



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 29th JULY 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 29th July 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 22nd DAY of JULY 2024

TOWN CLERK

AGENDA AND BUSINESS

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

- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To Approve the Minutes of the Meeting held on 3rd June 2024
 5. ADJOURNMENT for public question time and statements
 6. Clerk's report from previous Minutes
 7. Update and consideration of proposals for Town Centre Events – Report from the Events Officer
 8. To note the Notes of the ADC Free Parking Scheme Review Working Party Meeting held on 13th May 2024 – Min. 9 refers
 9. To receive the Town Force Report
 10. Report on Town Centre issues including any reports on meetings with the BID Management Board
 11. To note the change in date of the Extraordinary Policy and Resources (Grant Aid) Meeting scheduled to take place on 21st January 2025 – Min. 13.3 refers
 12. To receive any further update regarding the Town Council's participation in Bognor Regis Seafront Lights' Illuminate Bognor event (Cllr. Wells to report) – Min. 18 refers
 13. To receive and note the Monthly Community Warden report from the Bognor Regis BID, including business crime reporting through DISC, for May and June 2024
 14. To note the updated Treasury Management Policy and agree that it be recommended to Council
 15. Rolling Capital Programme including: -
 - To ratify expenditure of £1,215 excluding VAT for replacement of 3 x Twinned Town Signs located on the front of the Town Hall
 16. Bognor Regis Carnival – query as to whether there will be any implications to the funfairs that visit and to the Carnival as a result of the WSCC planned changes to the Esplanade – Min. 7.9 refers
 17. To receive an update in relation to Boom Community Bank - Min. 16 refers
 18. To consider a request from Rox for the £1,000 Grant Aid 2024 funding to be reutilised for purposes other than first agreed – Min. 107 refers
 19. To consider and agree any application for an allocation of funding available from the Safer Arun Partnership to protect community assets from criminal damage or antisocial behaviour
 20. Financial Reports including: -
 - To note Committee I&E Reports for the months of [May](#) and [June](#) 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 May and June 2024, undertaken by the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations
 21. Correspondence
 22. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
 23. Town Force: Note of outstanding debtors

Agenda item **23** 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**



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 3rd JUNE 2024

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Brooks, S. Goodheart
Miss. C. Needs, N. Smith, Mrs. J. Warr, P. Wells, P. Woodall
and Mrs. G. Yeates

IN ATTENDANCE:

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

The Meeting opened at 6.30pm

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

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

It was further **NOTED** that Cllr. B. Waterhouse was elected Chair and Cllr. P. Wells was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 13th May 2024.

2. 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.

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

Apologies for absence were received from Cllr. Oppler with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

4. **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 as a BID Levy Payer

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 25th MARCH 2024**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 25th March 2024 and these were signed by the Chair.

6. **ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

The Chair adjourned the Meeting at 6.32pm

The member of the public, although acknowledging that it was a matter for West Sussex County Council (WSCC), spoke about potholes on local roads. They were of the opinion that many were caused by utility companies digging up roads and not repairing the surface to an adequate standard.

They suggested that a mandatory guarantee should be put in place to ensure that such companies carry out groundworks were required to repair to a high quality, rather than WSCC utilising taxpayers' money to cover the repair costs.

Members felt that this was a discussion for the Town Council's Planning and Licensing Committee and asked that it be referred to them.

A Member seated in the public gallery asked whether it would be possible for the Town Council to collate a list of alternative funding streams which could be shared with Grant Aid applicants who were unsuccessful in obtaining the full funding that they had asked for. It was proposed that this list could be included with the letter sent to applicants informing them of the outcome of their application.

The Chair reconvened the Meeting at 6.39pm

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1 31st July 2023 - Min. 33 Bognor Regis BID installation of an augmented reality archway on the promenade

Following the installation of the augmented reality archway on the promenade at the end of March 2024, notification has been received via BR BID that it is intended to donate the information pedestal (valued at £650) to the Town Council when the exhibition closes in approximately 18-months, to promote the Town Council's decked area as an accessible platform from which to enjoy the views of the beach.

7.2 11th December 2023 - Min. 98.1 Town Crier Honorarium

As proposed and agreed as part of the Budget proposals for 2024-2025 and subsequently agreed by Council, an Honorarium payment has been made to the Town Crier. Members felt Jane was an excellent ambassador for Bognor Regis, going above and beyond the expectations of the role, and putting the Town on the map time after time. Following receipt of the payment the Town Crier responded as follows: -

"Thank you so much for your letter of April 16. To say that I am overwhelmed would be an understatement.

As you know I take enormous pride in representing Bognor Regis and extolling the virtues of our town when I 'cry' around the country. And it goes without saying that I relish every opportunity to proclaim at events throughout the town as and when my services are required.

I have been lucky in enjoying the support of the Councillors as a whole, but also the succession of Mayors with whom I have struck up an enjoyable working relationship.

I am looking forward to working alongside Claire in 2024/5 and am certain we will make a formidable team.

I have copied Rebecca into my reply but would appreciate you passing on my thanks to all the Councillors at a suitable moment in time.

I cannot express enough how much their support and appreciation of my 'work' means to me.

Let's hope that I will bring more acclaim to the town in the coming months."

7.3 25th March 2024 - Min. 135.1 UKSPF Bike Repair Stations Project

Members were updated at the last meeting in connection with progress made to date in relation to the UKSPF Bike Repair project. Everything is now in place except the legal documentation with regards to the leases to allow for these to be installed on ADC land. Draft leases are still awaited from ADC and following receipt, these will be reviewed by the Council's legal representative before being signed off. Town Force will then be able to proceed with installation and a launch campaign will be run by BRTC to promote this project to the public.

7.4 25th March 2024 - Min. 135.3 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding

Following agreement by Members to support the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) by entering into a three-year Funding Agreement, the Clerk advised at the last meeting that the Funding Agreement had been signed and returned. It was further reported that a copy of their accounts as a condition of the agreement would be provided once completed. Members are asked to note that these have now been received.

7.5 25th March 2024 - Min. 135.4 Boom Community Bank proposal to set up a No Interest Loan Scheme for Bognor Regis Residents

An update on progress with the scheme is an item on the agenda later in the meeting. In the meantime, Members are asked to note that a signed copy of the NILS Grant Agreement, and the Deferred Share Certificate denoting Bognor Regis Town Council's shareholding of (4,500) four thousand five hundred shares in Boom Community Bank have been received. Also, as a new corporate member of Boom Community Bank, the Council's active membership is maintained with a minimum shareholding of 5 Non-Deferred Shares with a nominal value of £1.00 each. The Corporate Savings Account in which these funds are lodged was opened on 19th April 2024.

7.6 25th March 2024 - Min. 135.8 Repairs to Southern End of Gloucester Road Wall

Following reinstatement of the wall, Members were previously advised that liaison was taking place 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. A response has now been received from the Traffic Engineer as follows: -

“West Sussex County Council have adopted an evidence-based approach for new traffic signs and road markings, as per the advice in the Department for Transport's Traffic Signs Manual, which is a document followed by all Highway Authorities to provide road signage and markings. This emphasizes that all signage should be kept to a minimum or installed only if there is an evident road safety need.

Warning signs and road markings can play an important part towards improving road safety. However, they should only be used where there is a specific safety issue or hazard, not to sign readily apparent conditions or routine features of the road, such as bends and junctions. Overuse of warning signs and markings can dilute their effectiveness and tends to bring them into disrepute. For example, it should not be necessary to place roundabout or traffic signal warning signs in addition to map type advanced direction signs or where the traffic signals or roundabout are clearly visible. Similarly, junction warning signs should not be necessary in street-lit urban areas, where there are frequent side-road junctions.

Our Road Traffic Collision data shows that there have been 3 collisions resulting in injury at this location in the last 5-year period. The bend was recently assessed by our Road Safety Team with input from Sussex Police following the fatality in 2022, and it was determined that there isn't currently a need for additional signage at this location, as warning signs should only be installed where there is an identified hazard or evidenced road safety issue. Of the incidents that occurred there, investigations indicate additional signs would not have affected the outcome, due to the individual circumstances of those incidents.

With regards to your comments around the chevron being installed in one of the panels as part of the wall construction, you are correct in stating that the existing chevron sign was previously mounted lower, but it appears to have been mounted at the current height following the RTC in 2020, as a result of damage to both the sign and the wall. It also looks as though the sign was reduced in size at that time, but it wouldn't be best practice to lower the height of the sign or mount on the wall, due to the size of sign and wall space available. This is also due to the positioning of the chevron sign as it would be too low and is therefore unlikely to be picked up by vehicle headlights. Reducing the height of the chevron could also cause risk for pedestrians at head height, as the recommended height of a sign on a footway is 2.1m.

It's also unlikely that the footway width is sufficient for bollards/safety barriers. Both the injury collisions involving vehicle contact with the wall occurred in the early hours of the morning, where pedestrian movements would be low. The only potential reason for WSCC installing bollards/hazard markers with reflectors would be to aid guidance for drivers taking the bend, but these could not be placed on the outside of the bend (where they would serve best purpose) due to the access to the foreshore. Additionally, neither

bollards nor pedestrian guard rail would stop an out-of-control vehicle and equally, WSCC doesn't install barriers to protect private property.

It is understandably difficult for some road users to identify the bend in the road, with the eastbound nature of the road consisting of the straight approach and open forward vision, but this is the reason for the existing chevron sign to be in place, as it would not normally be required in a street-lit urban area. The hatching and other centre road markings within the vicinity have recently benefitted from refurbishment, as my local knowledge would suggest that generally southbound approach speeds are much lower than those approaching eastbound along The Esplanade.

Too much signage on public highways can contribute towards a confusing road network for motorists using the road, and the Campaign for the Protection of Rural England (CPRE) mount campaigns to reduce sign clutter. Transport Advisory Leaflet 01/13 2013 outlines this - [Reducing Sign Clutter \(publishing.service.gov.uk\)](https://publishing.service.gov.uk).

It may be that we can consider increasing the size of the Chevron sign if/when future maintenance of the sign is required, but it wouldn't be best practice for us to intervene at this stage. Unjustified signing should not be used at individual locations simply in response to complaints from the public. Care should be taken to ensure that a route is treated consistently, as it is the responsibility of all road users to take appropriate care when using the road. All road users should drive to the prevailing conditions, observe any warning signs provided, and reduce their speed accordingly."

- 7.7 25th March 2024 - Min. 139 2024-2025 Partnership Funding for CCTV**
 Following a request for an update from ADC regarding how the Town Council's contribution is used towards providing the CCTV in the Bognor Regis Town Centre so that Members have a better understanding of how this service is provided, funded and any potential plans for improvement to the scheme, a response has now been received from the Director of Environment & Communities as follows: -

"In respect of the update your Members have requested, public facing CCTV in Bognor Regis is supplied by the District Council, to support the prevention and detection of crime by Sussex Police. The costs for maintenance and transmission for the year 2023/24 totals £19,164. The annual contribution of £2,000 from BRTC is very gratefully received and certainly helps towards the costs of the 12 cameras within the town council boundary area.

We have recently invested approximately £30,000 to upgrade all public facing CCTV equipment to a cloud-based recording system. This will allow a more flexible viewing platform for Sussex Police and follows BT's announcement that they are going to increase the charges of ground cabling transmission system by almost 6 times."

7.8 25th March 2024 - Min. 139.2 2024-2025 Partnership Funding for Bognor Regis Seafront Lights

Following the release of the Partnership Funding for 2024-2025 a letter of thanks has been received from the BRSFL Secretary as follows: -

"I am writing to acknowledge the cheque for £6,000 from the Town Council for the Seafront Lights, kindly collected by Jeanette Warr on our behalf at the recent Civic Reception.

We have received much positive comment on the effectiveness of the new Astronomical timers, which have not only improved reliability of the displays, but now allow the lights to come on at dusk throughout the year, something we know that Town Councillors have requested in the past.

Certified 23-24 accounts will be forwarded once available.

Please convey our thanks to members for their ongoing support."

7.9 25th March 2024 - Min. 143.2 Bognor Regis Carnival

The Chair of the Bognor Regis Carnival Association has written to the Clerk and asked that the following question be put to Members at the next convenient meeting.

"With the changes planned for the Esplanade do members know if there will be any implications to the funfairs that visit and to the Carnival itself? As you know the Esplanade is vital for both of these to take place. Is the Council supportive of Carnival and the funfairs still being able to use the Esplanade as both are integral parts of the events calendar for Bognor Regis?"

Unfortunately, this was received too late for this to be included as an agenda item at this meeting, so this will be included as an item for the meeting on 29th July 2024. In the meantime, the Clerk will make some tentative enquires with WSCC Highways regarding the impact that their proposed works may have for future events that use the Esplanade so a report can be made back to Members at the July meeting, so they are better informed.

7.10 25th March 2024 - Min. 148 Business Wardens Service Level Agreement

Having submitted the agreed document to the Bognor Regis BID a signed copy has now been returned to the Town Council.

7.11 Council Meeting on 4th March 2024 – Min. 180 Letter to ADC requesting consideration of the identified works to improve the overall appearance of the Town Hall

Members will recall that it was agreed at the Council Meeting in March that a letter be sent to ADC regarding the current condition of the Town Hall requesting consideration be given to repairs to the exterior of the building, as identified by Councillors. In response to the letter the Interim CEO's advised as follows: -

"As you will be aware, the Council has resolved to consider its future accommodation needs which include the Town Hall.

Therefore, until this exercise has been completed, the Council is likely to only be undertaking scheduled planned maintenance and dealing with any specific Health & Safety issues. Notwithstanding this, I have forwarded on your letter and images to our Property & Estates team for them to review."

A follow up to seek some clarification on the District Council's accommodation review and any guidance as to when the review might be concluded, and a decision taken with regards to the future of the Town Hall was sent with the following response received: -

"The accommodation review is a big piece of work which we will be conducting this year, and I will be in contact again when I have some clear timelines for the review."

7.12 Council Meeting on 4th March 2024 – Min. 182 Letter to Central Government highlighting the severe impact the recent flooding events have made on Bognor Regis and the wider area

Members will recall that it was agreed at the Council Meeting in March that a letter be sent to Nick Gibb MP, highlighting the severe impact the recent flooding of homes and businesses in Bognor Regis has had, stating the need for a Moratorium on new builds in this area, and further requesting that additional funding be allocated to the various agencies to undertake any works required to mitigate further flooding events in the Bognor Regis area. An acknowledgement was received from Nick Gibb MP on 9th April advising that he had written to the Department for Environment, Food and Rural Affairs and would respond further once a response from the minister responsible was received. A further response has now been received with a copy of the response from Robbie Moore MP, the Parliamentary Under Secretary of State for Environment, Food & Rural Affairs. A copy of the response was circulated to all Councillors by email on 16th April for information and noted on the correspondence list.

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

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

Joint Consultative Sub-Committee (Staffing)

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

The Town Clerk's report, including the appendices relating to the Notes of the Working Party Meeting held on 5th February 2024 and the excerpt from the Minutes of ADC's Environment Committee Meeting on 19th March 2024, was **NOTED**.

Cllr. Waterhouse, who had attended the Working Party Meeting, and the follow-up meeting thereafter, spoke of the parking schemes proposed which had included, for example, the continuation of the app alongside the cardboard discs that could be used in both Bognor Regis and Littlehampton.

10. **INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2023-2024 (FINAL)**

The Town Clerk's report and Internal Audit Report 2023-2024 (Final) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised.

In response to the minor point raised by the Internal Auditor in relation to a review of the insurance policy schedule, Members **RESOLVED** to **AGREE** that 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.

11. **TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2023/24**

The Chair welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2023/24.

Mr. Kemp advised that the headline figure was that, as expected, expenditure for the year 2023/24 had exceeded income by £100,000, however, this was covered by Reserves. The overall loss was £7,944, which he felt was not cause for concern, compared with an anticipated overspend of £87,000.

Attention was drawn to the simplified reporting treatment that was required by the Annual Governance and Accountability Return (AGAR). As a consequence, the impact of the Town Council's investment in Boom Community Bank (BCB) was not obvious with Mr. Kemp explaining that for the purposes of AGAR this was treated as expenditure as shown in box 6. In order to ensure that this investment in BCB was borne in mind for future years, Mr. Kemp had included the share investment and the loan fund created as an asset on the register so that it remained visible year on year.

Members would need to decide annually as to what to do in regard to the value of the loan fund and Mr. Kemp recommended that this be considered bi-annually at budget setting and again when approving AGAR and the accounts. However, with this investment in its infancy, it was too soon to carry out a review at this time.

Following a question in relation to some of the headers used in the Unaudited Financial Statements for the year ended 31st March 2024, it was explained to Members that the headers used came from best practice for accountancy codes and, basically, reclassified the Council's expenditure to best fit into these standard headers. Mr. Kemp stated that he would be happy to sit with any Members, to explain this in more detail, during one of his future visits.

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

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2024 INCLUDING: -

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

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

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2023/24 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

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

Having considered the Town Clerk's report, which detailed the accounting statements to be agreed, Members unanimously **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, having considered each one individually and indicating their agreement by a show of hands, noting that statement 9 was not applicable to the Town Council.

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

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2023/2024 and that Section 1 is

signed by the Chair of the meeting of the Council 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

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2024 and **RESOLVED** that these be signed by the Chair of the meeting of the Council 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)

Members considered the Accounting Statements for 2023/2024 as detailed in 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

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

Members further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2023/2024 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

13. GRANT AID INCLUDING: -

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

13.1 To consider replacing the current guidelines/criteria with the Grant Awarding Policy proposed

In considering the draft Grant Awarding Policy proposed, a Member asked that mention of organisations raising their own funds be included in the policy wording. A Member queried the statement that "the Town Council will not fund 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".

Reference was made to the Town Council having previously awarded Grant Aid monies to local Girlguiding and Scouts groups who, as a branch of a national organisation, most likely did not meet the requirements of the statement in its current format. Therefore, it was suggested that the policy wording be amended to read "the Town Council may not fund etc." in

addition to an explanation that “each application will be measured on its own merit with funds awarded at Members discretion”.

Members **RESOLVED** to **ADOPT**, with amendments, the Grant Awarding Policy attached to the Minutes as **Appendix 1**.

13.2 To review the Grant Aid application form and amend if required

Members **APPROVED** the Grant Aid application form for Grant Aid 2025, without any further amendments to those identified on the one presented.

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

There was some discussion about timings around considering and awarding Grant Aid applications. It was acknowledged that the process needed to allow time for budget setting, however, there was concern that with the budget not being approved until January each year, this left event organisers in limbo as to whether they would receive funding from the Town Council. With there being no suitable alternative in relation to timings, particularly in an election year whereby Council could not commit a future Administration to pre-agreed spending, the possibility of future consideration of Partnership Funding was proposed.

Members **AGREED** that an Extraordinary Meeting of the Policy and Resources Committee, at which Grant Aid 2025 applications will be considered, will be scheduled to take place on Tuesday 21st January 2025 at 6.30pm.

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

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

Following nominations, Members **AGREED** that Cllr. Woodall would attend the Arun Community Transport AGM on 19th June 2024, on behalf of the Town Council.

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

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

Members considered the request from a member of the public in relation to a joint art project with Arun District Council (ADC) and West Sussex County Council (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. It had been suggested that the Orchard Way and Gordon Avenue subways would then be left for graffiti offenders, which the member of the public believed could be the answer to the long-term issue of graffiti in the local subways.

The general consensus was that this initiative had the potential to be successful in its aims with suggestions including inviting the Bognor Regis Youth and Community Centre and the Bognor Regis BID to be involved, and that the artwork theme could reflect the Wayfinding scheme adopted.

Cllr. Wells redeclared an Ordinary Interest as a BID Levy Payer

A Member pointed out that it was unlikely that the Bognor Regis BID could be involved in the project as the subway was located outside of the BID area and that the BID could not work outside of their remit.

Members **AGREED** to **SUPPORT IN PRINCIPLE** the proposal for a joint art project for Hotham subway, to be funded from General Reserves, with Officers asked to approach ADC and WSCC inviting them to work in partnership.

A note of appreciation was extended to the Council's Town Force team for their involvement with the Bognor Regis Carnival and for their contribution in ensuring that Billy Bulb was in attendance.

In reference to the need to hire a digger to clear the substantial build up of shingle on the seafront decked areas, a Member queried the associated costs. The Clerk did not have this information to hand but advised that they would look into this.

16. TO RECEIVE ANY UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 135.4 REFERS

The Town Clerk's report and related appendices, providing an update in relation to Boom Community Bank was **NOTED**.

17. CONSIDERATION OF DRAFT CRITERION FOR PARTNERSHIP FUNDING AND ITS ADOPTION – MIN. 140 REFERS

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

Following consideration, it was **AGREED** to **ADOPT** the criterion proposed for Partnership Funding, without amendments.

Members **RESOLVED** 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.

It was further **AGREED** that for 2025/2026, the Partnership Funding process follows the same cycle as that adopted for the Town Council's Grant Aid scheme whereby applications for Partnership Funding would be invited in the Summer of 2024. These applications would then be considered at the same Extraordinary Policy and Resources Committee Meeting, in January 2025, at which Grant Aid applications are reviewed.

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

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

Cllr. Wells spoke of Billy Bulb's attendance at the Bognor Regis Carnival, having been decorated according to the theme 'Flower power', by Town Force and some Councillors, and was well received by spectators. Cllr. Wells reported that he had spoken with the organisers of ILLUMINATE Bognor, about them booking an attraction or whether this was to be arranged by the Town Council, and was awaiting a response, after which Cllr. Wells would liaise with the Clerk.

Members **RATIFIED** 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.

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

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

Members reconfirmed and unanimously **RESOLVED** to **AGREE** that the Town Clerk has Delegated Authority to issue a 'Notice to Quit' in relation to allotment tenancies, in accordance with current legislation.

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

The Town Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of March and April 2024, and the BID report relating to business crime reporting through DISC for the months of January – April 2024, was **NOTED**.

21. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2024

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31st March 2024, was **NOTED**.

Members were 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.

22. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

22.1 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

Members **RATIFIED** 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.

22.2 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

Members **RATIFIED** 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.

22.3 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

Members **RATIFIED** 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.

Following a query from a Member as to what was to become of the devices being replaced, the Clerk advised that she would make enquiries as to their compatibility and suitability in being offered for use.

23. FINANCIAL REPORTS INCLUDING: -

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

23.1 To note Committee I&E Reports for the months of March and April 2024 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the months of March and April 2024.

23.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 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**.

24. CORRESPONDENCE

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

25. 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).

26. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

Cllr. Brooks declared a Pecuniary Interest as a sponsor

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

Before considering whether to escalate one of the outstanding debts to the Small Claims Court, Members requested that further attempts be made to have the debt settled in an effort to retain professional relations with the Debtor in question. Contact details for the Area Manager were provided to the Town Clerk.

The Meeting closed at 8.19pm

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2024

AGENDA ITEM 7 - UPDATE AND CONSIDERATION OF PROPOSALS FOR TOWN CENTRE EVENTS

REPORT BY THE EVENTS OFFICER

**FOR INFORMATION
AND DECISION**

Regrettably the planned BMX Stunt Show, as proposed at the Committee Meeting in March (Min. 136 refers), will not be able to proceed for 2024 due to paperwork from the contractor not being received within the 12-week timeframe to apply for a road closure. The event was planned to take place in the High Street, with a road closure from Lennox Street to Sussex Street to allow for the event area, emergency service access and audience space without blocking shop fronts and allowing ingress and egress.

Due to the size and scale of this type of event a road closure is necessary, and would not work within London Road and, as the remit was for 'Town Centre' events, there is no other area within the Town Centre that is an acceptable event space for the BMX Stunt Show. The Events Officer did enquire with ADC as to the possibility of utilising the Place St Maur, however, was advised that this is not an option as an event space due to the works taking place at the Alexandra Theatre.

Because of this, other event options have been further researched, however, the options are quite limited without utilising a road closure, as the space within London Road is very restrictive and with lots of street furniture adding to the space issue.

A French Market was investigated and would be possible at no cost to the Council, however not for 2024, as there is not enough time to get the vendors in and to advertise the market sufficiently. It is the Officer recommendation that a market is secured now for 2025.

Members are asked to note that the initial proposed BMX Stunt Show could be rescheduled for 2025, which would allow for all ADC requirements to be completed in time, and for ample advertising lead times, which due to budget timeframes is not normally possible with BRTC led events. It is the Officer recommendation that £3,000 of the £6,000 budget be utilised to hold the planned BMX Stunt Show in 2025.

To ensure that a Town Centre event is delivered for 2024, it is the Officer recommendation that an Eco-themed Fun Day be brought into the Town Centre, London Road, details of which are below: -

Save The Planet – Eco Themed fun days

A day full of eco- themed acts and activities based around a trail that shops can connect to in the centre.

Each shop would have a clue in their window – and children would need to go round the shops to find all the clues and come back to the desk for a small prize.

On the way round there would be a variety of walkabout acts, games and arts and crafts for people to do.

Trail start and end: Mrs Greenfingers – come and get your map and pen for the start of the trail with our local gardener – Mrs Greenfingers.



Walkabout act 1: Mother Nature and Squirrel

Mother Nature in all her glory has graced this planet with her presence. Stand aside and let her through!

She is sick and tired of people making a mess and not recycling properly so she has decided to come back and help save the planet. With her witty interactions she will play recycling games with children, leave signs up where she has cleaned, and cordon off areas she needs to clean up.

Not forgetting the adults, she will hand out cheeky notes to those she sees littering or not recycling and use her loud hailer to give disgruntled messages about how this really should have been done months ago!

Keeping the event jolly and fun, her sidekick will get people motivated to help clean up and help fill their trolley with recycling as they go. They will also hand out small natural gifts including pebbles and flowers to people who get involved and help!

3 x 45-minute sets within a 4 hour period.



Walkabout 2: Cheeky Foxes

Come and play games with our 2 cheeky foxes. This pair will play games based on food and food waste, getting children having fun while thinking about the environment. This has the option for bubble play as well with younger.



Arts and Crafts; Make a bird mobile with the Arts and Crafts team – learn about British birds and have a mobile to take home when you have finished.

DECISIONS

Do Members **AGREE** that an Eco-themed Fun Day event be arranged, to be held in the Town Centre as a substitute for a BMX event this year, with expenditure of up to £3,000 from the budget available? If so, Members are asked to further **AGREE** whether this should be held on a weekday or during the weekend.

Do Members **RESOLVE** to **AGREE** that £3,000, from the budget of £6,000 for Town Centre events, be earmarked for a BMX Stunt Show to be held in 2025?

Members are invited to **AGREE** whether they would like Officers to proceed with arrangements for booking in a French Market, at no expected cost to the Town Council, for 2025.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 29th JULY 2024**

**AGENDA ITEM 8 - TO NOTE THE NOTES OF THE ADC FREE PARKING
SCHEME REVIEW WORKING PARTY MEETING HELD ON 13th MAY 2024 –
MIN. 9 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 Councillors Oppler and Waterhouse would be the Town Council Representatives.

Councillor Waterhouse attended the second Working Party Meeting held on 13th May 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 20th June 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 Agenda Item 11

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

1

FREE PARKING SCHEME REVIEW WORKING PARTY

13 May 2024 at 6.00 pm

Present: Councillors Wallsgrove (Chair), Wiltshire (Vice-Chair) and Blanchard-Cooper

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)

9. WELCOME AND INTRODUCTION

The Chair welcomed members of the Working Party and Officers to the meeting.

As there had been a change to the membership of the Working Party since the first meeting, introductions were made, and it was confirmed the membership would be made up of the following:

Councillor Sue Wallsgrove	Arun District Council Environment Committee Member
Councillor Billy Blanchard-Cooper	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

10. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Greenway and Mike La Traille.

11. 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 agenda as a Member of Littlehampton Town Council.

Councillor Blanchard-Cooper declared a Personal Interest in all items of the agenda as a Member of Littlehampton Town Council.

12. MINUTES

The Minutes of the meeting held on 05 February 2024 were approved by the Working Party. These would be signed after the meeting.

13. WORKING PARTY TERMS OF REFERENCE

Upon the invitation of the Chair, the Group Head of Technical Services explained that at the Arun District Council (ADC) Environment Committee meeting on 19 March 2024, the Committee agreed to change the Terms of Reference for the Free Parking Scheme Review Working Party 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

The reason for this change was that the Vice-Chair of the Environment Committee was unable to attend the Working Party meetings. Cllr Blanchard-Cooper would now sit on the Working Party as a nominated Member of the ADC Environment Committee.

The Group Head of Technical Services then reminded members of the purpose and objectives of the Working Party as set out in the Terms of Reference.

The Working Party noted the revised Terms of Reference.

14. TWO HOUR TOWN CENTRE PARKING SCHEMES

Upon the invitation of the Chair, the Group Head of Technical Services presented the report to the Working Party. He reminded members that they had been asked to provide suggestions that they wished to be considered by the Working Party, at the last meeting. There had been several suggestions submitted by Heather Allen from Bognor Regis BID, which could be found in Appendix A of the report. Officers had carried out further work on each of these options, and the detail of this was contained within the report. There had also been a submission by Mike La Traille which had been received after circulation of the agenda. This had been provided to members separately in a supplementary pack in advance of the meeting, and paper copies of this were also available at the meeting. Members were also provided with an additional document at the meeting, which was an Options Comparison Chart (based on 50,000 sales of physical and virtual discs), comparing the costs of each option highlighted in the report.

The Group Head of Technical Services presented each option to the Working Party. Questions and discussion took place after each option was presented, as briefly summarised below.

Option A – The scheme remain unchanged.

- One member asked whether an average usage could be agreed upon as a base for discussion. Officers and other members felt this was not possible, as the data was not available, and it would likely vary from user to user and between Littlehampton and Bognor Regis.
- It was asked whether there was a solution for parents wishing to use the car parks twice each day for short periods during school drop-off and pick-up. Officers confirmed there had been no complaints regarding this so far, and they were communicating with West Sussex County Council around this matter. Some parents had been arranging to share journeys, so one parent would collect, and another would drop-off.

Option B - Continue the scheme but explore changes in price to the end users.

- It was felt by one member that it was unrealistic to ask businesses to purchase the discs for a much higher value, as the income they would generate from the disc would still be the same. Currently, businesses selling the discs were making 40p per disc, and if the outlay was higher, this would not be worthwhile to them.
- One member felt the figures had not established that ADC was making a loss on the sale of the discs. Further discussion took place around the difficulty of estimating costs to ADC without usage data, which was why it was necessary to review the current scheme.
- It was felt that businesses were selling the discs for the footfall it brought to their shops, not the profit from the sales of the discs.
- One member suggested that rather than operating 2 discs, a singular 'One Arun' disc be created, with the pricing around £5 per disc. This could potentially be a virtual only scheme.
- While physical discs were still in use, data could not be obtained on usage and therefore cost of the scheme.

- There was a suggestion that the discs could potentially offer 3 hours of free parking instead of 2, but it was recognised that this would add to ADC's cost of delivering the scheme.
- Members were keen to support the town centres and increase footfall.
- It was suggested that best practice be obtained from other local authorities. The Group Head of Technical Services reiterated that members had been asked at the first meeting to carry out research and look at potential solutions. No other Sussex Council operated a free town centre parking scheme.
- One member had researched the correlation between parking and footfall, and had found a 2015 study which looked at free parking. It had found a relationship between free parking and town centre footfall, but it was difficult to establish how much weight this carried, and it was felt there was more of a focus around accessibility, how well the town was looked after and the facilities on offer.
- Chichester had no free parking scheme, but the town centre was busy.
- It was asked whether observational surveys could be carried out to provide more data. The Group Head of Technical Services explained this was technically possible, but would take resources to implement.

Option C – Increase partner contributions

- It was thought the lack of data around how much the scheme was costing ADC would make it difficult to arrive at a contribution figure.

Option D – Virtual permits only. The Group Head of Technical Services explained this achieved the three objectives of acquiring usage data, stopping abuse of the scheme, and reducing admin costs.

- It was asked whether a virtual only scheme could incorporate multiple separate free 2 hour parking stays within the same day. Officers confirmed that currently users could only park free once per day, whether or not they used the full 2 hour free parking period, however they could pay virtually to top up their parking for additional hours. Officers could look into whether multiple free parking sessions would be technically possible.
- It was asked whether a single Arun virtual disc could be used in both Bognor Regis and Littlehampton on the same day. Officers confirmed users could only use the free parking once per day if these were part of the same disc scheme.

Option E&F – Pay on exit technology. The Group Head of Technical Services explained there were legal complexities around the use of Automatic Number Plate Recognition (ANPR) technology by a local authority, which did not apply to private landlords. This could be further investigated by Officers if the Working Party wished. The use of barrier technology could also be further explored if the Working party were interested in this option.

- One member felt pay on exit technology was well established and would be the least open to abuse.
- It was asked why this option would be so costly. Officers explained spaces would be lost in order to fit in the barriers, and all car park users would get the first 2 hours free, so income would be reduced.

Option G&H - Cap 2/3-hour parking charges at 50p and £1. The Group Head of Technical Services explained the issue with this option was that there was no way of stopping users from repeat purchasing subsidised parking sessions, leading to abuse of the scheme.

Option I - Complete withdrawal of the schemes. The Group Head of Technical Services explained there was uncertainty over current use of the scheme, and also over the impact removal of the scheme would have on behaviour. 49% of people using ADC car parks currently used an app to pay for their parking, which cost extra to do so. People placed a value on convenience, and it was unclear the impact of free parking on town centre footfall.

- One member wanted this option ruled out, as he could not support removing the free parking scheme entirely.
- It was asked whether withdrawal of the scheme would mean the money saved could be used to support town centres in other ways, such as improvement grants, events, safety and security measures. Other members felt it was not possible to use car park revenue for other initiatives.

The Group Head of Technical Services also reminded members about the submission by Mike La Traille prior to the meeting.

The Chair explained that the Working Party needed to choose two or three options to be further researched by Officers, and be brought back to the next meeting of the Working Party for consideration. Following further review and discussion, the favoured options were:

- 1) Virtual only permits
- 2) A hybrid of both physical and virtual discs, with the virtual discs costing less for the end users to purchase than the physical discs.
- 3) Continue the current scheme but explore changes in price to the end user.

It was felt that the options should be looked at both for separate Bognor Regis and Littlehampton discs, and also for a singular Arun disc covering both towns.

A discussion took place around whether 2 hours free parking was restrictive and whether this should be increased to 3 hours, which would have to be reflected in the cost of the disc. Members did not agree to pursue this option further at this stage.

The Group Head of Technical Services asked members for a guide on suggested pricing for the discs. Some members felt this should be no higher than £5 per disc, whereas another member felt this could go up to £10.

One member was disappointed that ANPR was not being looked at further at this stage, although another member pointed out that this may still be looked at as part of the Parking Review.

For clarity, the Committee Manager read out the three suggested options (as written in the resolution) to be further researched by Officers, and be brought back to the next meeting of the Working Party for consideration. Each option was to be looked

Free Parking Scheme Review Working Party - 13.05.24

at both for separate Bognor Regis and Littlehampton discs, and also for a singular Arun disc covering both towns.

Having been proposed by Councillor Blanchard-Cooper and seconded by Councillor Wallsgrove,

The Working Party

RESOLVED – that

The following three options be further researched by Officers, and be brought back to the next meeting of the Working Party for consideration. Each option is to be looked at both for separate Bognor Regis and Littlehampton discs, and also for a singular Arun disc covering both towns:

- 1) Virtual only permits
- 2) A hybrid of both physical and virtual discs, with the virtual discs costing less for the end users to purchase than the physical discs.
- 3) Continue the current scheme but explore changes in price to the end user.

15. DATE OF NEXT MEETING

It was noted that the next meeting of the Free Parking Scheme Review Working Party would take place on Monday 15 July 2024 at 6.00pm.

(The meeting concluded at 7.29 pm)

Environment Committee 20.06.2024

Subject to approval at the next Environment Committee meeting

71. FREE PARKING SCHEME REVIEW WORKING PARTY - 13 MAY 2024

The Chair updated that the second meeting of the Free Parking Scheme Review Working Party had taken place on 13 May 2024, and the Minutes were attached to the Committee's agenda pack at pages 121-126. At the first meeting, members had been asked to provide suggestions that they wished to be considered by the Working Party during the second meeting. Several suggestions had been submitted by Heather Allen from Bognor Regis Business Improvement District (BID). There had also been a submission by Mike La Traille. Each of the options was discussed by the Working Party and they narrowed down that three options would be further researched by Officers and brought back to the next meeting of the Working Party for consideration. Each option was to be looked at both for separate Bognor Regis/Littlehampton discs, and also for a singular Arun disc covering both towns. The three options being looked at further were virtual only permits; a hybrid of both physical and virtual discs, with the virtual discs costing less for the end users to purchase than the physical discs; to continue the current scheme but explore changes in price to the end user.

The next meeting of the Working Party would take place on 15 July 2024.

There were no questions from Members.

The Committee noted the update.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 29th JULY 2024**

AGENDA ITEM 9 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Graffiti

As the graph below shows, there has been a significant drop in graffiti incidents removed and currently, there are no known incidents, apart from the three WSCC owned subways, to be dealt with.

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



The local Community Safety Partnership has awarded £4,000 to the Town Council to spend on graffiti removal. This funding will be utilised to clear graffiti from all three WSCC subways and to keep them clear of graffiti through weekly inspections and immediate removal of any new incidents. This regime will be in place until the funding runs out.

BR BID's contribution of £750 towards removing graffiti from their area in the 2024-25 financial year is awaited.

Arun DC have requested a quote for removal of graffiti from the south side of the Charles Purley viaduct which was provided on 5th July and chased on 16th July.

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 gully of the TF unit, where it meets the side wall of the neighbouring unit. The tenant's roofing contractor attended last month and it would appear that their fix has worked. It is not known whether any work was done to the gully of the TF unit.

Town Force Equipment

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

Town Force Vehicles

The Connect van and the single cab Ford Transit have both passed their MOT.

Legionella Site Surveys

Site survey of the TF yard and the seafront showers took place on 16th July. Contractor's report is currently awaited but there will be action points to follow up on with Arun DC in relation to the water storage tank in Hotham Park where TF will up their water bowzers and plumbing in the public toilets where the two seafront showers are fed from.

Horticultural activities

Planting of summer bedding has now been completed.

Hanging baskets have been installed at the Railway Station, in Queensway and in Aldwick Road. Railing troughs have been put in situ in Queensway and along the seafront.

Given the low balance of the horticultural supplies budget for this year, a meeting with the bedding plant supplier was held on 17th July. The purpose of the meeting was to find a way of staying within the budget with minimal impact on the displays around the town during the upcoming winter. The four-hour meeting was very productive, and the set goal should be achieved.

It is intended to apply for CIL funding from the Planning and Licensing Committee for improvements to the existing green infrastructure such as replacing the 20-year-old lavender on the Squareabout and planting a shrub centre piece in each roundabout boat and in the middle of Butlin's roundabout. This will reduce the size of each planting area, reduce the number of bedding plants needed which in turn, it is hoped will ease future budgetary pressures.

Shripney Road central reservation

The Contractor attended on 6th June, as planned, and cut the grass and hedge.

Sponsored Planters

Dedicated by Design have now joined the scheme and sponsor a planter in Durban Road which has been recently re-planted.

Southernbrook Lettings have decided to only renew two out of their three sponsorship agreements.

Planters currently available for sponsorship are: 2 x planters on Felpham Way, Martlets planter, A29/Orchard Way Yucca planter and 1 x Durban Road planter.

Aldwick Parish Council

The team is now contracted to water the Parish Council's planters and troughs located near the Rose Green junction throughout the summer season.

Events Support

Town Force supported the D-Day Beacon Lighting, Proms in the Park, Armed Forces Day, Town Criers Competition and Drive Through Time.

Revenue generating jobs

- Installation and regular watering of the Arcade hanging baskets for Arun DC;
- Installation and regular watering of hanging baskets for the Picturedrome Cinema;
- Installation of replacement drop down bollards for Middleton on Sea Parish Council;
- Installation of a new concrete base on Shrubs Field for Middleton on Sea Parish Council;
- Provision of crowd barriers for the Regis School Prom;
- Ongoing planter maintenance for Felpham Parish Council;
- Ongoing planter and flower bed maintenance for BRWM Hospital;
- Ongoing removal of shingle from the decking adjacent to the augmented reality portal for BR BID.

Examples of other jobs

In addition to the routine jobs, TF have also accompanied a contractor during the Town Hall clock service, moved planters away from the Theatre building in preparation for installation of the hoarding, provided chairs for a concert at the Jeneses Community Centre utilising the Events Officer's discretionary hours, distributed 2024 Events leaflets, completed a number of jobs at the allotments and serviced BRTC noticeboards.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 29th JULY 2024**

**AGENDA ITEM 10 - REPORT ON TOWN CENTRE ISSUES INCLUDING ANY
REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

The most recent Bognor Regis BID Board Meeting was held on the 13th of June 2024. Unfortunately, owing to sickness, the Assistant Clerk was unable to attend and with the Town Clerk on annual leave there was no Officer representation at this meeting. However, the Assistant Clerk was able to provide a written update, on behalf of BRTC, to the BID COO to be shared at the meeting.

When receiving the draft Minutes from the meeting of 13th June, Board Members were reminded that these remain drafts until signed off at the next Board Meeting (September 2024) and should not be shared outside of Board membership. While BID Board Members are encouraged to feed back to their respective management boards etc, the BID's policy is to make (approved) Minutes available to levy paying businesses on request.

Next Meeting:

The next Full Board Meeting is scheduled to take place on 5th September 2024.

The BID publishes regular updates on all of its activity, which Members are welcome to access outside of formal reporting. Members can subscribe to all BID Communications using the form at the bottom of every page of the BID website. Alternatively, links to the latest BID Updates are publicised in the "News" section on the homepage of the BID website (www.brbid.org). These updates are also received by the Town Council, and these are then circulated to all Councillors.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2024**

**AGENDA ITEM 11 - TO NOTE THE CHANGE IN DATE OF THE
EXTRAORDINARY POLICY AND RESOURCES (GRANT AID) MEETING
SCHEDULED TO TAKE PLACE ON 21st JANUARY 2025 – MIN. 13.3
REFERS**

REPORT BY THE TOWN CLERK

FOR NOTING

Owing to a change in staff resources, the Council Meeting (Precept) scheduled to take place on Monday 13th January 2025 will now be held at 6.30pm on Monday 6th January 2025, as noted at the Council Meeting held on 8th July 2024.

This, therefore, presented an opportunity to bring forward the Extraordinary Policy and Resources Committee Meeting scheduled to take place on Tuesday 21st January 2025, at which Grant Aid applications will be considered – Min. 13.3 refers.

Instead, this meeting will take place at 6.30pm on Monday 13th January 2025.

DECISION

Members are asked to **NOTE** that the Extraordinary Policy and Resources Committee (Grant Aid) Meeting has been rescheduled to take place at 6.30pm on Monday 13th January 2025.

AGENDA ITEM 12

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING – 29th JULY 2024

AGENDA ITEM 12 - TO RECEIVE ANY FURTHER UPDATE REGARDING THE TOWN COUNCIL'S PARTICIPATION IN BOGNOR REGIS SEAFRONT LIGHTS' ILLUMINATE BOGNOR EVENT (CLLR. WELLS TO REPORT) – MIN. 18 REFERS

REPORT BY TOWN CLERK

FOR INFORMATION

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).

At the last meeting, Cllr. Wells reported that he had spoken with the organisers of ILLUMINATE Bognor, about them booking an attraction or whether this was to be arranged by the Town Council, and was awaiting a response, after which Cllr. Wells would liaise with the Clerk (Min. 18 refers).

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 29th JULY 2024**

**AGENDA ITEM 13 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY
WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS
CRIME REPORTING THROUGH DISC, FOR MAY AND JUNE 2024**

REPORT BY THE TOWN CLERK

FOR NOTING

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 May and June 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.

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.

DECISION

Members are asked to **NOTE** the Monthly Community Warden Reports from the Bognor Regis BID, including business crime reporting through DISC, for May and June 2024.



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 17.06.24

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: MAY 2024 (31 days)

Total number of hours delivered (recorded on invoice) : 184

KEY PERFORMANCE INDICATORS: MAY 2024

Number of engagements with business representatives: 748

Number of businesses engaged with: 47

Total number of incidents reported on DISC by the warden: 2

Total number of incidents reported on DISC by 45 Town Centre Business users: 19

£ value of stock recovered by warden: £1,802.12

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: Monthly stock recovery evidenced by receipts from retailers. 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.

WARDEN INTERACTIONS MAY 2024

Count of Interaction Date	
Employer	Total
Bon Marche	1
Boots Uk Ltd Store (47 London Rd)	54
Boutique Roma	9
Bubbles Bargain World	1
Cafe Central	14
Cancer Research UK	2
Card Factory	8
Cards Direct	28
Chestnut Tree House	2
Claire'S Accessories (Uk) Ltd	17
Clark's Shoes	9
Clock House Cafe	1
Costa Coffee (London Road)	18
Dexters Pharmacy	10
Edinburgh Woollen Mill	17
Grandads Front Room CIC	17
Grapetree	3
Greggs Plc	8
Heygates Bookshop	1
Holland & Barrett Ltd	19
Howard's Cafe	1
Iceland Frozen Foods Ltd	2
JD Sports	36
Kids Stuff Limited	57
London Road Coffee Shop	9
Meridian Beds	9
Morrisons	52
Network Rail	6
New Look Retailers Ltd	18
Peacocks	20
Poundland	62
Reynolds Ltd + Storage + Funeral Directors	1
Robert Dyas Ltd	21
Rspca Sussex Chichester And District Branch	2
Savers Health & Beauty Ltd	28
Scope	19
Shoe Zone Limited	1
Sports Direct	55
Superdrug Stores Plc	29
Syrup Cafe	1
Tesco Express (Station Rd)	6
The Cat and Rabbit Rescue Centre	12
The Works Stores Limited	5
Unique Workwear Printing	24
W H Smith Plc	18
Yellow Star Taxis	1
Yours Clothing	14
Grand Total	748



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 22.07.24

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: JUNE 2024 (30 days)

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

KEY PERFORMANCE INDICATORS: JUNE 2024

Number of engagements with business representatives: 591

Number of businesses engaged with: 57

Total number of incidents reported on DISC by the warden: 0

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

£ value of stock recovered by warden: £7,887.27*

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: Monthly stock recovery evidenced by receipts from retailers. *An excellent result from Johnny in June 2024 – figures are skewed somewhat by a massive (£4k) single recovery from employee theft, but this does not deflect from the fact that Johnny's support for businesses has recovered an additional £3k's worth of stock. Without a warden, these stock losses would most likely have remained lost – further undermining the benefit of this support for town centre businesses.

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.

Interactions by Business June 2024

Count of Interaction Date	
Employer	Total
Bon Marche	9
Boots Uk Ltd Store (47 London Rd)	52
Boutique Roma	13
Bubbles Bargain World	2
Cafe Central	14
Cancer Research UK	3
Card Factory	3
Cards Direct	17
Cash Converters	3
Chestnut Tree House	4
Claire'S Accessories (Uk) Ltd	5
Clark's Shoes	9
Costa Coffee (London Road)	12
Dexters Pharmacy	7
Eco Swap	1
Edinburgh Woollen Mill	13
Grandads Front Room CIC	6
Grapetree	5
Greggs Plc	9
Halifax Plc (London Rd)	1
Heygates Bookshop	1
Holland & Barrett Ltd	12
Iceland Frozen Foods Ltd	2
James Jewellers	1
JD Sports	23
Kids Stuff Limited	38
London Road Coffee Shop	9
Meridian Beds	4
Mobility And Comfort Limited	2
Morrisons	42
Network Rail	5
New Look Retailers Ltd	14
Peacocks	18
Polkadot Stripes (Wessex)	1
Poundland	38
Reynolds Ltd + Storage + Funeral Directors	1
Robert Dyas Ltd	14
Rspca Sussex Chichester And District Branch	1
Rspca Sussex Chichester And District Branch (Eartham)	1
Savers Health & Beauty Ltd	23
Scope	20
Shoe Zone Limited	3
Silver News	2
Specsavers	1
Sports Direct	39
Subway	1
Superdrug Stores Plc	21
Tesco Express (Station Rd)	5
The Cat and Rabbit Rescue Centre	11
The Salvation Army	2
The Sweet Jar	1
The Works Stores Limited	2
Timpson Ltd	1
Trident Menswear	2
Unique Workwear Printing	19
W H Smith Plc	13
Yours Clothing	10
Grand Total	591

AGENDA ITEM 14

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2024

AGENDA ITEM 14 - TO NOTE THE UPDATED TREASURY MANAGEMENT POLICY AND AGREE THAT IT BE RECOMMENDED TO COUNCIL

REPORT BY TOWN CLERK

FOR DECISION

The Town Council's Treasury Management Policy was last amended in May 2019. This is reviewed on an annual basis by the RFO to establish if any amendments are required and this was last done in June 2023 (Min. 6.4 refers). Having liaised with the Town Council's Accountant regarding this Policy and the need for any changes, it is suggested that it would be prudent to add an amendment to the Treasury Management Policy to allow the Assistant Clerk to act in the transfer of funds between the accounts in the absence of the Town Clerk.

The updated Treasury Management Policy, with the recommended amendments highlighted in red, is attached as **Appendix 1** for Members consideration.

Changes would also need to be made to the CCLA Public Sector Deposit Fund mandate to include the Assistant Clerk as well as the Town Clerk as an authorised signatory in the transfer of funds between the Public Sector Deposit Account and the Co-operative Bank Account. Having recently reviewed the mandate, it has highlighted that it contains details of a Councillor who is no longer an elected member of BRTC. It will therefore be necessary to update the mandate accordingly and remove this information.

DECISIONS

Members are asked to **NOTE** the updated Treasury Management Policy, including the proposed amendments.

Do Members **AGREE** to **RECOMMEND** to **COUNCIL** that the updated Treasury Management Policy, with the recommended amendments to enable the Assistant Clerk to act in the absence of the Town Clerk, be adopted?

Do Members further **AGREE** to **RECOMMEND** to **COUNCIL** that the CCLA Public Sector Deposit Fund mandate be amended to remove the Councillor who no longer sits on the Council and include the Assistant Clerk, Mrs. Davis with the existing authorised signatory, Mrs. Frost, Town Clerk as an additional signatory to the account. This will enable the Assistant Clerk to transfer funds between the Public Sector Deposit Account and the Co-operative Bank Account in the event that this should be necessary in the absence of the Clerk. Transfers between these accounts to continue by way of email instruction by an authorised signatory.

BOGNOR REGIS TOWN COUNCIL

TREASURY MANAGEMENT POLICY (UPDATED JULY 2024)

INTRODUCTION

The Town Council currently (i.e. as at July 2024) has substantially all of its surplus funds on deposit with CCLA in the Public Sector Deposit Fund. This has had a significant positive impact on the council's interest income (over £65,500 in the year to 31st March 2024 compared with just over £27,000 in the previous year).

SUGGESTED STRATEGY

The current Strategy is serving the Council well and, unless or until meaningful interest returns are achievable on the previously preferred investment vehicle of Fixed Term Treasury Deposits, there is no need to consider alternative arrangements. The rate currently achievable (as at 17th July) is 5.299% on Total Balances (this is net of Management Charges). The Investment qualifies as a Revenue Investment for Annual Return purposes and deposits/withdrawals do not fall for classification as Expenditure/Income in the Annual Return. Equally, the end of year balance is included within Bank and Cash balances (as a Short-Term Investment) in the Annual Return. The rates would appear to be competitive in today's low-interest environment. Whilst marginally better returns **might** be achievable elsewhere, the simplicity of dealing with, and the immediacy of accessibility of PSDF funds almost certainly outweighs any marginal improvements in returns.

APPROVAL AND MECHANISM

Although the transactions do not represent expenditure/payment by Council for accounting purposes, instructions to Co-op Bank to make investments will still require signature by two Councillors, unless (or until) the current Bank Mandate is amended to allow transfers to (specifically) CCLA to be made on the e-mail instruction of the Town Clerk, **or by the Assistant Clerk in the absence of the Town Clerk**. Transfer of funds back to the Co-op Bank are by means of e-mail over the Clerk's signature **or the Assistant Clerk in the Clerk's absence**. The amount of these is agreed by discussion with the accountants at their bi-monthly visits.

17th July 2024

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2024

AGENDA ITEM 15 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY TOWN CLERK

FOR RATIFICATION

To ratify expenditure of £1,215 excluding VAT for replacement of 3 x Twinned Town Signs located on the front of the Town Hall

Concern was raised and discussed by Members regarding the uncared-for appearance of the outside of the Town Hall at the Town Council Meeting on 4th March 2024. Amongst other things, discussion included the condition of the three Twinned Town signs, which are located on the pillars at the front of the building and are the responsibility of the Town Council.

The three Twinned Town signs were installed a number of years ago, believed to be around 2012. Having investigated whether it would be cost effective to refurbish the old signs or replace these with new, replacement was chosen as the best course of action with the replacements fixed over the top of the existing plaques, which was by far the cheapest option.

Having also liaised with each of the Twinned Towns regarding the design, it was established that the Saint-Maur-Des-Fosses logo had subsequently been updated since last used in 2012 and therefore their sign would need to be replaced anyway.

DECISION

The Committee is therefore invited to **RATIFY** expenditure of £1,215 excluding VAT for replacement of 3 x Twinned Town Signs located on the front of the Town Hall.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2024**

AGENDA ITEM 16 - BOGNOR REGIS CARNIVAL - QUERY AS TO WHETHER THERE WILL BE ANY IMPLICATIONS TO THE FUNFAIRS THAT VISIT AND TO THE CARNIVAL AS A RESULT OF THE WSCC PLANNED CHANGES TO THE ESPLANADE - MIN. 7.9 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

Under the Clerk's Report at the Policy and Resources Committee Meeting held on 3rd June 2024, Members were informed that the Chair of the Bognor Regis Carnival Association had written to the Clerk and asked that the following question be put to Members at the next convenient meeting: -

"With the changes planned for the Esplanade do members know if there will be any implications to the funfairs that visit and to the Carnival itself? As you know the Esplanade is vital for both of these to take place. Is the Council supportive of Carnival and the funfairs still being able to use the Esplanade as both are integral parts of the events calendar for Bognor Regis?"

As the report explained, this query was received too late for it to be included as an Agenda item at the meeting, so it would be included as an item for the meeting on 29th July 2024. In the meantime, the Clerk would make some tentative enquires with WSCC Highways regarding the impact that their proposed works may have for future events that use the Esplanade so a report could be made back to Members at the July meeting, so they are better informed (Min. 7.9 refers).

Following enquiries submitted to WSCC by the Clerk, the following response was received from Stephen Reed, Major Projects Project Manager (WSP Secondment), from the Highways, Transport and Planning department at WSCC: -

"Dear Glenna,

Would it be possible, please, to get contact details for the Chair of the Bognor Regis Carnival Association?

It would be helpful for us to understand the numbers, types and sizes of equipment (rides) deployed and we can overlay these on the CAD plans to see how they could be fitted around the proposed layout, this might help inform future events and support the Town Council and the Carnival Association.

Without that information, it would be hard to establish if the scheme would have an impact, it is not being narrowed fully along the whole section and it may be that simple adjustment to the 'normal' fair deployment could be achieved to minimise any future impacts, at the moment we can understand the large road area is essentially a 'blank canvas' where equipment deployment can be spread out.

We'd be happy to meet up, once we have had a chance to review the data.

As an alternative, if the data is not readily available, we could seek to undertake a survey of the equipment once it is deployed on the Esplanade, but there is a cost to this, and the team would have to get authorisation to undertake such a survey.

The WSCC team had discussed this with the Arun DC officers who deal with the events on the Esplanade, and we were given the impression that the joint WSCC/ADC growth scheme could accommodate events.

Kind regards,

Stephen"

The Clerk has contacted the Chair of Bognor Regis Carnival Association, to pass on the contact details of Stephen Reed so that liaison between the two can take place, with a view to establishing whether the Esplanade scheme would have any future impact on events at this location.

Whilst these discussions are awaited, and any required viability work carried out by WSCC, Members are invited to respond to the Carnival's question as to whether the Council is supportive of Carnival and the funfairs still being able to use the Esplanade.

DECISION

Do Members **AGREE** to **SUPPORT** the continued use of the Esplanade by event organisers, such as the Bognor Regis Carnival Association, and funfairs following the improvement scheme proposed by West Sussex County Council?

AGENDA ITEM 17

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2024

AGENDA ITEM 17 - TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK - MIN. 16 REFERS

REPORT BY TOWN CLERK **FOR INFORMATION AND NOTING**

Members were last updated at the Policy and Resources Committee Meeting held on 3rd June 2024 (Min. 16 refers).

An update on the Bognor Regis NILS and the current financial position as of the end of June has now been received.

In summary, 10 loans have been disbursed from the fund, totalling £10,200.

To the end of June, £391 has been repaid into the fund. Additionally, 10 initial savings deposits of £5 each had been deducted. Therefore, as of June 30th, the balance of the fund was £15,641.

NILS DATA REPORTS TO 30th JUNE 2024

Attached is the detailed report on the approved NILS loans. The report also includes demographic data along with the current status of the funding pot - attached as **Appendix 1**.

A detailed report on the declined NILS loans and an overall summary of the data has also been provided attached as **Appendices 2** and **3** for Members information.

FOR INFORMATION AND NOTING

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

	2024	2024	2024	2024	2024	2024
Bognor Regis (Approved)	Jan	Feb	Mar	Apr	May	Jun
Number of NILS loans approved	0	0	0	1	9	0
Value of Loans issued	£0	£0	£0	£1,500	£8,700	£0
Average Loan Value issued	£0	£0	£0	£1,500	£967	£0
Purpose						
Car purchase	0	0	0	0	1	0
Car repairs	0	0	0	0	1	0
Christmas	0	0	0	0	0	0
Clothing and food	0	0	0	0	1	0
Debt consolidation	0	0	0	0	0	0
Education and training	0	0	0	0	0	0
Healthcare costs	0	0	0	1	1	0
Household appliance	0	0	0	0	2	0
Household furniture	0	0	0	0	1	0
Household improvements and repairs	0	0	0	0	1	0
Moving costs	0	0	0	0	1	0
Multi-purpose and other	0	0	0	0	0	0
Personal purchase	0	0	0	0	0	0
Rent arrears	0	0	0	0	0	0
Rent deposit	0	0	0	0	0	0
Transition to Universal Credit	0	0	0	0	0	0
Travel or holiday	0	0	0	0	0	0
Utility bills	0	0	0	0	0	0
Gender						
Female	0	0	0	0	6	0
Male	0	0	0	1	3	0
Unknown	0	0	0	0	0	0
Tenure						
Council Tenant	0	0	0	0	1	0
Homeowner	0	0	0	0	1	0
Housing Association Tenant	0	0	0	1	1	0
Private Tenant	0	0	0	0	6	0
Shared Accommodation	0	0	0	0	0	0
Other	0	0	0	0	0	0
Employment Status						
Employed	0	0	0	0	2	0
Long Term Sick	0	0	0	1	1	0
Medical Retirement	0	0	0	0	0	0
Part time	0	0	0	0	2	0
Retired	0	0	0	0	0	0
Self Employed	0	0	0	0	1	0
Unemployed	0	0	0	0	3	0
Main Source of Income						
Employment	0	0	0	0	5	0
Pension	0	0	0	0	0	0
Universal Credit	0	0	0	1	4	0
Living Arrangements						
Houseshare	0	0	0	0	0	0
Live in carer	0	0	0	0	0	0
Living alone	0	0	0	1	5	0

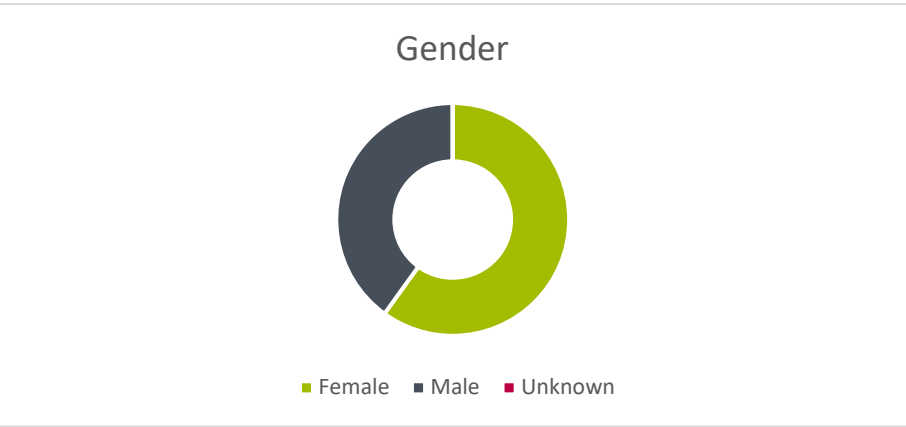
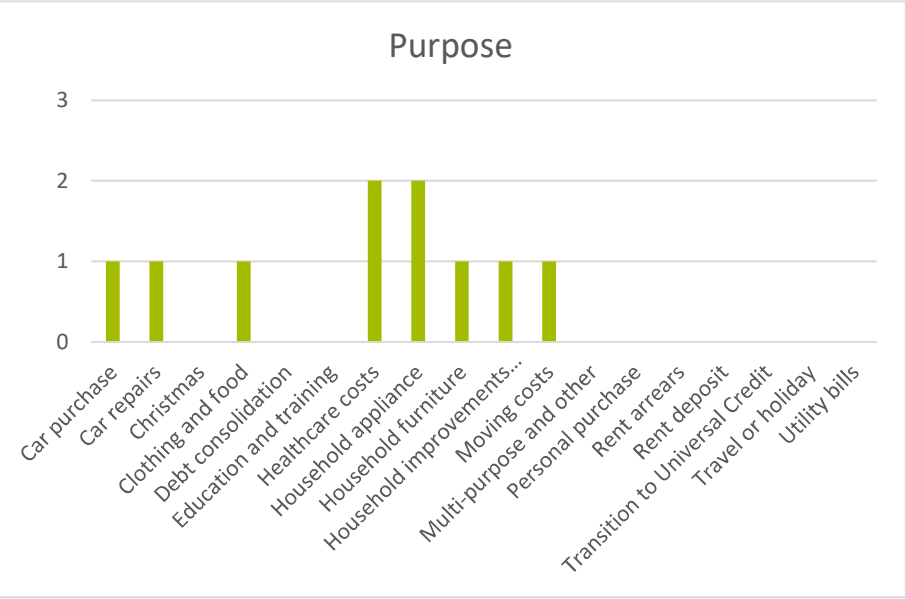
	2024	2024	2024	2024	2024	2024
Bognor Regis (Approved)	Jan	Feb	Mar	Apr	May	Jun
Number of NILS loans approved	0	0	0	1	9	0
Living with family	0	0	0	0	0	0
Living with partner	0	0	0	0	4	0
Other	0	0	0	0	0	0
Dependants						
0	0	0	0	1	3	0
1	0	0	0	0	5	0
2	0	0	0	0	0	0
3	0	0	0	0	1	0
4+	0	0	0	0	0	0
Funding Position						
Opening Balance	£25,500	£25,500	£25,500	£25,500	£23,995	£15,295
Loans Disbursed	£0	£0	£0	£1,500	£8,700	£0
Loan Payments Received	£0	£0	£0	£0	£45	£346
Joining Deposit	£0	£0	£0	£5	£45	£0
Available funds	£25,500	£25,500	£25,500	£23,995	£15,295	£15,641
Arrears (Cumulative)						
0 to 13 weeks @ 2%	0	0	0	1	10	10
14 to 26 weeks @ 35%	0	0	0	0	0	0
27 to 39 weeks @ 60%	0	0	0	0	0	0
40 to 52 weeks @ 80%	0	0	0	0	0	0
52 weeks @ 100%	0	0	0	0	0	0
Age						
18-30	0	0	0	0	1	0
31-40	0	0	0	0	3	0
41-50	0	0	0	1	2	0
51-60	0	0	0	0	3	0
61-70	0	0	0	0	0	0
71+	0	0	0	0	0	0
Ward						
Hatherleigh	0	0	0	0	1	0
Hotham	0	0	0	0	4	0
Marine	0	0	0	0	1	0
Orchard	0	0	0	1	1	0
Pevensey	0	0	0	0	2	0

	2024	2024	2024	2024	2024	2024
Bognor Regis (Declined)	Jan	Feb	Mar	Apr	May	Jun
Number of NILS loans declined	0	0	0	4	11	1
Value of Loans applied for	£0	£0	£0	£5,800	£16,050	£300
Average Loan Value applied for	£0	£0	£0	£1,450	£1,459	£300
Purpose						
Car purchase	0	0	0	1	4	0
Car repairs	0	0	0	0	0	0
Christmas	0	0	0	0	0	0
Clothing and food	0	0	0	1	1	0
Debt consolidation	0	0	0	0	0	0
Education and training	0	0	0	0	0	0
Healthcare costs	0	0	0	0	0	0
Household appliance	0	0	0	0	0	1
Household furniture	0	0	0	0	1	0
Household improvements and repairs	0	0	0	0	3	0
Moving costs	0	0	0	1	1	0
Multi-purpose and other	0	0	0	0	1	0
Personal purchase	0	0	0	0	0	0
Rent arrears	0	0	0	0	0	0
Rent deposit	0	0	0	0	0	0
Transition to Universal Credit	0	0	0	0	0	0
Travel or holiday	0	0	0	1	0	0
Utility bills	0	0	0	0	0	0
Gender						
Female	0	0	0	2	9	1
Male	0	0	0	2	2	0
Unknown	0	0	0	0	0	0
Tenure						
Council Tenant	0	0	0	0	3	1
Homeowner	0	0	0	0	0	0
Housing Association Tenant	0	0	0	1	1	0
Private Tenant	0	0	0	3	4	0
Shared Accommodation	0	0	0	0	0	0
Other	0	0	0	0	3	0
Employment Status						
Employed	0	0	0	1	5	0
Long Term Sick	0	0	0	0	1	1
Medical Retirement	0	0	0	0	0	0
Part time	0	0	0	1	1	0
Retired	0	0	0	0	0	0
Self Employed	0	0	0	1	0	0
Unemployed	0	0	0	1	4	0
Main Source of Income						
Employment	0	0	0	3	6	0
Pension	0	0	0	0	0	0
Universal Credit	0	0	0	1	5	1
Living Arrangements						
Houseshare	0	0	0	1	1	0
Live in carer	0	0	0	0	0	0
Living alone	0	0	0	0	3	1

	2024	2024	2024	2024	2024	2024
	Jan	Feb	Mar	Apr	May	Jun
Bognor Regis (Declined)						
Living with family	0	0	0	0	3	0
Living with partner	0	0	0	3	4	0
Other	0	0	0	0	0	0
Dependants						
0	0	0	0	1	5	1
1	0	0	0	1	3	0
2	0	0	0	1	1	0
3	0	0	0	0	2	0
4+	0	0	0	1	0	0
Ineligible Applicants						
Active CCJ's	0	0	0	0	0	0
Affordability	0	0	0	3	10	0
Current loans	0	0	0	0	0	0
Defaults	0	0	0	0	0	1
Gambling	0	0	0	0	0	0
Live Debt Management Plan	0	0	0	0	0	0
Live Insolvency	0	0	0	1	1	0
Withdrawn by applicant/no contact	0	0	0	0	0	0
Age						
18-30	0	0	0	3	6	0
31-40	0	0	0	1	2	0
41-50	0	0	0	0	3	0
51-60	0	0	0	0	0	1
61-70	0	0	0	0	0	0
71+	0	0	0	0	0	0
Ward						
Hatherleigh	0	0	0	0	0	0
Hotham	0	0	0	1	2	0
Marine	0	0	0	0	2	1
Orchard	0	0	0	2	5	0
Pevensey	0	0	0	1	2	0

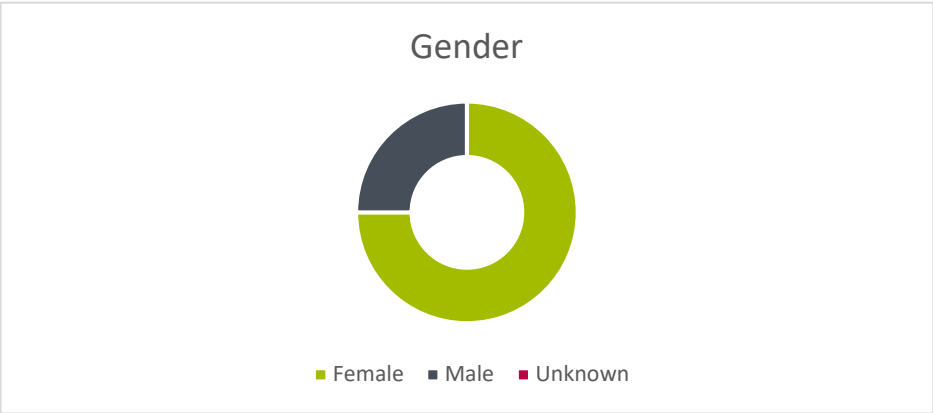
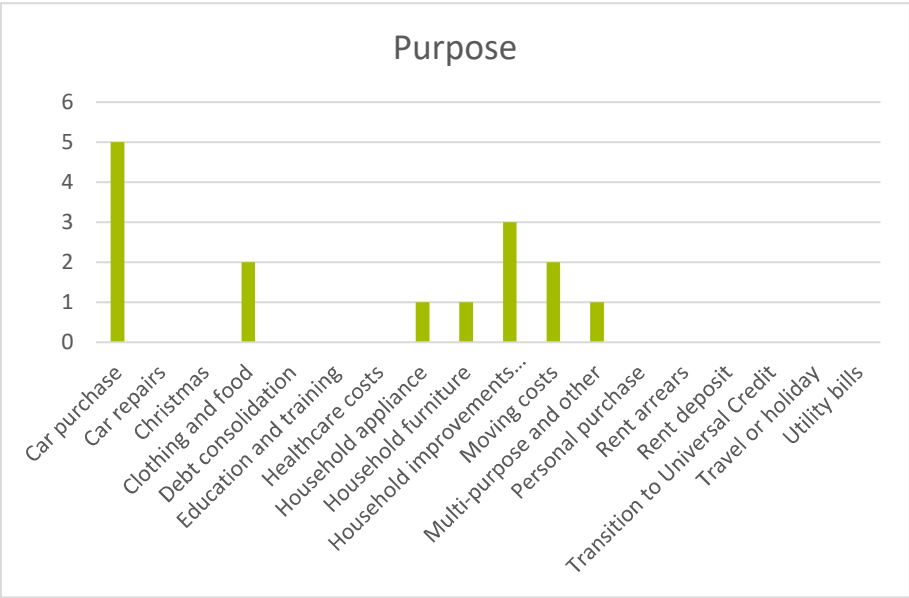
Bognor Regis Approved

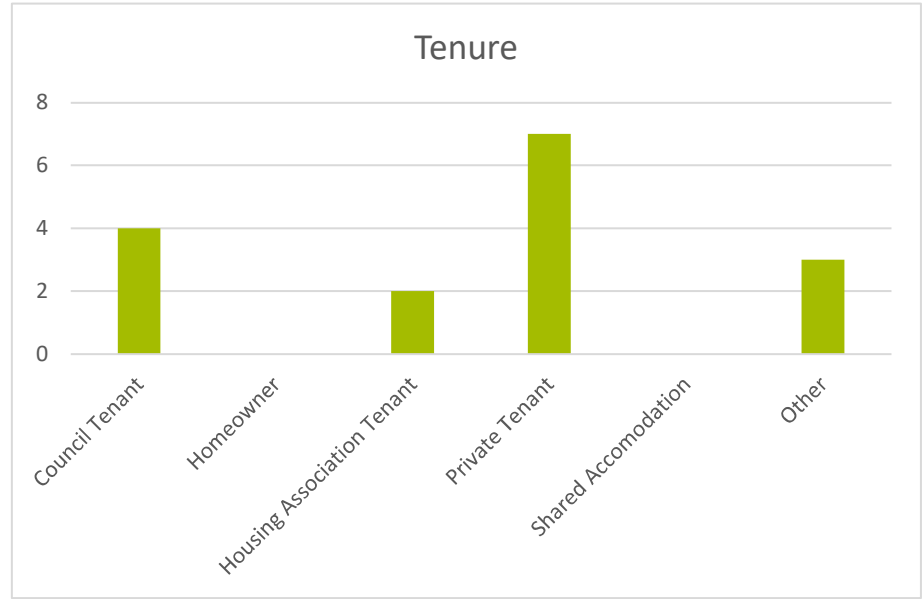
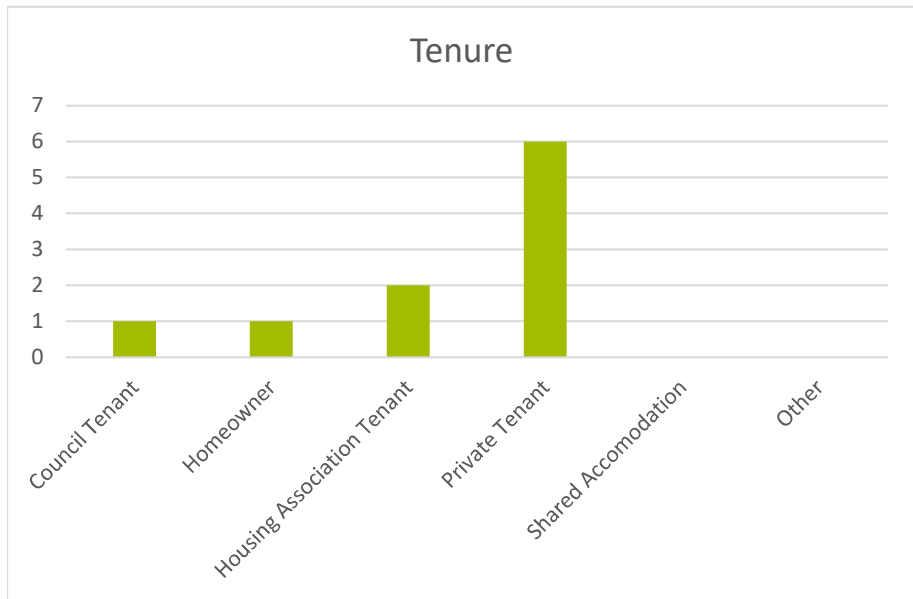
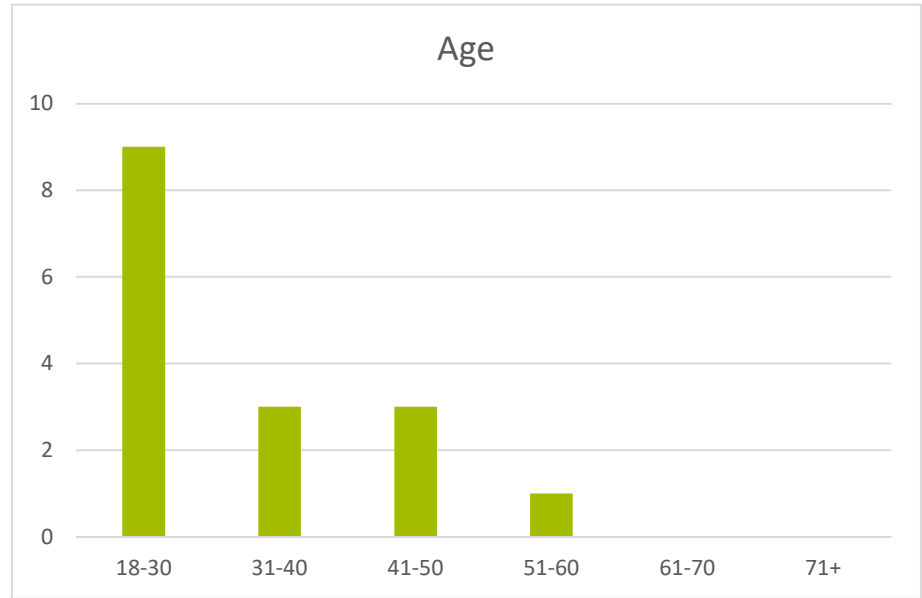
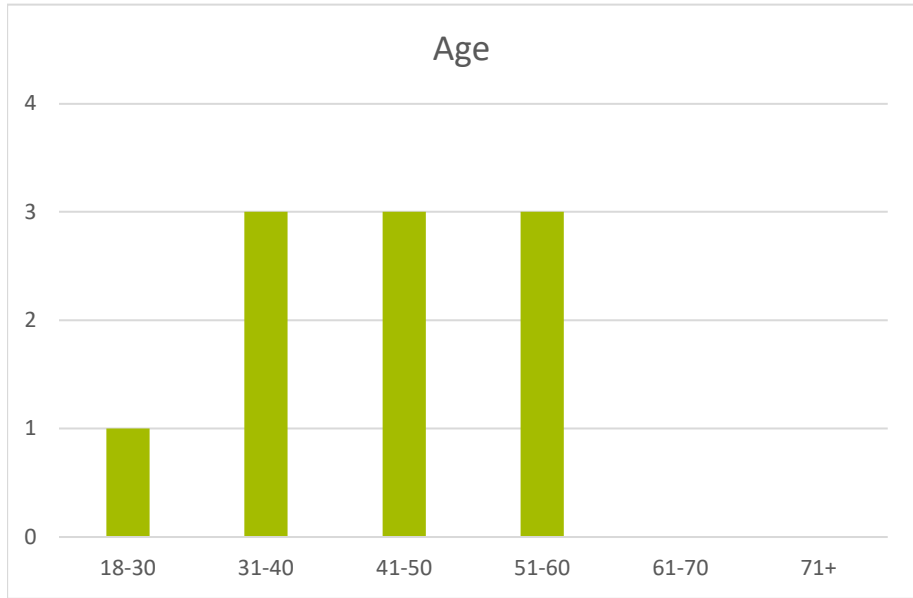
Number of Loans:	10
Value of Loans (£):	10,200
Average Value of Loans (£):	1,020
Value of Loans Repaid (£):	391

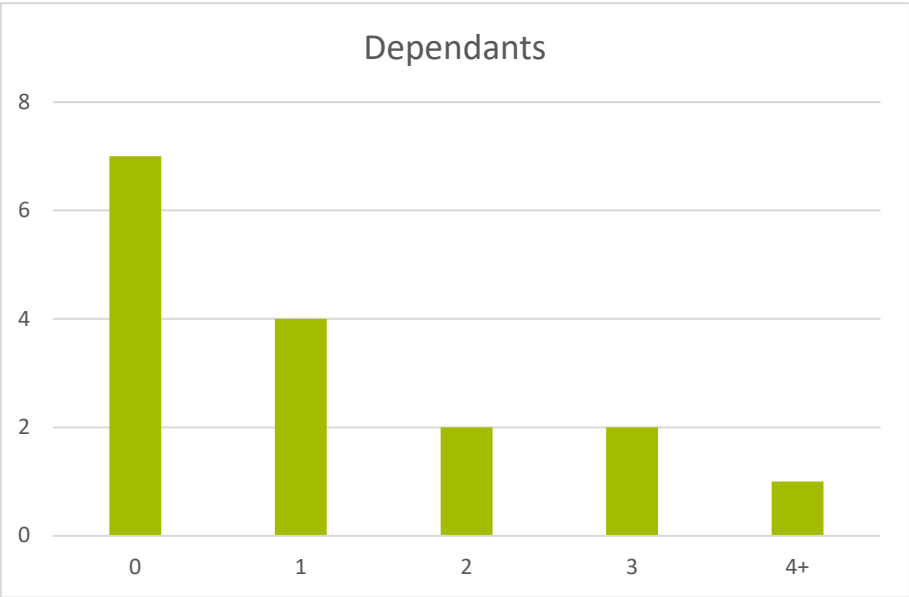
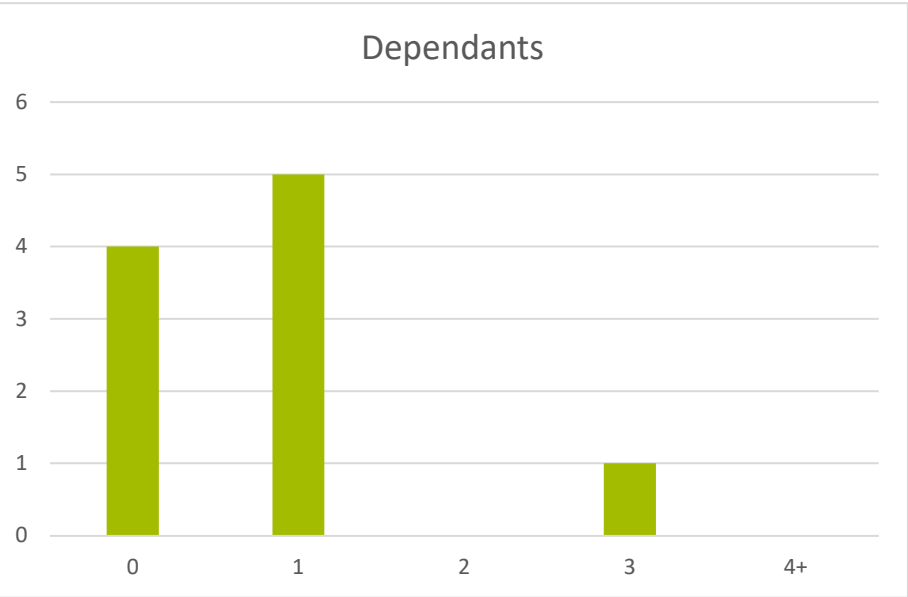
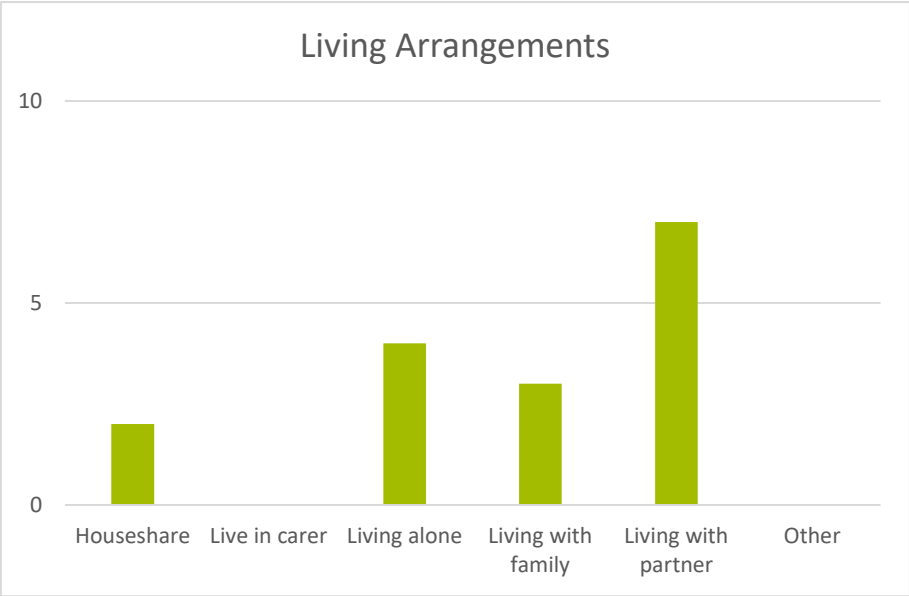
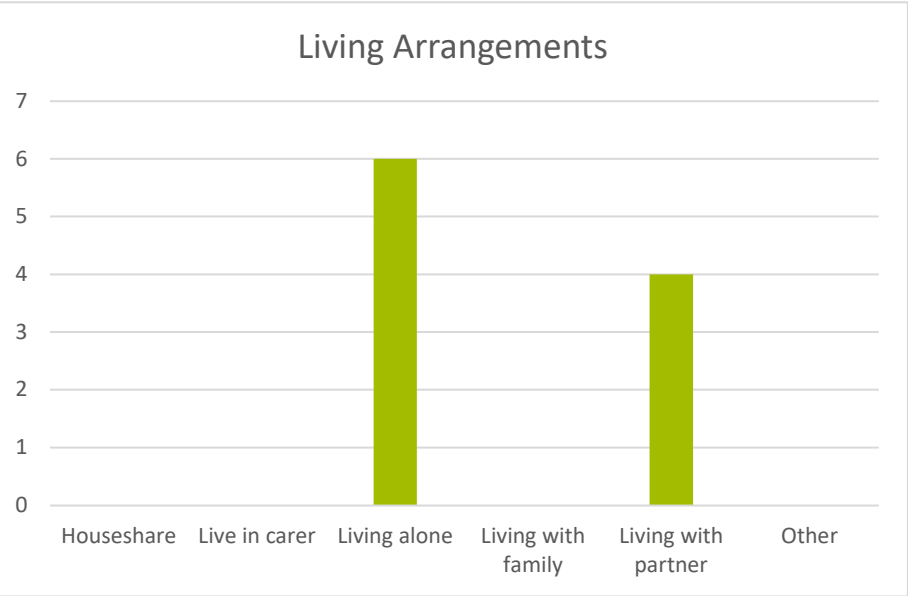


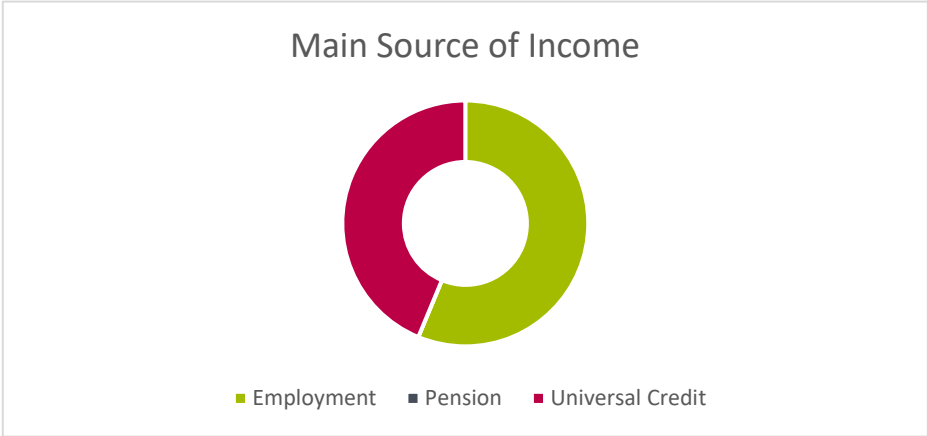
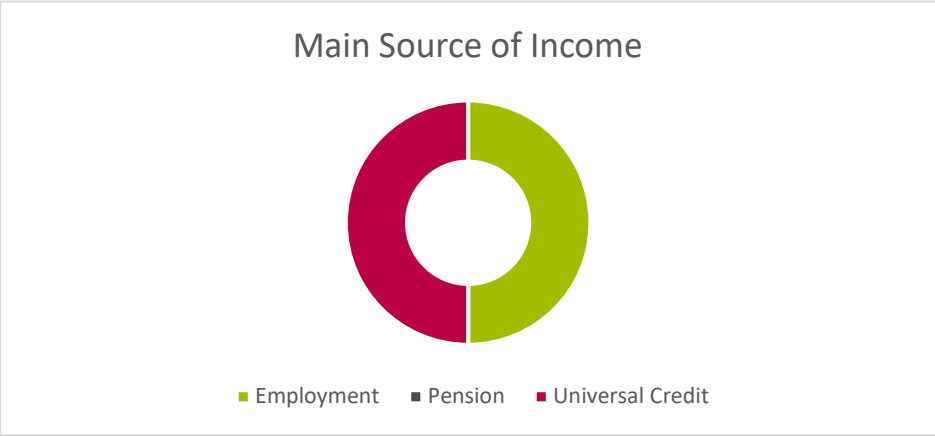
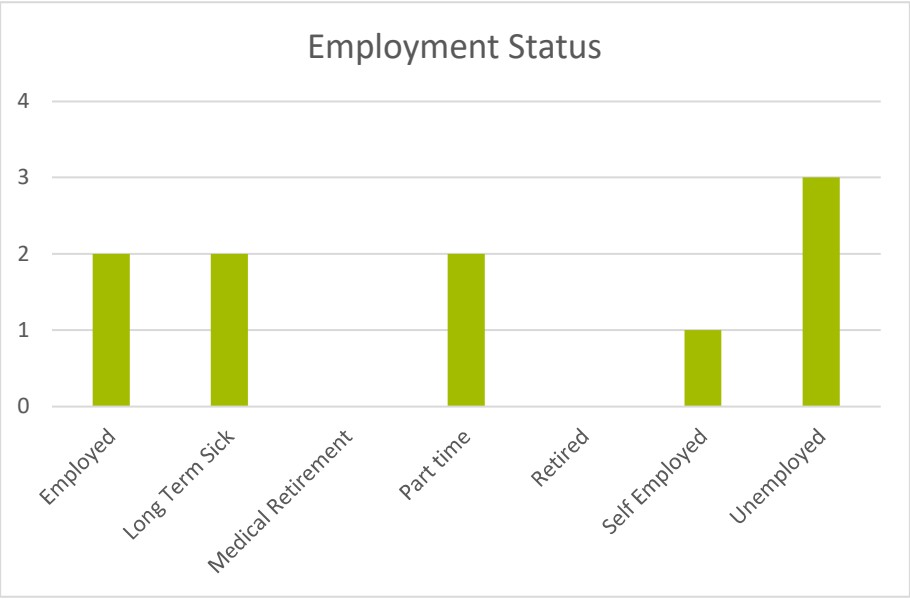
Bognor Regis Declined

Number of Loans:	16
Value of Loans (£):	22,150
Average Value of Loans (£):	1,384

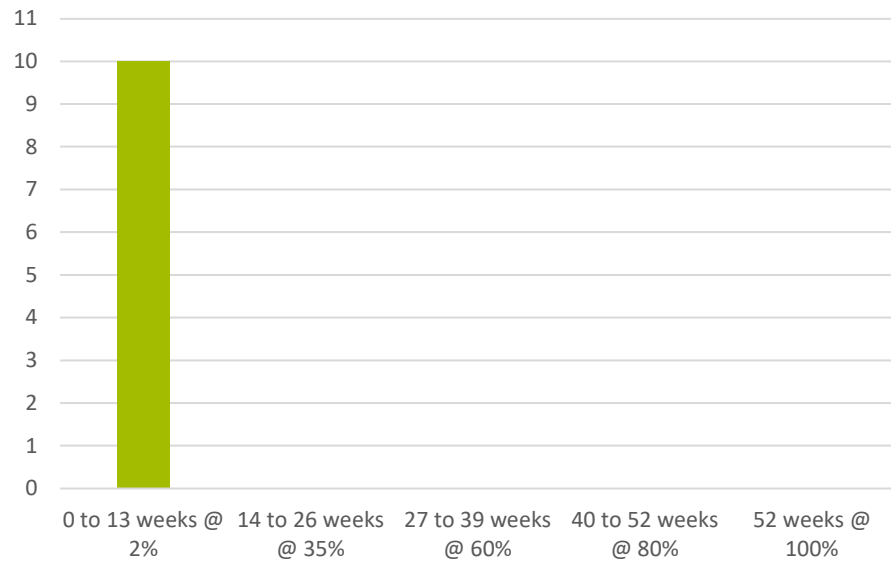




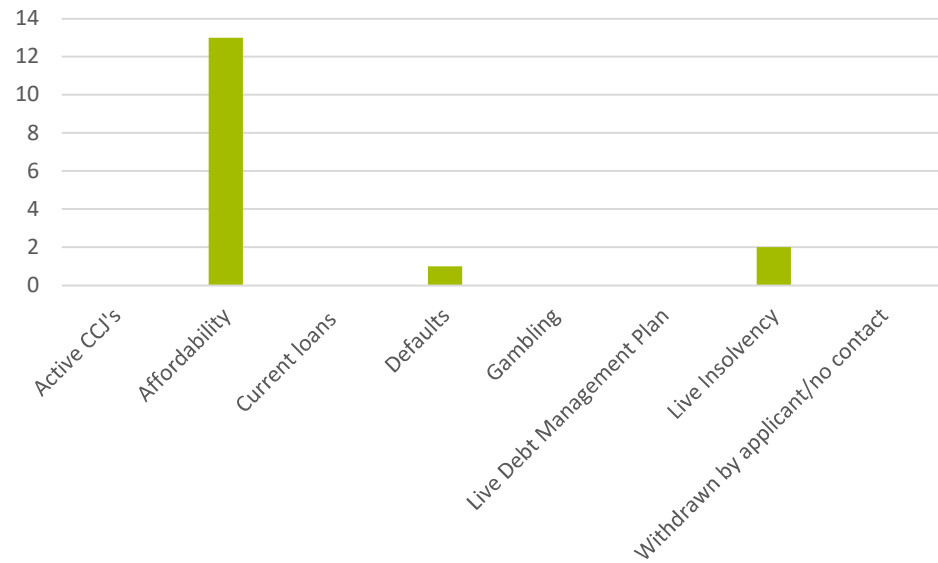




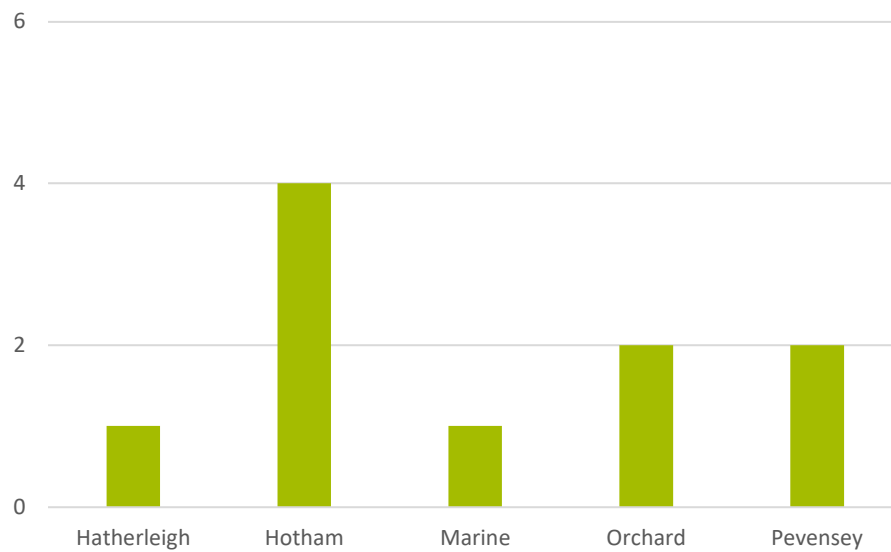
Arrears (Cumulative)



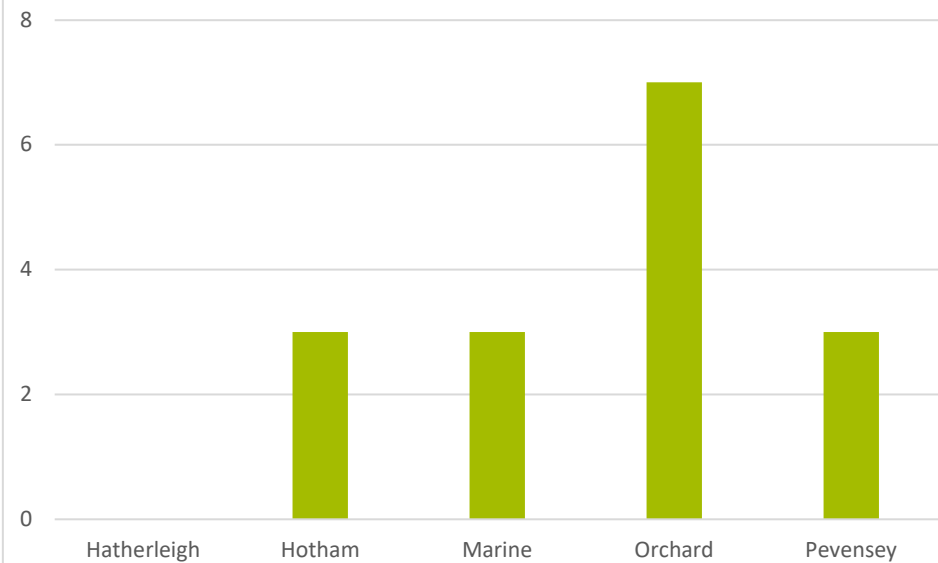
Ineligible Applicants



Ward



Ward



AGENDA ITEM 18

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2024

AGENDA ITEM 18 - TO CONSIDER A REQUEST FROM ROX FOR THE £1,000 GRANT AID 2024 FUNDING TO BE REUTILISED FOR PURPOSES OTHER THAN FIRST AGREED – MIN. 107 REFERS

REPORT BY TOWN CLERK

FOR DECISION

At the Extraordinary Policy and Resources Committee Meeting, held on 8th January 2024, Members considered applications for Grant Aid 2024. Amongst the applications considered was one from Rox Music & Arts Organisation who were seeking total funding of £57,000 to launch a new education programme in Events Management and the Arts for young people in Bognor Regis, aimed at imparting workplace skills that would culminate in a real-life project where candidates would stage a live event. The application suggested that part of the funding requested would cover costs of staging these events, such as security, medical, safeguarding and security. With an application for £50,000 submitted to the UE Foundation, Rox were seeking financial support from the Town Council of £7,000.

Having considered all applications, Members agreed to award Rox with £1,000, from the budget available, and this amount was subsequently paid out to them (Min. 107 refers).

On 15th July 2024, an email was received from Rox to advise that their co-funding application for this project from the UE Foundation was unsuccessful and that the project, as described in the Grant Aid application, could not proceed.

However, Rox has been asked to run the 'Rising Stars' stage on the seafront in September as part of the Southdowns Music Festival where they will be overseeing the stage, acts, back-line instruments and stage dressing etc as part of their contribution to this community event. Therefore, Rox have asked whether the £1,000 Grant Aid funding could be redeployed and used for repairs to their amplifiers, and for other things that they'd need to pay for such as the stage dressing (flags, logos, drapes etc), fuel for the generator and annual event liability insurance.

If Members do not agree for the funding to be used in this way, then Rox will be asked to return the monies to the Town Council where it will go back into Reserves.

DECISION

Do Members **RESOLVE** to **AGREE** that Rox Music & Arts Organisation may retain the £1,000 awarded to them from Grant Aid 2024, to be used to cover costs for running the 'Rising Stars' stage at the Southdowns Music Festival in September 2024?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2024**

AGENDA ITEM 19 - TO CONSIDER AND AGREE ANY APPLICATION FOR AN ALLOCATION OF FUNDING AVAILABLE FROM THE SAFER ARUN PARTNERSHIP TO PROTECT COMMUNITY ASSETS FROM CRIMINAL DAMAGE OR ANTISOCIAL BEHAVIOUR

REPORT BY TOWN CLERK

FOR DECISION

The Safer Arun Partnership has allocated a pot of £6,500 to assist town and parish councils to protect community assets from criminal damage and/or ASB. In the past, they have provided financial assistance for projects such as additional CCTV being installed at a community centre, installation of motion sensor lighting to brighten a dark area where ASB occurs at night, erection of fencing to secure an area plagued by ASB, and even the relocation of benches to remove opportunities for crime.

This fund is open to all town and parish councils in the district, and bids of up to a maximum of £1,300 per project can be submitted between now and the end of March 2025. Bids can be submitted by completing an application form (attached as **Appendix 1**). As much information as possible should be provided, including details of the positive impact the scheme will have for our community. Each application will be considered in line with the Safer Arun Partnership's strategic priorities on a first come, first served basis; up until the funding pot has been fully allocated. Unfortunately, once the pot is dry, there will be no further opportunities available.

The Strategic Priorities of the Safer Arun Partnership for 2023-2025 are: -

- (a) Serious Violence
- (b) Reducing Drug and Alcohol Related Harm
- (c) Tackling Anti-Social Behaviour and
- (d) Building Community Resilience

Updates would be requested on completion of the project, hopefully to include details of how successful it has been in safeguarding the community asset. It should be noted that the Safer Arun Partnership holds no liability that arises as a result of the works undertaken as part of any successful funding bid. It is the responsibility of each applicant to ensure that appropriate permissions are obtained, and appropriate risk assessments completed. Liability for things such as insurance and/or damage are also the applicant's responsibility.

Members may wish to consider projects such as better fencing at the Town Council's allotments, to combat persistent fly-tipping issues, or solar-powered security cameras to dissuade ASB at the two sites. Alternatively, there may be some interventions that the funding could be used to support reduction in ASB in the Station Square area.

DECISION

Are there any project proposals, to protect community assets from criminal damage and/or ASB, which could be financed from funding available from the Safer Arun Partnership, that Members would like Officers to scope out?

APPLICATION FOR FUNDING SUPPORT 2024/25

Proforma for Proposed Activities

Please complete a copy of this form electronically for each project for which you are the lead officer and return to dax.oconnor@arun.gov.uk

1. NAME AND BRIEF DESCRIPTION OF PROJECT is it a new or existing project?

--

2. PROJECT LEAD OFFICER & CONTACT DETAILS name, address, telephone, and email

--

3. FUNDING REQUIRED

Expenditure	2024/25
Capital	£
Revenue	£

4. HOW WILL THE MONEY PROVIDED BY THE SAFER ARUN PARTNERSHIP BE SPENT?

Please provide as much detail as possible

Item	Expenditure (£)

5. ASSISTANCE FROM OTHER ORGANISATIONS financial assistance only

Source	Capital or Revenue	Is the support confirmed?	Contribution (£)
			£
			£

6. ASSISTANCE FROM OTHER ORGANISATIONS (describe the type and extent of assistance, other than financial, that is needed for this project; will this assistance be required before the start of and/or during the project?)

--

7. TIMING when will the project start; how long will it run for?

--

8. HOW WILL THE PROJECT MEET THE AIMS OF THE SAFER ARUN PARTNERSHIP'S STRATEGY?
which strategic priority does the project address¹, and how specifically will it make the community safer?

--

9. TARGETS what is the project aiming to achieve each year, and how will this be measured?

Timescale	Target	Method of measurement

10. RISKS please describe any obstacles to the implementation of the project

--

11. SUSTAINABILITY how will you sustain this project when there is no more funding available from the Safer Arun Partnership? Do you have an 'exit strategy' and, if so, please give details

--

12. Please provide details regarding to who and where the funds should be sent should you be successful in this bid.

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¹ 2023-2025 Strategic Priorities are: (a) Serious Violence (b) Reducing Drug and Alcohol Related Harm (c) Tackling Anti-Social Behaviour and (d) Building Community Resilience

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2024**

AGENDA ITEM 20 - FINANCIAL REPORTS INCLUDING: -

REPORT BY ASSISTANT CLERK

FOR DECISION

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTHS OF MAY AND JUNE 2024 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the months of May and June 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 MAY AND JUNE 2024 UNDERTAKEN BY THE CHAIR OR VICE-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 Vice-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 May and June 2024.

DECISIONS

To **NOTE** receipt of the financial reports for the months of May and June 2024.

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of May and June 2024, undertaken by the Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2024**

AGENDA ITEM 21 - CORRESPONDENCE

FOR INFORMATION

1. VAAC Funding Focus July/August 2024 – Circulated to all Councillors 02.07.2024
2. The Regis News 02.07.2024
3. NALC Events – Circulated to all Councillors 02.07.2024
4. Rod Gasking Ltd Grounds care machinery dealer West Sussex 02.07.2024
5. Ken Blamires, Chair of Bognor Regis Heritage and Arts Partnership Board Talking people event – Circulated to all Councillors 02.07.2024
6. West Sussex Mind July news update 02.07.2024
7. NALC Newsletter 03.07.2024
8. NALC Chief Executive's Bulletin – Circulated to all Councillors 04.07.2024
9. The Sussex Police and Crime Commissioner Sussex's largest ever seizure of illegal drugs – Circulated to all Councillors 05.07.2024
10. ADC Travellers update – Circulated to all Councillors 08.07.2024
11. NALC Job listings 08.07.2024
12. Sustainability Bulletin: July 2024 – Circulated to all Councillors 09.07.2024
13. VAAC Monthly E-bulletin 10.07.2024
14. NALC Events previously circulated to Councillors 09.07.2024
15. NALC Newsletter 10.07.2024
16. NALC Chief Executive's Bulletin – Circulated to all Councillors 11.07.2024
17. The Sussex Police and Crime Commissioner 1 year of Immediate Justice in Sussex – Circulated to all Councillors 12.07.2024
18. NALC Jobs Listings 15.07.2024
19. WSCC Cabinet Agenda for 23rd July – Circulated to all Councillors 15.07.2024
20. Office for National Statistics Local update July 2024 Newsletter - Circulated to all Councillors 15.07.2024
21. NALC Events – Previously circulated to all Councillors 16.07.2024
22. NALC Newsletter 17.07.2024
23. St Wilfrid's Hospice - recruiting Trustees and Committee Advisers – Circulated to all Councillors 22.07.2024
24. Chief Executive's Bulletin – Circulate to all Councillors 18.07.2024
25. The Sussex Police and Crime Commissioner Acknowledging the King's Speech – Circulated to all Councillors 19.07.2024
26. GTR IT issues affecting Thameslink, Southern and Great Northern services – Circulated to all Councillors and on social media 19.07.2024
27. NALC Jobs listings 22.07.2024
28. GTR New Thameslink, Southern and Great Northern apps deliver customer improvements – Circulated to all Councillors and on social media 22.07.2024
29. Stonepillow newsletter – forwarded to Cllr. Miss. Claire Needs (patron) 22.07.2024