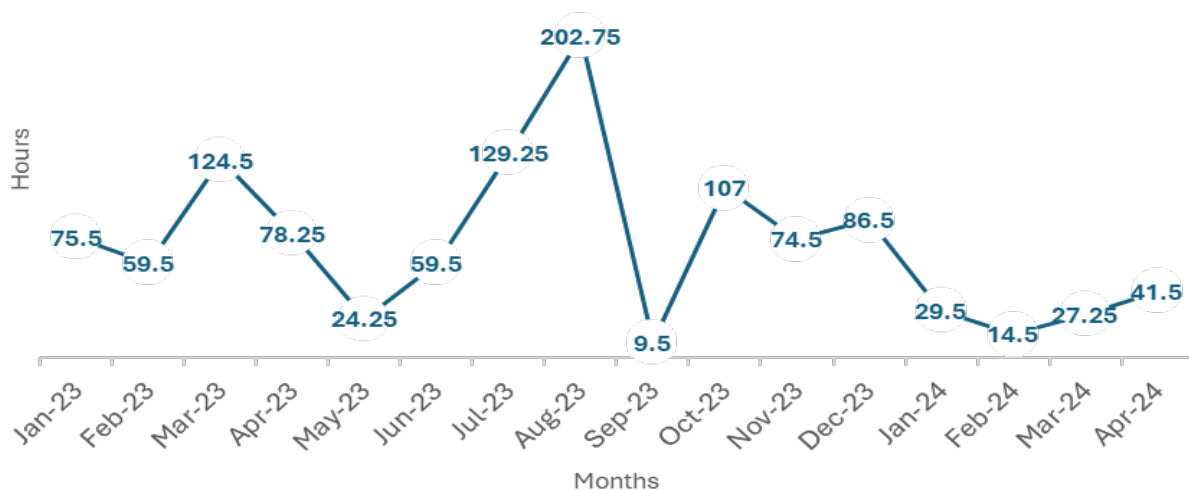
REPORT BY THE TOWN FORCE MANAGER

**FOR INFORMATION
AND DECISION**

Graffiti

The number of graffiti incidents has been on the increase since February. Most April hours were spent on removing graffiti from the Ivy Lane area (railway footbridge and nearby alleyways).

The graph below shows TF hours spent on graffiti removal each month:



WSCC have increased their funding for Town Force to remove offensive graffiti and flyposting from WSCC assets by £420, bringing the total to £1,920 per annum. However, this funding still cannot be used to remove non-offensive graffiti and as such, the extensive graffiti in the three local subways remains uncleared. A WSCC Officer advised that *"the council's position is that a 'clear all' approach to it on WSCC assets isn't a priority at the current time"*.

A member of the public has asked the Policy and Resources Committee to consider a joint art project with Arun DC and WSCC for Hotham subway whereby street art advertising Hotham Park could be painted on one side of the subway and other scenes from Bognor Regis on the other side. The Orchard Way and Gordon Avenue subways would then be left for graffiti offenders. The member of the public believes that this could be the answer to the long-term issue of graffiti in the local subways as it appears to have worked in a subway in South London:



Please note: artwork is already displayed in Hotham subway and the Town Force Manager along with the Town Force team do not believe that wall art will stop graffiti offenders from defacing the mural.

DECISIONS

Do Members wish to proceed with the proposal of a joint art project in Hotham subway and **AGREE** that Officers approach ADC and WSCC with this idea?

If so, Members are invited to identify a suitable budget from which to fund the proposed art project.

Town Force Accommodation

As previously reported, the neighbouring unit has suffered water ingress into their office and upon closer investigation, it appeared that water may have been coming from the gulley of the TF unit, where it meets the side wall of the neighbouring unit. The tenant's maintenance team attended to repair the leak, removed what Town Force had previously done but even their "fix" failed. It is believed that a roofing contractor has now been tasked with repairs.

The manual roller shutter of the unit had its annual service in April. The contractor advised that owing to the lack of anti-fall-back protection, the shutter was non-compliant and needed replacing. Further investigation into the matter confirmed the shutter was critically unsafe and a replacement had to be sourced urgently. Following receipt of three quotes, a new electric shutter was ordered, and a new electrical spur installation was organised. Please note that the cost of a manual shutter was higher than the cost of an electric one, even including the cost of a new electrical supply. Members are asked to ratify this expenditure under Agenda item 22 later in the meeting.

Following failure of a LED sensor light at the back of the unit, a replacement has been organised.

Town Force Vehicles

As previously advised, Hendy Ford forced a regeneration of the dpf filter of the Connect van and advised the van should be driven along Charles Purley Way at high revs to keep the filter clear once a week. Despite this practice being implemented, the filter clogged up again 3 weeks later. The van was able to clear the blockage, but the engine light remained on for some time afterwards. Hendy Ford asked to have the van in for diagnostics which happened on 20th March, but no errors were found. The van is now showing it requires an oil change despite having a full service, including oil change, in November 2023. Hendy Ford advised that the van is programmed to have the oil changed after approx. 200 regen cycles and given the short journeys done around the town, it does need changing. The van is booked in for 29th May to have this done.

The PF18 Ford Transit needed to have a new key barrel fitted.

Annual Asset inspection and repairs

Upon signing of the lease with Arun DC last year, the Town Council is now obliged to keep the three seafront decking's free of shingle. Following a storm combined with high tides in early April, the shingle build up was so substantial that it required a digger to clear. Town Force assisted the contractor, ensuring the safety of the public, on 16th April.

The team has completed repairs and painting/staining of BRTC assets such as benches, noticeboards, bins, decking areas, some planters and showers.

The beacon burner, hoses and connectors have been checked by an LPG gas safety engineer in readiness for the D-Day Beacon Lighting. The existing hoses were found to be air hoses, rather than LPG hoses. The manufacturer of the fittings on the existing hoses for the LPG gas supply to the beacon burner has confirmed that although the pressure rating for the hoses and fittings are suitable, they are not rated to be used with LPG and did not recommend using them for this purpose. In view of this, replacement LPG hoses and fittings have been ordered and the LPG gas safety engineer is attending to replace these on 24th May. Members are asked to ratify this expenditure under Agenda item 22 later in the meeting.

Water to the three seafront showers has now been turned on, with weekly flushings and inspections undertaken until autumn when the water is turned off again. The two showers nearest to the Pier, currently without live water supply, have been removed and are now stored at the TF yard.

Horticultural activities

Hanging basket brackets in Queensway and Aldwick Road have been treated for rust and painted.

Longford Road and Felpham Way planters have been re-built due to their poor condition.

Improvements to the Orchard Way roundabout have now been completed. These included planting of new lavender, replacement of a boat, replacement and painting of all wooden borders.

Two brick planters at the junction of Durban Road and Orchard Way have been fully replanted with shrubs, funded by the In Bloom Working Party.

Winter bedding plant removal and compost top up is currently underway, with the first delivery of summer bedding plants scheduled for 3rd June. Hanging baskets will be installed upon completion of planting.

BRTC Allotments

TF have doubled the number of water taps at Gravits Lane allotments, installed non-return valves across both sites, removed flytipping on several occasions and strimmed various plots. Assistance was provided to the Allotments Officer with locating buried hosepipes around the Gravits Lane site which had been installed by tenants without permission.

Shripney Road central reservation

Road space has been booked for 6th June. Contractor will carry out the grass cutting, leaving the hedge in case there are any nesting birds present. Once the grass is cut, TF will check the hedge and should there be no nesting birds, TF will tidy up the hedge by hand before lifting the lane closures.

Sponsored Planters

There have been no enquiries for planter sponsorship, only for roundabouts which were directed to WSCC.

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

Northcliffe and Macklin Road Estate maintenance

There being no responses to phone calls and emails for 5 months, one has to assume that Hastoe Housing Association did not wish to renew the long-established contract for grounds maintenance. It is evident that another contractor is tending to the estate and as such TF have stopped their maintenance visits.

Events Support

Town Force supported the Seafront Lights Switch On, Bognor Prom 10k Road Race and will be at Bognor Regis Carnival as well as the BRTC Book Day.

Crowd barriers were provided to the Regis School for their annual Soccer Aid event.

A Member of the TF team has kindly agreed to tow Billy the Bulb in the Carnival procession. Two magnetic signs will be placed on the TF vehicle advertising the Town Council's support of the event.

Revenue generating jobs

- Planter maintenance for Felpham Parish Council;
- Planter and flower bed maintenance for BRWM Hospital;
- Removal of shingle from the decking adjacent to the augmented reality portal for BR BID;
- Made replicas of silent soldiers silhouettes for a member of the public;
- Emptying buckets of water for the Pier Co. Ltd.

Examples of other jobs

In addition to the routine jobs, TF have also removed seafront bollards and opened the Gloucester Road gate on behalf of Arun DC in readiness for the 10k road race, delivered equipment and assisted with the set up of the Civic Reception, delivered leaflets advertising the No Interest Loan Scheme, collected and delivered Correx boards for wrapping around lampposts, assisted the In Bloom Working Party with judging of entries into the Guides competition, set up /packed away equipment for the Councillor surgery, moved a number of sponsor signs and serviced BRTC noticeboards.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024**

**AGENDA ITEM 16 - TO RECEIVE ANY UPDATE IN RELATION TO BOOM
COMMUNITY BANK - MIN. 135.4 REFERS**

REPORT BY TOWN CLERK

FOR INFORMATION AND NOTING

Members were last updated at the Policy and Resources Committee Meeting on 25th March 2024, when the Clerk advised that following a sign off meeting held with the Chair and Vice-Chair of the Policy and Resources Committee, and Leader of the Labour Group, the application form and related documents along with the funds would be sent to Boom Community Bank to progress this with the intention that the scheme would be up and running during April 2024 (Min. 135.4 refers).

PUBLICITY/PROMOTION OF THE SCHEME BY BRTC

Working with Boom Community Bank the No Interest Loan Scheme (NILS) for residents of Bognor Regis was finally launched on 24th April. A press release was posted on the 'Sussex World' webpage on the same day as well as being mentioned through the weekly 'Bognor Regis Briefing' Mayor's column in the Observer.

Information on the scheme has also been posted to the Town Council's Facebook page (and 'pinned' to the top of the page), to ensure it remains easily visible, with it also being 'reposted' weekly.

Links are also available on the Town Council's website under 'Quick Links' to take visitors to the dedicated webpage for the Bognor Regis No Interest Loan Scheme.

The local organisations detailed below were emailed on 25th April 2024 to help promote the scheme to those who may benefit, attaching a flyer with further details regarding the NILS and a poster produced by Boom for our use with a QR Code, which, when scanned, takes users to the dedicated Bognor Regis No Interest Loan Scheme webpage, containing information on eligibility, a loan calculator, and the option to apply for a loan.

Arun & Chichester Citizens Advice

VAAC

Bognor Regis Foodbank

Salvation Army

My Sisters' House

39 Club

Bognor Regis Youth & Community Centre

ADC Housing

Grandads Front Room

Stonepillow

Bognor Regis Job Centre

Bognor Housing Centre

WSCC Social Care Services (children and families and adults)

AGENDA ITEM 16

In addition, the following three organisations have had leaflets delivered to their premises (following a request): -

Grandads Front Room, Salvation Army and My Sisters' House

A copy of the QR Code Poster and flyer with further details as mentioned above are attached as **Appendices 1** and **2** for Members information.

PUBLICITY/PROMOTION OF THE SCHEME BY BOOM COMMUNITY BANK

The following information has been supplied by Boom Community Bank in relation to the publicity/promotion that they have undertaken since the NILS was launched.

Ongoing: leaflet - We can provide leaflets to the Town Hall or deliver them to wherever you suggest. We will also be undertaking our own efforts to distribute leaflets to relevant service providers and throughout town. Edits can be made to the content to meet your requirements.

Ongoing: Attached Floor-standing banner design - Pop-up banners are now available for reception/public service areas. If you have space at The Town hall or would like to suggestions where a banner may be hosted on council premises, please do let me know. We will also be looking for homes for these with community partners. Edits can be made to your requirements. A copy of the Boom Banner is attached as **Appendix 3**

Complete: Native Blog Post - <https://boomcb.org.uk/about/news-blogs/bognor-regis-no-interest-loans-scheme-nils>

Published 24 April on Boom's website, providing a landing page for linking form social posts and external websites.

Complete: Boosted Social Post (Facebook Ad)

£100 spend on an informative advert linking to the native blog post and Bognor NILS landing page on Boom's website.

This ad, published on the launch of the scheme and running for 10 days was viewed 11,401 times, generating 186 page visits.

NILS DATA REPORTS

Attached is the first detailed report on the approved NILS loans, totalling six loans to date (£5,000 in total). The report also includes demographic data along with the current status of the funding pot - attached as **Appendix 4**.

A detailed report on the declined NILS loans and an overall summary of the data has also been provided attached as **Appendices 5** and **6** for Members information.

FOR INFORMATION AND NOTING

The Committee is invited to **NOTE** the update in relation to Boom Community Bank.

BOGNOR REGIS

NO INTEREST

LOAN SCHEME



For more information

SCAN ME



www.boomcb.org.uk

MORE
INFORMATION



IN PARTNERSHIP



Boom Community Bank is a trading name of West Sussex and Surrey Credit Union Limited. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (FRN 475226).



Bognor Regis

0% Loan

Apply Today

For a zero-interest
unsecured personal loan.

Bognor Regis Town Council are delighted to announce the brand new 'Bognor Regis No Interest Loan Scheme'...

Working in partnership with local not-for-profit organisation 'Boom Community Bank', the no interest loan scheme looks to support those living within the five wards of Bognor Regis, who are facing barriers to accessing traditional credit due to accessibility or affordability constraints, meaning they are often forced to resort to forms of borrowing that attract punitive interest rates or penalties when repayments are missed.

If you can afford regular repayments but struggle with essentials or sudden expenses, such as:

- ❖ **Rent deposits**
- ❖ **Car repairs**
- ❖ **upfront nursery fees**
- ❖ **essential furniture purchases**
- ❖ **white goods**
- ❖ **unexpected bills**

Then this may be the solution for you...

Benefits of getting a NILS Loan:

- ❖ **Borrow between £300 to £2,000**
- ❖ **ONLY repay the amount you borrow**
- ❖ **NO hidden fees**
- ❖ **Flexible repayment terms spanning one to three years**
- ❖ **repayments are tailored to suit the borrower's financial circumstances.**

The scheme, which has been funded from the Town Council's Economic Development Fund, is proving successful for communities within Worthing Borough and Adur District Council's and Bognor Regis Town Councillor's hope that these same benefits can be felt for residents of Bognor Regis.

The aim of providing this alternative lending option, as well as helping residents who are affected on a day-to-day basis by the cost-of-living crisis, is to offer a positive and affordable money lending experience for those who have not been afforded this option in the past.

We want people accessing these loans to be encouraged by developing a healthy and longer-term relationship with a reputable lending agency, whilst beginning the process of building their financial independence and readiness for the future.

Bognor Regis NILS offers support to residents grappling with financial challenges. To apply, you must:

- ❖ Be at least 18 years old.
- ❖ Not have an existing loan with Boom Community Bank.
- ❖ Reside in one of Bognor Regis' five wards: Hatherleigh, Hotham, Marine, Orchard, or Pevensy.
- ❖ Not be under an active Debt Relief Order (DRO). or have had a County Court Judgment (CCJ) related to debt within the last six months.

To check your eligibility, the loan calculator and to apply for your loan, visit the Town Council website; www.bognorregis.gov.uk where you will find all the information under our 'quick links' section.



BOGNOR REGIS NO INTEREST LOAN SCHEME

Funded by Bognor Regis Town Council and administered by Boom Community Bank, this scheme offers vital financial support to residents lacking access to conventional credit, helping to ease immediate financial burdens and enhance community financial resilience.

More
information



USES INCLUDE:



Essential furniture



Household appliances



Vehicle repairs and MOT



Eyecare and dental



Debt consolidation



Other essential costs

www.boomcb.org.uk

Boom Community Bank and Boom Credit Union are trading names of West Sussex and Surrey Credit Union Limited. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation

Authority FRN: 475226 Registered Address:
17 Liverpool Gardens, Worthing BN11 1RY

	2024	2024	2024	2024	2024
Bognor Regis (Approved)	Jan	Feb	Mar	Apr	May
Number of NILS loans approved	0	0	0	1	5
Value of Loans issued	£0	£0	£0	£1,500	£3,500
Average Loan Value issued	£0	£0	£0	£1,500	£700
Purpose					
Car purchase	0	0	0	0	1
Car repairs	0	0	0	0	0
Christmas	0	0	0	0	0
Clothing and food	0	0	0	0	1
Debt consolidation	0	0	0	0	0
Education and training	0	0	0	0	0
Healthcare costs	0	0	0	1	1
Household appliance	0	0	0	0	1
Household furniture	0	0	0	0	1
Household improvements and repairs	0	0	0	0	0
Moving costs	0	0	0	0	0
Multi-purpose and other	0	0	0	0	0
Personal purchase	0	0	0	0	0
Rent arrears	0	0	0	0	0
Rent deposit	0	0	0	0	0
Transition to Universal Credit	0	0	0	0	0
Travel or holiday	0	0	0	0	0
Utility bills	0	0	0	0	0
Gender					
Female	0	0	0	0	3
Male	0	0	0	1	2
Unknown	0	0	0	0	0
Tenure					
Council Tenant	0	0	0	0	1
Homeowner	0	0	0	0	0
Housing Association Tenant	0	0	0	1	1
Private Tenant	0	0	0	0	3
Shared Accommodation	0	0	0	0	0
Other	0	0	0	0	0
Employment Status					
Employed	0	0	0	0	1
Long Term Sick	0	0	0	1	1
Medical Retirement	0	0	0	0	0
Part time	0	0	0	0	1
Retired	0	0	0	0	0
Self Employed	0	0	0	0	1
Unemployed	0	0	0	0	1
Main Source of Income					
Employment	0	0	0	0	3
Pension	0	0	0	0	0
Universal Credit	0	0	0	1	2
Living Arrangements					
Houseshare	0	0	0	0	0
Live in carer	0	0	0	0	0

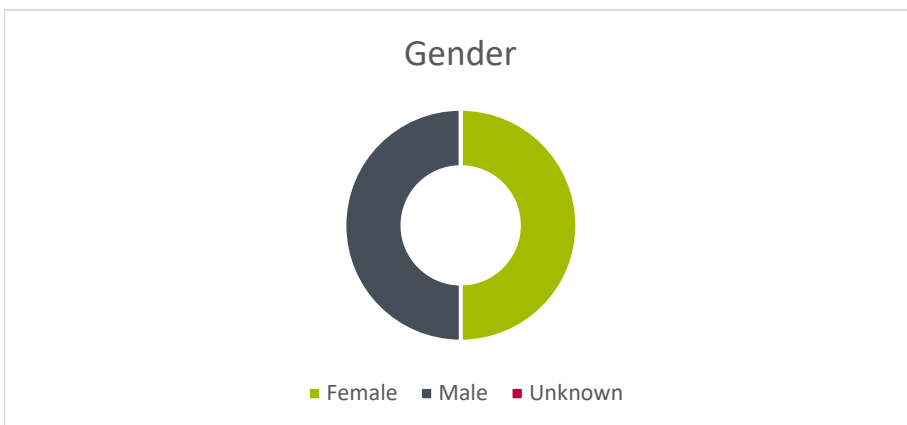
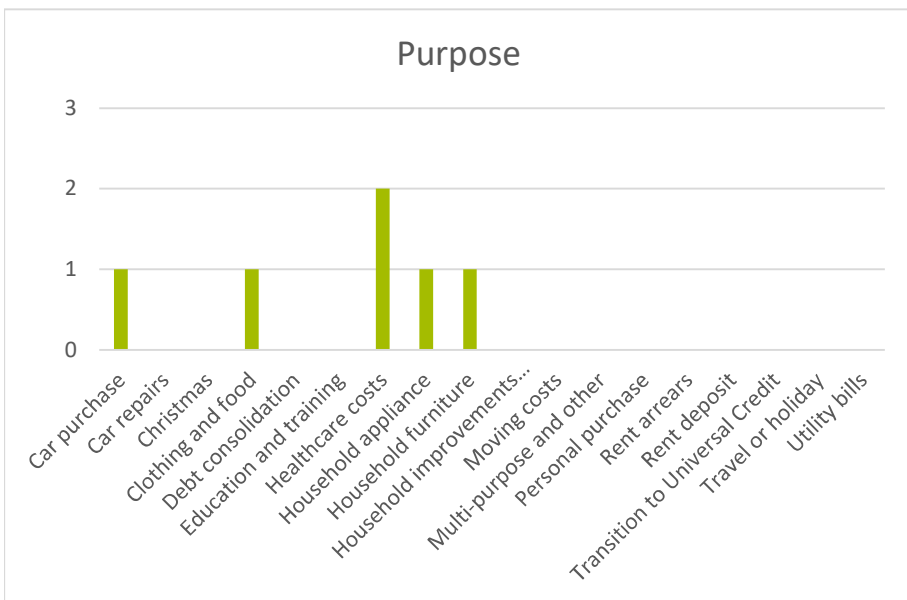
	2024	2024	2024	2024	2024
Bognor Regis (Approved)	Jan	Feb	Mar	Apr	May
Number of NILS loans approved	0	0	0	1	5
Living alone	0	0	0	1	2
Living with family	0	0	0	0	0
Living with partner	0	0	0	0	3
Other	0	0	0	0	0
Dependants					
0	0	0	0	1	2
1	0	0	0	0	3
2	0	0	0	0	0
3	0	0	0	0	0
4+	0	0	0	0	0
Funding Position					
Opening Balance	£25,500	£25,500	£25,500	£25,500	£23,995
Loans Disbursed	£0	£0	£0	£1,500	£3,500
Loan Payments Received	£0	£0	£0	£0	£0
Joining Deposit	£0	£0	£0	£5	£25
Available funds	£25,500	£25,500	£25,500	£23,995	£20,470
Arrears (Cumulative)					
0 to 13 weeks @ 2%	0	0	0	1	6
14 to 26 weeks @ 35%	0	0	0	0	0
27 to 39 weeks @ 60%	0	0	0	0	0
40 to 52 weeks @ 80%	0	0	0	0	0
52 weeks @ 100%	0	0	0	0	0
Age					
18-30	0	0	0	0	0
31-40	0	0	0	0	2
41-50	0	0	0	1	2
51-60	0	0	0	0	1
61-70	0	0	0	0	0
71+	0	0	0	0	0
Ward					
Hatherleigh	0	0	0	0	0
Hotham	0	0	0	0	3
Marine	0	0	0	0	1
Orchard	0	0	0	1	1
Pevensey	0	0	0	0	0

	2024	2024	2024	2024	2024
Bognor Regis (Declined)	Jan	Feb	Mar	Apr	May
Number of NILS loans declined	0	0	0	4	10
Value of Loans applied for	£0	£0	£0	£5,800	£14,050
Average Loan Value applied for	£0	£0	£0	£1,450	£1,405
Purpose					
Car purchase	0	0	0	1	4
Car repairs	0	0	0	0	0
Christmas	0	0	0	0	0
Clothing and food	0	0	0	1	1
Debt consolidation	0	0	0	0	0
Education and training	0	0	0	0	0
Healthcare costs	0	0	0	0	0
Household appliance	0	0	0	0	0
Household furniture	0	0	0	0	1
Household improvements and repairs	0	0	0	0	3
Moving costs	0	0	0	1	0
Multi-purpose and other	0	0	0	0	1
Personal purchase	0	0	0	0	0
Rent arrears	0	0	0	0	0
Rent deposit	0	0	0	0	0
Transition to Universal Credit	0	0	0	0	0
Travel or holiday	0	0	0	1	0
Utility bills	0	0	0	0	0
Gender					
Female	0	0	0	2	8
Male	0	0	0	2	2
Unknown	0	0	0	0	0
Tenure					
Council Tenant	0	0	0	0	3
Homeowner	0	0	0	0	0
Housing Association Tenant	0	0	0	1	1
Private Tenant	0	0	0	3	4
Shared Accomodation	0	0	0	0	0
Other	0	0	0	0	2
Employment Status					
Employed	0	0	0	1	5
Long Term Sick	0	0	0	0	1
Medical Retirement	0	0	0	0	0
Part time	0	0	0	1	1
Retired	0	0	0	0	0
Self Employed	0	0	0	1	0
Unemployed	0	0	0	1	3
Main Source of Income					
Employment	0	0	0	3	6
Pension	0	0	0	0	0
Universal Credit	0	0	0	1	4
Living Arrangements					
Houseshare	0	0	0	1	1
Live in carer	0	0	0	0	0

	2024	2024	2024	2024	2024
Bognor Regis (Declined)	Jan	Feb	Mar	Apr	May
Living alone	0	0	0	0	3
Living with family	0	0	0	0	2
Living with partner	0	0	0	3	4
Other	0	0	0	0	0
Dependants					
0	0	0	0	1	5
1	0	0	0	1	2
2	0	0	0	1	1
3	0	0	0	0	2
4+	0	0	0	1	0
Ineligible Applicants					
Active CCJ's	0	0	0	0	0
Affordability / Low Score	0	0	0	3	9
Current loans	0	0	0	0	0
Defaults	0	0	0	0	0
Gambling	0	0	0	0	0
Live Debt Management Plan	0	0	0	0	0
Live Insolvency	0	0	0	1	1
Not in scheme area	0	0	0	0	0
Withdrawn by applicant/no contact	0	0	0	0	0
Age					
18-30	0	0	0	3	6
31-40	0	0	0	1	1
41-50	0	0	0	0	3
51-60	0	0	0	0	0
61-70	0	0	0	0	0
71+	0	0	0	0	0
Ward					
Hatherleigh	0	0	0	0	0
Hotham	0	0	0	1	2
Marine	0	0	0	0	2
Orchard	0	0	0	2	4
Pevensey	0	0	0	1	2

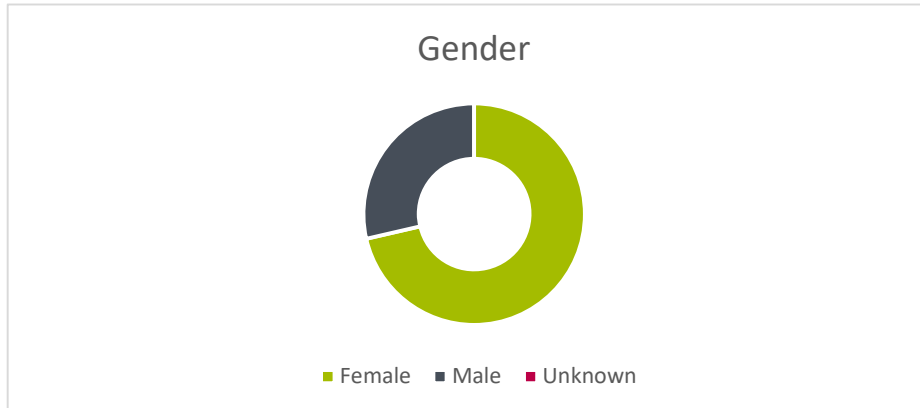
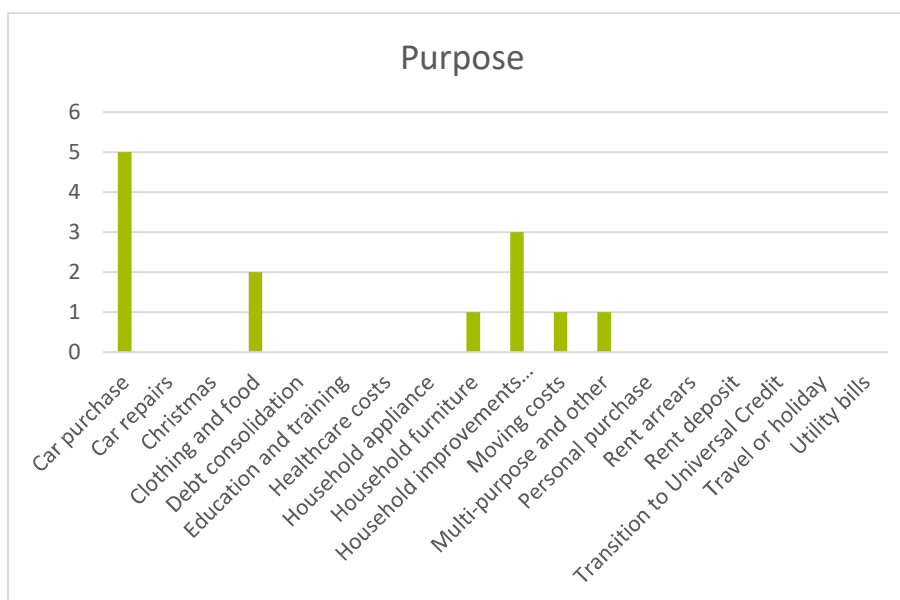
Bognor Regis Approved

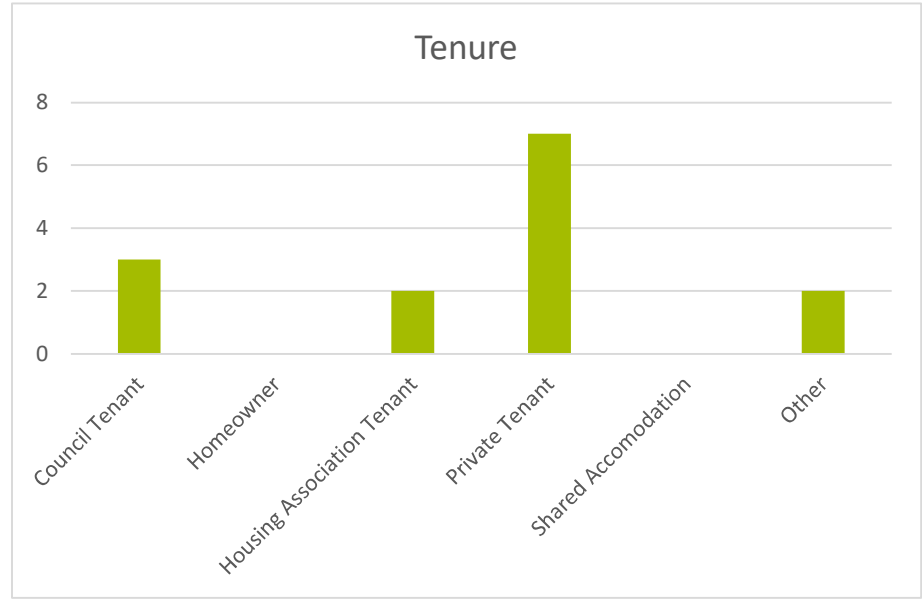
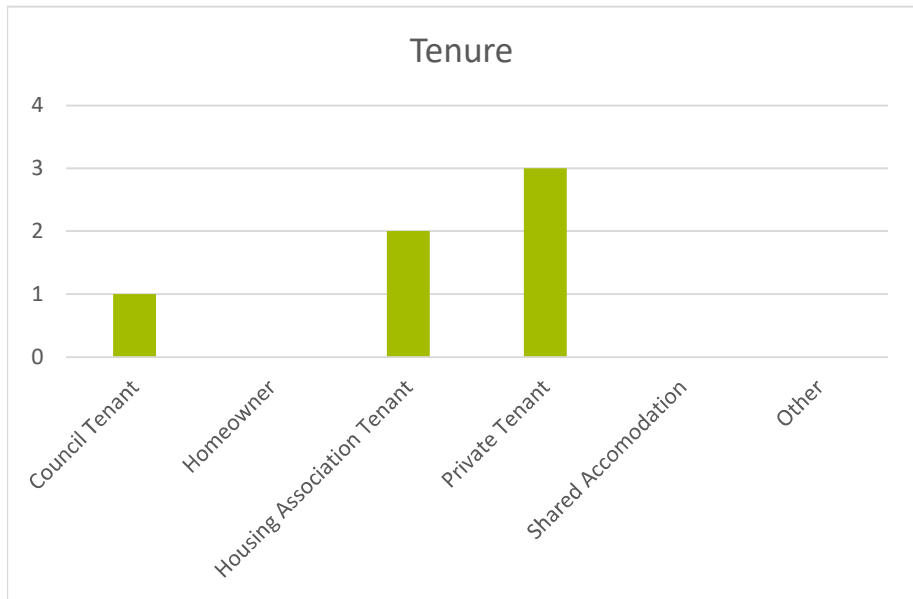
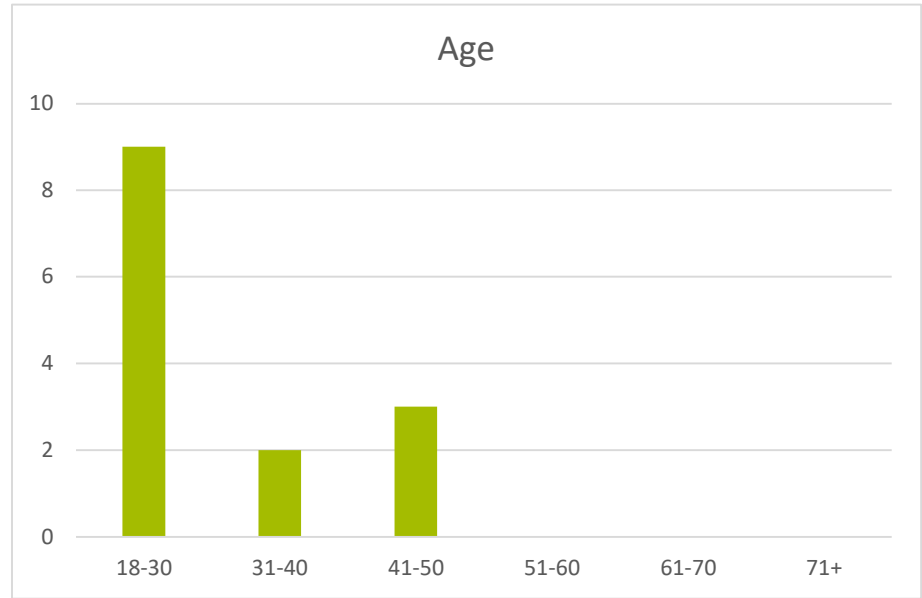
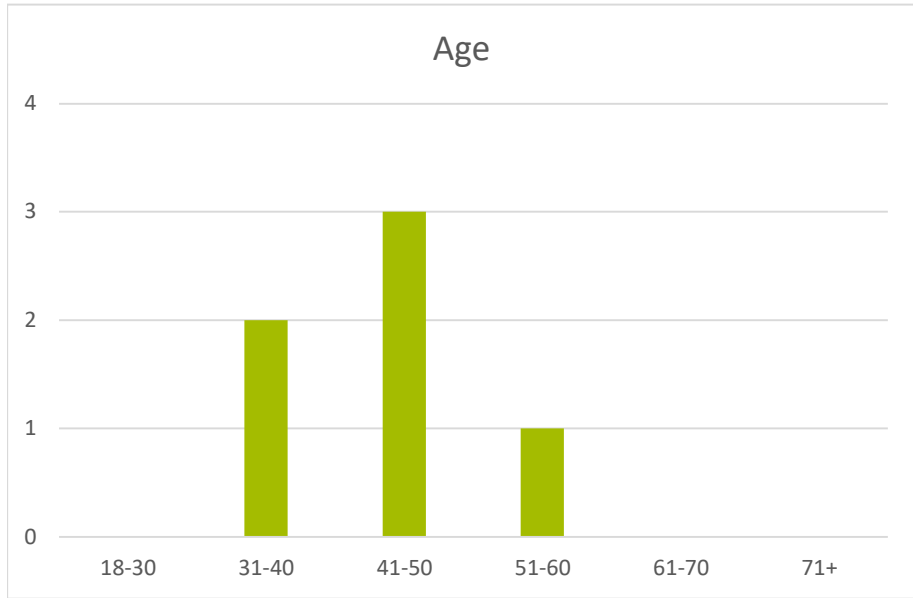
Number of Loans:	6
Value of Loans (£):	5,000
Average Value of Loans (£):	833
Value of Loans Repaid (£):	0

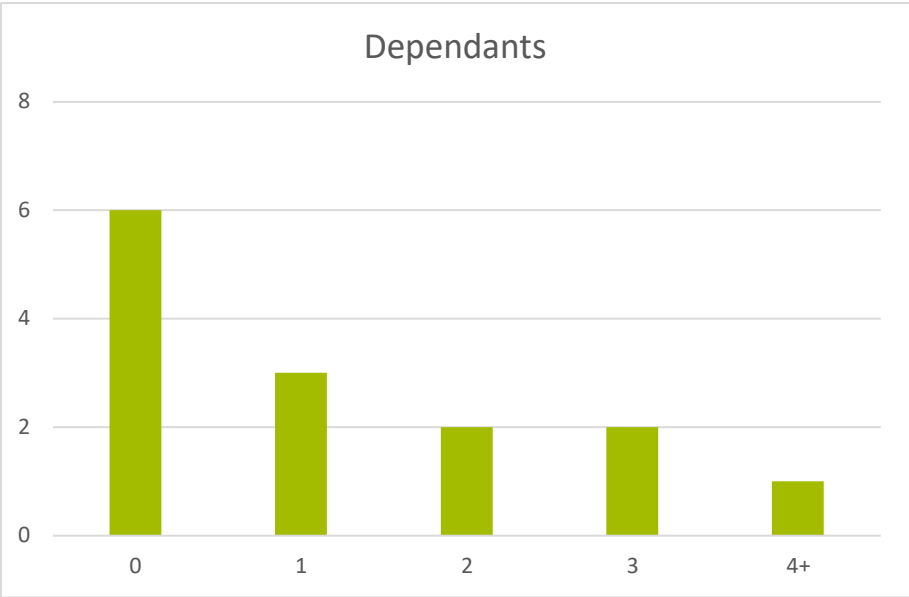
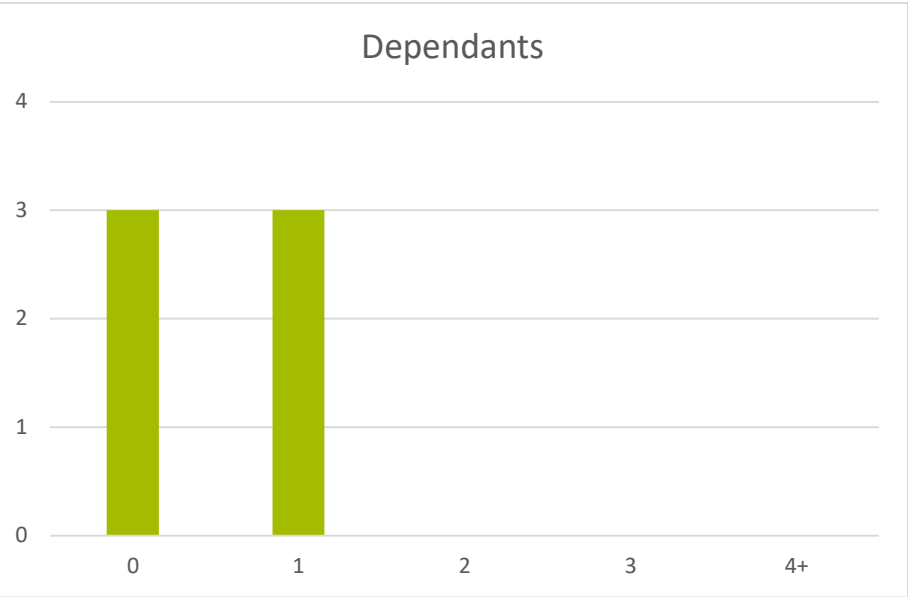
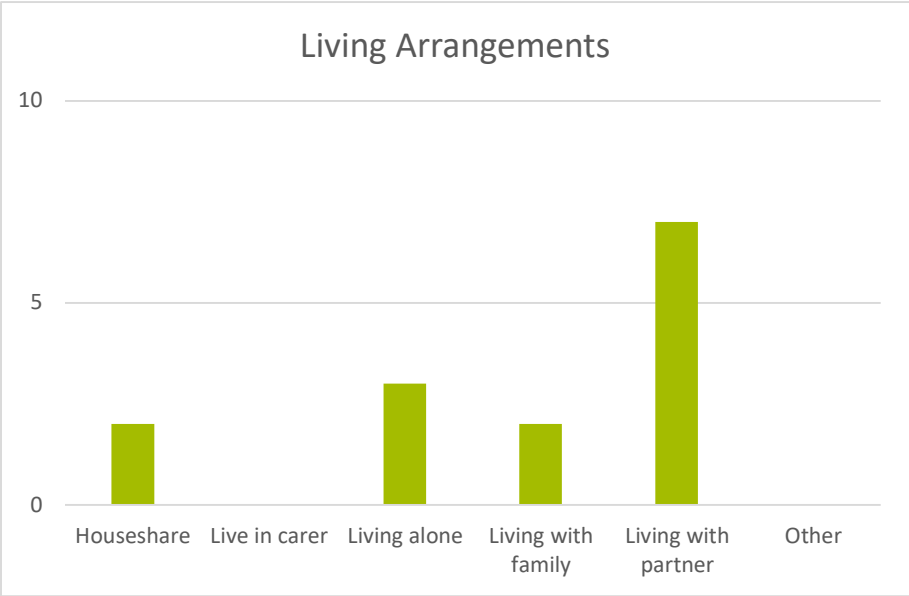
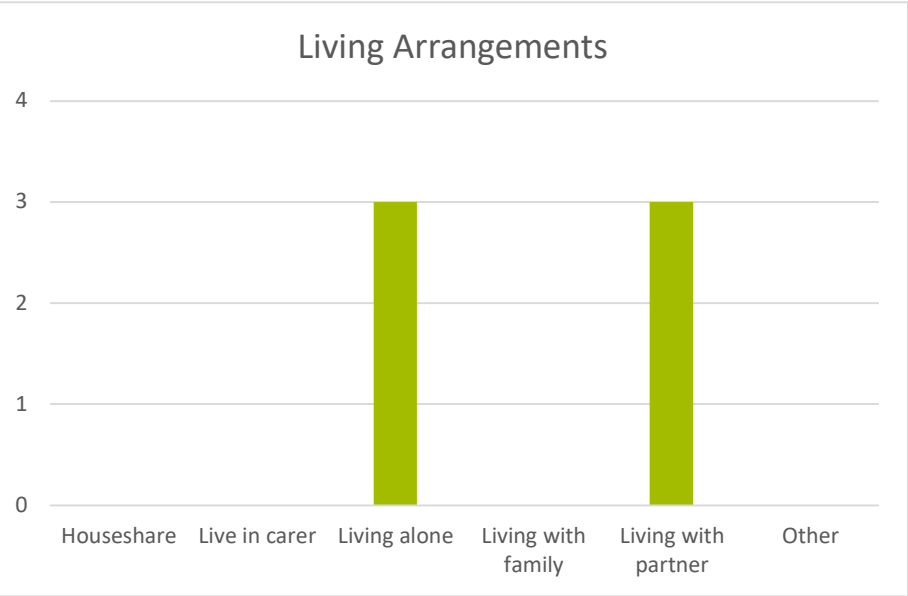


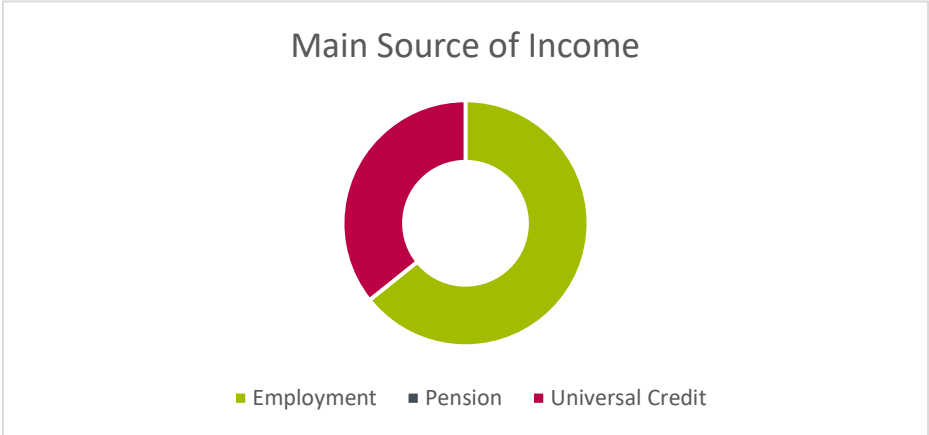
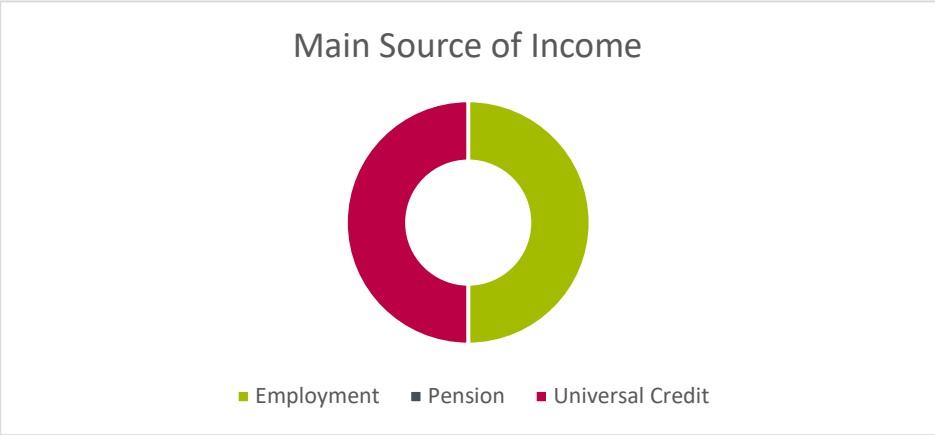
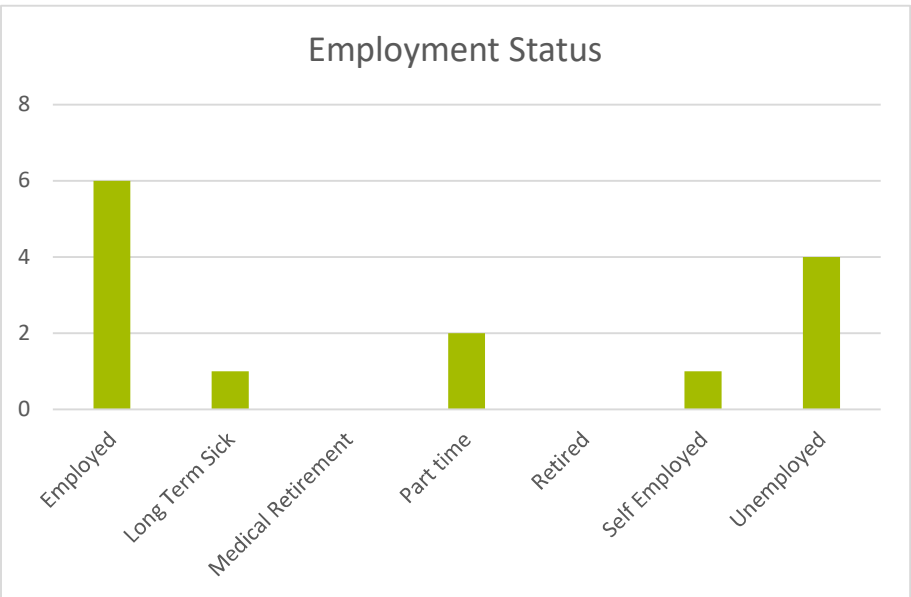
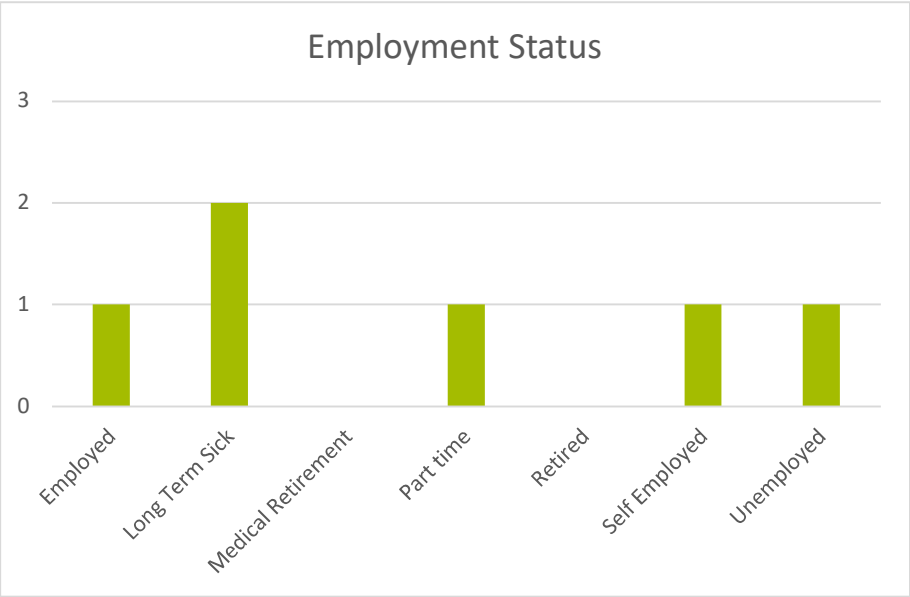
Bognor Regis Declined

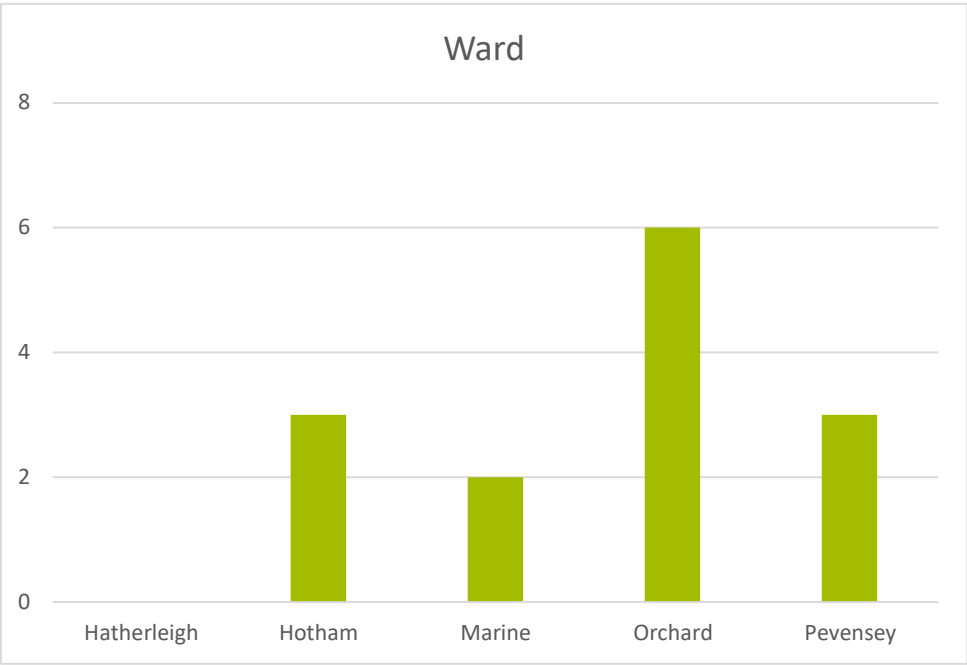
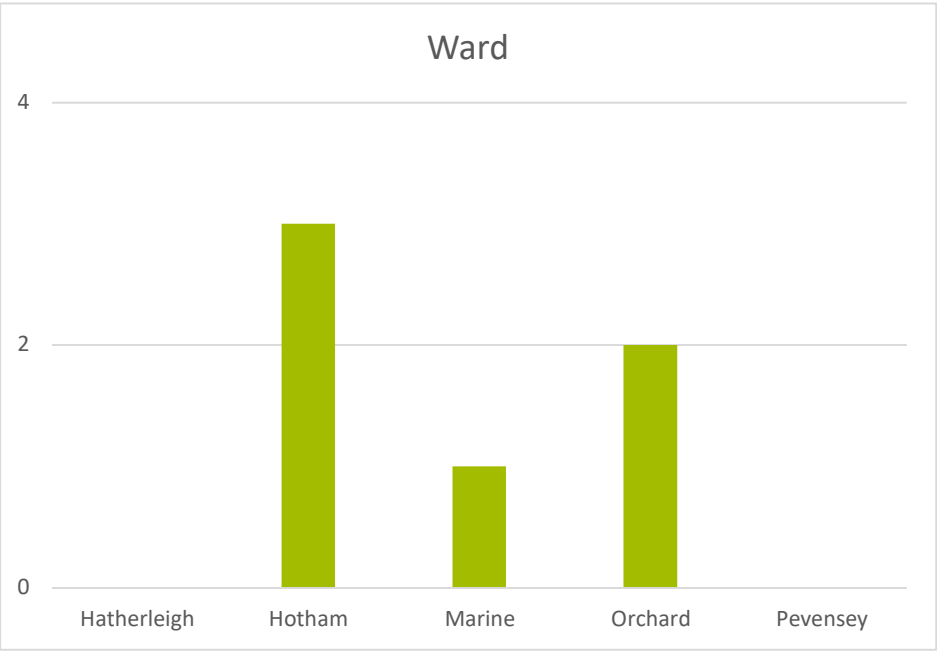
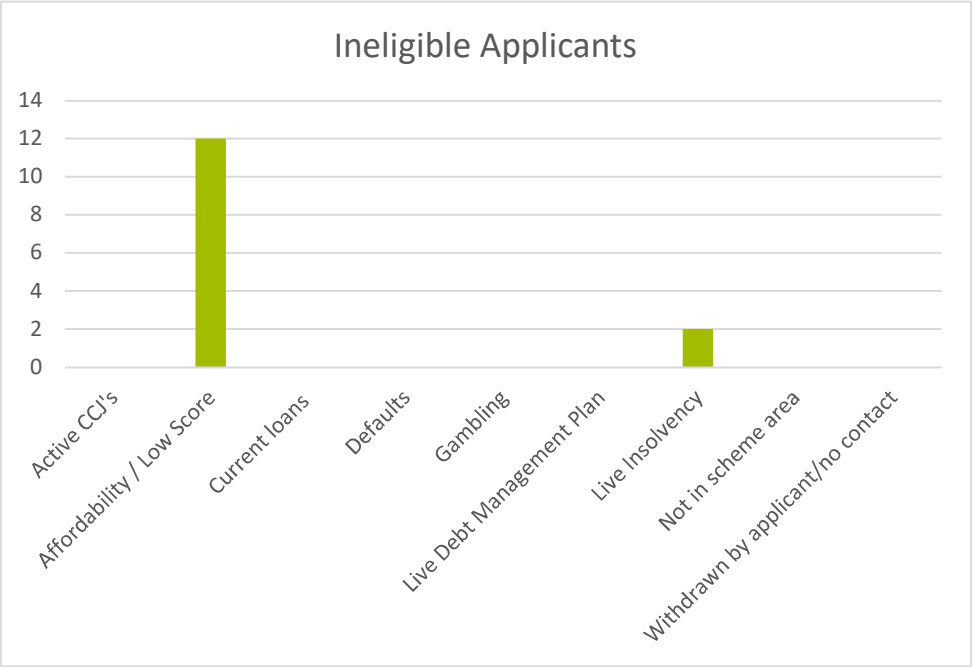
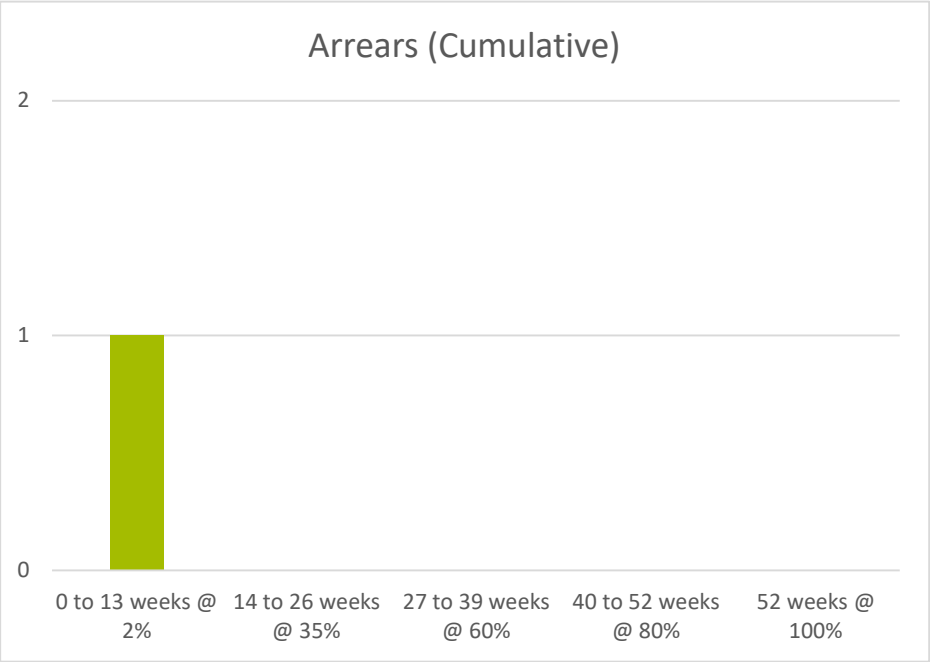
Number of Loans:	14
Value of Loans (£):	19,850
Average Value of Loans (£):	1,418











**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024**

**AGENDA ITEM 17 - CONSIDERATION OF DRAFT CRITERION FOR
PARTNERSHIP FUNDING AND ITS ADOPTION - MIN. 140 REFERS**

REPORT BY TOWN CLERK

FOR DECISION

At the previous Policy and Resources Committee Meeting, Members considered a request from Arun Arts Ltd. in relation to applying for funding from the balance remaining in the Town Council's Partnership Funding Budget 2024/2025, and their enquiry as to whether their proposal would be eligible.

In considering the request, it was acknowledged by Members present that there were no pre-determined eligibility criteria currently in place for this Partnership Funding Budget. It was, therefore, agreed that the Chair would work in liaison with the Assistant Clerk to draw up a draft criterion for Partnership Funding to be presented at the next Committee meeting (Min. 140 refers).

Following a meeting with the Chair of Policy and Resources, Town Clerk and Assistant Clerk, the following criterion is proposed for adoption: -

The aim of the Town Council's Partnership Funding Agreement is to support local tourism and events and acknowledges the fact that start-up event organisers often require additional support and funding to ensure their projects are successful. The Town Council are keen to encourage and support organisations that aim to revive previous events, starting afresh, or bring new, annual events to the Town.

Where possible, it will be a requirement for applicants to provide the Town Council with supporting documents such as financial statements and copies of current bank statements, for example. However, where an application is received for a start-up event whereby the organisation cannot satisfy such requirements, the application will be determined at Members discretion and due diligence.

The Town Council will fund through Partnership Agreements, over a defined period of time, organisations whose activities and projects are for the benefit of Bognor Regis residents; whereby all individuals have reasonable, potential access to activities offered by the organisation; and whose project demonstrates sustainability and long-term value for money.

Whilst the Town Council will consider financially supporting such projects, through a Partnership Funding Agreement, the intent will be for organisations to become independent of Town Council funding.

Having been awarded funding through a Partnership Agreement, should the project not go ahead as intended then in discussion with the organiser the Town Council will seek to reclaim any unspent funds.

There is a balance remaining of £6,000 in the Partnership Funding Budget for 2024/2025. In the event of these monies not being awarded in the current financial year, it is proposed that this be earmarked and carried forward as additional Partnership Funding for 2025/2026.

Furthermore, it is suggested that the application process for future Partnership Funding follows a similar cycle to that adopted for the Town Council's Grant Aid scheme. For the 2025/2026 Partnership Funding Budget, it is proposed that applications would be invited, subject to the Committee's approval, in the Summer of 2024. These applications would then be considered at the same Extraordinary Policy and Resources Committee Meeting, in January, at which Grant Aid applications are reviewed.

DECISIONS

Do Members **AGREE** to **ADOPT** the criterion proposed for Partnership Funding?

Do Members **RESOLVE** to **AGREE** that the £6,000 balance remaining in the Partnership Funding Budget 2024/2025 be earmarked and carried forward as additional Partnership Funding for 2025/2026?

Do Members **AGREE** that for 2025/2026, the Partnership Funding process follows the same cycle as that adopted for the Town Council's Grant Aid scheme?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024**

AGENDA ITEM 18 - TO RECEIVE ANY UPDATE REGARDING THE TOWN COUNCIL'S PARTICIPATION IN BOGNOR REGIS CARNIVAL AND BOGNOR REGIS SEAFRONT LIGHTS' ILLUMINATE BOGNOR EVENT (CLLR. WELLS TO REPORT), INCLUDING RATIFICATION OF EXPENDITURE FOR MAGNETIC SIGNS AND DECORATIVE FLOWERS FOR BILLY BULB ATTENDANCE AT CARNIVAL - MIN. 144 REFERS

REPORT BY TOWN CLERK

FOR DECISION

At the Policy and Resources Committee Meeting held on 25th March 2024, Members considered a proposal from Cllr. Wells for the Town Council to participate in the Bognor Regis Carnival and Bognor Regis Seafront Lights' ILLUMINATE Bognor events. As Proposer, Cllr. Wells spoke of previous criticism aimed at the Town Council for not having taken part in events such as these and suggested that a budget be identified, with a team of like-minded Councillors coming together to participate in the two events. Members nominated Cllr. Wells to speak with the event organisers and unanimously resolved a budget of £1,000, to be split between these events funded from Reserves, with Delegated Authority given to the Town Clerk in liaison with Cllr. Wells to progress this (Min. 144 refers).

It is hoped that Cllr. Wells is able to provide a verbal update to Members at the meeting, in relation to any conversations that he may have had with the event organisers.

In the meantime, Officers can confirm that Billy Bulb was entered into the Bognor Regis Carnival with arrangements made for a member of the Town Force team to tow Billy at the parade. In line with the Carnival's theme 'Flower Power - Summer of Love', flower garlands were purchased to decorate Billy at a cost of £38.97 (VAT exempt). Additionally, crepe paper, at a cost of £12.00 was bought to hand-make flower decorations for the trailer. Two removable, magnetic signs for the Town Force Connect van towing Billy, promoting the Town Council's support for the Carnival, were also purchased at a cost of £80 plus VAT (as illustrated in **Appendix 1**).

DECISION

Members are asked to **RATIFY** the expenditure of £130.97 plus any VAT payable, to be funded from Reserves, for costs associated with the participation and decoration of Billy Bulb at the Bognor Regis Carnival on 25th May 2024.



AGENDA ITEM 19

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024

AGENDA ITEM 19 - TO RECONFIRM THAT THE TOWN CLERK HAS DELEGATED AUTHORITY TO ISSUE A 'NOTICE TO QUIT' IN RELATION TO ALLOTMENT TENANCIES

REPORT BY TOWN CLERK

FOR DECISION

Upon allocation of one of the Town Council's allotment plots, all tenants are issued with a Tenancy Agreement which, along with the Allotment Information leaflet, forms the basis of their contract with the Council.

In both documents, reference is made to the 'Notice to Quit'. In most instances, this is issued arising from the tenant's failure to maintain and cultivate their plot to the required standard. Initially, two warning letters are issued explaining the requirement for the plot to be suitably cultivated. However, a continued failure to do this results in a final warning by way of a 'Notice to Quit' being issued.

Under current legislation, a 'Notice to Quit' can only be issued if the elected Members of the Council have given instructions for a particular tenancy to be determined, unless power to act has been delegated to the Officer.

DECISION

Members are asked to reconfirm and **RESOLVE** to **AGREE** that the Town Clerk has Delegated Authority to issue a 'Notice to Quit' in relation to allotment tenancies.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 3rd JUNE 2024**

AGENDA ITEM 20 - TO RECEIVE AND NOTE: - THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, FOR MARCH AND APRIL 2024; THE BID REPORT RELATING TO BUSINESS CRIME REPORTING THROUGH DISC FOR THE MONTHS OF JANUARY – APRIL 2024

REPORT BY THE TOWN CLERK

FOR NOTING

Monthly Community Warden report from the Bognor Regis BID, for March and April 2024

As valued funding partners for the 7/7 Community Warden service, the purpose of this report is for the BID (who carry out the day-to-day management of the third-party contract) to provide regular updates including key performance indicators for the information of BRTC Elected Members.

Attached as **Appendices 1** and **3** is an overview for the months of March and April 2024. A summary of business interactions for each month are attached as **Appendices 2** and **4**. It should be noted that businesses in the core retail area are much bigger targets for business crime hence the frequency of interactions with the Community Warden.

Upon circulating the reports for March, the BID's COO passed on the BID Board of Directors thanks, on behalf of levy paying businesses, for the Town Council's ongoing support of warden provision in the Town Centre for the 2024-2025 financial year, which has enabled the ongoing provision of a five day a week service.

DECISION

Members are asked to **NOTE** the Monthly Community Warden Report, from the Bognor Regis BID, for March and April 2024.

BID report relating to business crime reporting through DISC for the months of January - April 2024

In addition to the monthly KPI's shared with BRTC on the Warden's activity in the Town Centre, the Bognor Regis BID have also shared statistics from the BID funded DISC reporting app. The DISC app enables business users to share information about known offenders and to report incidents taking place in their own businesses and the wider public realm. A benefit of the reporting app is the simple interface that enables intuitive, streamlined reporting.

Reports submitted via business users on the DISC app are processed by a third party and data from the reports is used to identify the top three offenders impacting Bognor Regis businesses, which is then discussed at fortnightly meetings with the Sussex Police business team. This information exchange means that these identified offenders are brought to the particular attention of the Neighbourhood Policing Team, as there is often a mismatch between low level, prolific activity by offenders impacting businesses and the number of formal reports submitted to Sussex Police. The app also enables businesses to escalate their reports to a full Crime Report,

shared directly with Sussex Police through the app, without having to go separately through 101 online.

Reports for January - April 2024 have been collated below and business crime reporting through DISC will now be included in future months as part of the BID's Warden Report.

January 2024 (31-day month)

- A total of 18 incident reports submitted in relation to the BID Area.
- Of these 18 reports, 10 were submitted by the Business Warden, 8 were submitted by businesses.
- Of these 18 reports, 0 were escalated by the reporters as full Crime Reports to Sussex Police.

February 2024 (29-day month)

- A total of 18 incident reports submitted in relation to the BID Area.
- Of these 18 reports, 7 were submitted by the Business Warden, 11 were submitted by businesses.
- Of these 18 reports, 5 were escalated by the reporters as full Crime Reports to Sussex Police.

March 2024 (31-day month)

- A total of 23 incident reports submitted in relation to the BID Area.
- Of these 23 reports, 12 were submitted by the Business Warden, 11 were submitted by businesses.
- Of these 23 reports, 8 were escalated by the reporters as full Crime Reports to Sussex Police.

April 2024 (to 22nd April – 22 days)

- A total of 9 incident reports submitted in relation to the BID Area (to date)
- Of these 9 reports to date, 2 were submitted by the Business Warden, 7 were submitted by businesses.
- Of these 9 reports, 3 were escalated by the reporters as full Crime Reports to Sussex Police.

DECISION

Members are asked to **NOTE** the BID report relating to business crime reporting through DISC for the months of January – April 2024.



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 18.04.24

As valued funding partners for the 7/7 Community Warden service, the purpose of this report is for the BID (who carry out the day to day management of the third party contract) to provide regular updates including key performance indicators for the information of BRTC Elected Members.

CONTRACT DELIVERY REPORTING MONTH: MARCH 2024

Number of days in month: 31

Total number of hours contracted (number days x 8 hours per day) : 248

Total number of hours delivered (recorded on invoice) : 232

Explanation for any variation between contracted hours and delivered hours:

Holiday Leave

KEY PERFORMANCE INDICATORS:

Number of engagements with business representatives: 896

Number of businesses engaged with: 56

Number of incidents reported on DISC: 11

£ value of stock recovered: £1,440.33

Number of public realm issues reported: 0

Any other feedback:

Row Labels	Count of Interaction Type
Blue Raspberry	1
Bon Marche	8
Boots Uk Ltd Store (47 London Rd)	66
Boutique Roma	9
British Heart Foundation	1
Cafe Central	13
Cancer Research UK	1
Card Factory	10
Cards Direct	26
CEX	1
Chestnut Tree House	2
Claire'S Accessories (Uk) Ltd	32
Clark's Shoes	7
Coconut Fancy Dress	13
Costa Coffee (London Road)	17
Dexters Pharmacy	11
Eco Swap	1
Edinburgh Woollen Mill	19
EE	1
Grandads Front Room CIC	5
Grapetree	5
Greggs Plc	5
Heygates Bookshop	2
Holland & Barrett Ltd	28
Iceland Frozen Foods Ltd	2
James Jewellers	1
JD Sports	33
Kids Stuff Limited	53
Library	1
Little Piggies Cafe	1
London Road Coffee Shop	6
London Stores	2
Meridian Beds	14
Morrisons	58
Network Rail	14
New Look Retailers Ltd	36
Peacocks	35
Polkadot Stripes	2
Poundland	83
Robert Dyas Ltd	29
Savers Health & Beauty Ltd	36
Scope	16
Shoe Zone Limited	2
Silver News	1
Sports Direct	70
Superdrug Stores Plc	31
Tesco Express (Station Rd)	13
The Cat and Rabbit Rescue Centre	1
The Works Stores Limited	8
Timpson Ltd	1
Tina's Barber Shop	1
Unique Workwear Printing	29
Vapestore	1
W H Smith Plc	19
Wilko	2
Yours Clothing	11
Grand Total	896



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 20.05.24

As valued funding partners for the 5/7 Community Warden service, the purpose of this report is for the BID (who carry out the day to day management of the third party contract) to provide regular updates including key performance indicators for the information of BRTC Elected Members.

CONTRACT DELIVERY REPORTING MONTH: APRIL 2024

Total number of hours delivered (recorded on invoice) : 168

KEY PERFORMANCE INDICATORS: APRIL 2024

Number of engagements with business representatives: 666

Number of businesses engaged with: 51

Total number of incidents reported on DISC by the warden: 4

Total number of incidents reported on DISC by 45 Town Centre Business users: 8

£ value of stock recovered by warden: £813.66

Number of public realm issues reported on DISC by the warden: 0

Number of public realm issues reported on DISC by Town Centre businesses: 0

Any other feedback:

Observations: Noting that this is the first full month following reversion to five day per week service, there has been an understandable reduction in number of engagements with businesses. Logically, the value of stock recovered has also reduced, but please note that the monthly stock recovery totals are affected by numerous factors – some directly related to the warden's presence in the town and some not. Variables include: value of individual items stolen / recovered, the number of times the warden is available to recover stock from shoplifters and the frequency of incidents taking place on the days the warden is on or off duty.

Reporting figures from the warden and town centre businesses via the BID-funded DISC app have been included at the request of BRTC for the information of Elected Members and Officers.

Number of Interactions by business: April 2024

Employer	Interaction With	Count of Rows
Boots Uk Ltd Store (47 London Rd)	SWL Community Warden	66
Morrisons	SWL Community Warden	53
Poundland	SWL Community Warden	46
Sports Direct	SWL Community Warden	43
Kids Stuff Limited	SWL Community Warden	40
Cards Direct	SWL Community Warden	27
Peacocks	SWL Community Warden	26
Savers Health & Beauty Ltd	SWL Community Warden	25
JD Sports	SWL Community Warden	23
Superdrug Stores Plc	SWL Community Warden	23
Unique Workwear Printing	SWL Community Warden	21
Edinburgh Woollen Mill	SWL Community Warden	18
New Look Retailers Ltd	SWL Community Warden	18
Costa Coffee (London Road)	SWL Community Warden	18
Robert Dyas Ltd	SWL Community Warden	17
W H Smith Plc	SWL Community Warden	16
Scope	SWL Community Warden	15
Cafe Central	SWL Community Warden	14
Holland & Barrett Ltd	SWL Community Warden	14
Yours Clothing	SWL Community Warden	14
Clark's Shoes	SWL Community Warden	11
Meridian Beds	SWL Community Warden	10
Boutique Roma	SWL Community Warden	10
Claire'S Accessories (Uk) Ltd	SWL Community Warden	10
Dexters Pharmacy	SWL Community Warden	9
The Works Stores Limited	SWL Community Warden	8
Network Rail	SWL Community Warden	8
Greggs Plc	SWL Community Warden	6
Grapetree	SWL Community Warden	6
Grandads Front Room CIC	SWL Community Warden	5
Chestnut Tree House	SWL Community Warden	5
Tesco Express (Station Rd)	SWL Community Warden	4
Bon Marche	SWL Community Warden	4
Trident Menswear	SWL Community Warden	3
Card Factory	SWL Community Warden	3
Eco Swap	SWL Community Warden	3
Coconut Fancy Dress	SWL Community Warden	3
Mobility And Comfort Limited	SWL Community Warden	2
Iceland Frozen Foods Ltd	SWL Community Warden	2
Silver News	SWL Community Warden	2
Shoe Zone Limited	SWL Community Warden	2
Cancer Research UK	SWL Community Warden	2
Specsavers	SWL Community Warden	2
The Salvation Army	SWL Community Warden	1
Cash Converters	SWL Community Warden	1
Rspca Sussex Chichester And District Branch	SWL Community Warden	1
Mezze Turkish Restaurant	SWL Community Warden	1
The Sweet Jar	SWL Community Warden	1
Polkadot Stripes	SWL Community Warden	1
British Heart Foundation	SWL Community Warden	1
London Road Coffee Shop	SWL Community Warden	1

AGENDA ITEM 21

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024

AGENDA ITEM 21 - TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2024

REPORT BY TOWN CLERK

FOR INFORMATION AND NOTING

A list of the Town Council's Earmarked Reserves as at 31st March 2024 is attached at **Appendix 1**.

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

FOR INFORMATION AND NOTING

The Committee is invited to **NOTE** the Earmarked Reserves as at 31st March 2024.

EARMARKED RESERVES AS AT 31st MARCH 2024

Rolling Capital Programme (315)	193,256.48
Economic Development (320)	268,000.00
Civic Fund (321)	4,240.00
Election Fund (322)	13,146.36
Allotments (325)	1,601.61
Promotions & Publicity Committee (326)	5,600.00
Administration (327)	8,040.00
Events Underspend (328)	9,034.40
P&R Projects (330)	8,000.00
E&L Projects (331)	8,458.00
P&R Grant Aid (333)	14,394.93
Tourism & Events Support (334)	469.00
Parking Scheme (335)	28,661.00
South East in Bloom (337)	5,892.74
Christmas Lights/Switch-On (338)	13,000.00
Events Sponsorship (339)	1,776.87
BRTC funding of SRB (340)	964.56
SRB WSCC Contribution (341)	500.00
Street Scene Budget Savings (342)	27,568.16
Decking Areas Maintenance (343)	4,378.58
Ward Allocation - Marine (346)	49.00
Ward Allocation - Hotham (347)	724.00
Website (349)	1,476.50

Councillor Training (350)	3,604.00
Town Force General (351)	486.56
Town Force H&S Personal Safety Provision (354)	799.00
UKSPF Bike Repair Pumps Project (358)	2,175.00
Staff Training Admin & Town Force (361)	8,233.00
Town Crier (362)	4,537.18
CIL 2020-21 (364)	712.50
CIL 2021-22 (365)	1,209.38
CIL 2022-23 (366)	2,418.76
Public Works Loan Board Loan Repayment (369)	30,452.67

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024

AGENDA ITEM 22 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY TOWN CLERK

FOR RATIFICATION

To ratify expenditure of £2,815 excluding VAT for replacement shutter and £275 excluding VAT for the relating new electrical spur installation required at the Town Force lock-up

As reported under Agenda item 15, following the annual service in April, the contractor advised that owing to the lack of anti-fall-back protection in relation to the manual roller shutter, it was non-compliant and needed replacing. Further investigation into the matter confirmed the shutter was critically unsafe and a replacement had to be sourced urgently. Following receipt of three quotes, a new electric shutter was ordered, and a new electrical spur installation was organised.

DECISION

The Committee is therefore invited to **RATIFY** expenditure of £2,815 excluding VAT for a replacement shutter and £275 excluding VAT for the relating new electrical spur installation required at the Town Force lock-up.

To ratify expenditure of £647.90 excluding VAT for LPG gas safety inspection for Seafront Beacon upgrade and related expenditure of £464 excluding VAT for replacement hoses and fittings for compliancy

Also reported under Agenda item 15, the beacon burner, hoses and connectors were checked by an LPG gas safety engineer in readiness for the D-Day Beacon Lighting. The existing hoses were found to be air hoses, rather than LPG hoses. The manufacturer of the fittings on the existing hoses for the LPG gas supply to the beacon burner confirmed that, although the pressure rating for the hoses and fittings were suitable, they are not rated to be used with LPG and did not recommend using them for this purpose. In view of this, replacement LPG hoses and fittings were ordered, and the LPG gas safety engineer scheduled to attend to replace these on 24th May.

DECISION

Members are asked to **RATIFY** expenditure of £647.90 excluding VAT for LPG gas safety inspection for Seafront Beacon upgrade and related expenditure of £464 excluding VAT for replacement hoses and fittings for compliancy.

AGENDA ITEM 22

To ratify expenditure of £7,350 excluding VAT for 6 x new Dell OptiPlex Micro Desktop PC's and 5 x new Dell Latitude 5000 Series Laptops to ensure Windows 11 compliancy

With Windows 10 end of life on the horizon, the Town Council's devices have been checked for Windows 11 compatibility. To allow time for scheduling the device upgrades and replacements, and to avoid potential stock availability and pricing increases due to increased demand, 6 x PC's and 5 x laptops used by Officers have been identified for replacement to ensure continued compliancy.

DECISION

Members are required to **RATIFY** expenditure of £7,350 excluding VAT for 6 x new Dell OptiPlex Micro Desktop PC's and 5 x new Dell Latitude 5000 Series Laptops to ensure Windows 11 compliancy.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2024**

AGENDA ITEM 23 - FINANCIAL REPORTS INCLUDING: -

REPORT BY ASSISTANT CLERK

FOR DECISION

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF MARCH AND APRIL 2024 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of March and April 2024 are being copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF MARCH AND APRIL 2024 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 March and April 2024.

DECISIONS

To **NOTE** receipt of the financial reports for the month of March and April 2024.

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 2024, 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 - 3rd JUNE 2024**

AGENDA ITEM 24 - CORRESPONDENCE

FOR INFORMATION

1. Agenda and supporting links I NALC Climate Emergency Network Zoom session 03.05.2024
2. April twinning minutes and May agenda - forwarded to Cllr Goodheart Town Council rep 03.05.2024
3. Letter from member of the public raising their concerns on the level of flooding in the area - no name of address
4. Sussex Police and Crime Commissioner newsletter Remember to ShopKind – Circulated to all Councillors 03.05.2024
5. Office for National Statistics April Newsletter 07.05.2024
6. WSCC cancellation notice for the Cabinet Meeting on 21st May 2024 - Circulated to all Councillors 07.05.2024
7. VAAC fundraising training sessions - Circulated to all Councillors 07.05.2024
8. BR BID Message and survey from University of Chichester student Ashley Namitala, who worked with the BID - Circulated to all Councillors 08.05.2024
9. NALC Chief Executive's Bulletin - Circulated to all Councillors 08.05.2024
10. NALC Newsletter 08.05.2024
11. LGA May 24 Sustainability Bulletin - Circulated to all Councillors 08.05.2024
12. Stonepillow event 'Film on the Green' forwarded to Cllr Barrett Town Council rep 09.05.2024
13. Sussex Police and Crime Commissioner newsletter re-elected - Circulated to all Councillors 10.05.2024
14. Armed Forces Day (Jan Malpas) thank you and receipt for Grant Aid Funding 13.05.2024
15. NALC Job listings 13.05.2024
16. Sussex Alerts Investment Fraud & a new Self Help Tool Centre - Circulated to all Councillors 14.05.2024
17. Update from BRHAPB re. Bognor Regis Puppet Party - Circulated to Members of P&R Cttee 15.05.2025
18. VAAC E-bulletin - Circulated to all Councillors 15.05.2024
19. NALC Newsletter 15.05.2024
20. WSCC News Release Preparations are underway to commemorate 80th anniversary of D-Day and mark West Sussex's key role - Circulated to all Councillors 15.05.2024
21. ADC advising Travellers in King George V playing fields in Felpham 16.05.2024
22. Further to Nick Gibb's acknowledgement of the letter from BRTC regarding flooding in the area, a response has now been received from the relevant MP, Robbie Moore, the Parliamentary Under Secretary of State for Environment, Food & Rural Affairs - Circulated to all Councillors 16.05.2024
23. BR BID Extended deadline: Artificial Intelligence Survey - Circulated to all Councillors 16.05.2024
24. West Sussex Mind Self-Harm training for professionals 16.05.2024
25. WSCC Residents eNewsletter Bus travel for less, fun in the sun, recycle care equipment, volunteering and more! - Circulated to all Councillors 16.05.2024
26. NALC Chief Executive's Bulletin - Circulated to all Councillors 16.05.2024

AGENDA ITEM 24

- 27.** ARUN Newsletter 17.05.2024
- 28.** Sussex Police and Crime Commissioner funding available for community groups helping to keep Sussex safe - Circulated to all Councillors 17.05.2024
- 29.** ADC Travellers update - Circulated to all Councillors 20.05.2024
- 30.** Media release from ADC on the start of 'enabling' works at The Arcade, Bognor Regis - Circulated to all Councillors 21.05.2024
- 31.** Media release from ADC re contractor appointment for the Alexandra Theatre rejuvenation - Circulated to all Councillors 21.05.2024
- 32.** Govia Thameslink Railway Weekly capping introduced on keyGo - Circulated to all Councillors 21.05.2024
- 33.** West Sussex Mind May News update 21.05.2024
- 34.** NALC Newsletter 22.05.2024
- 35.** WSCC Environment & climate change newsletter May edition - Circulated to all Councillors 22.05.2024
- 36.** BR BID Bank Holiday events in Town - circulated to all Councillors 22.05.2024
- 37.** BR Carnival Association pre carnival event feedback from funding - Circulated to all Councillors 23.05.2024
- 38.** NALC Chief Executive's Bulletin - Circulate to all Councillors 23.05.2024
- 39.** Arun and Chichester Citizens Advice Newsletter - Circulated to all Councillor 24.05.2024