



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 23rd SEPTEMBER 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 23rd September from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

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

DATED this 17th DAY of SEPTEMBER 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 29th July 2024
5. ADJOURNMENT for public question time and statements
6. Clerk's report from previous Minutes
7. To further consider and agree the application process in relation to Partnership Funding and to also consider the implications of Partnership Funding going forward - Min. 17 refers
8. Proposals for Events programme for 2025 including consideration of budgets
9. Christmas Lights Switch-On event - update on arrangements from the Events Officer - Min. 33 refers
10. To note the Notes of the ADC Free Parking Scheme Review Working Party Meeting held on 15th July 2024 - Min. 34 refers
11. To receive the Town Force Report including any update on "Provided by Bognor Regis Town Council" signage - Min. 35 refers
12. To consider and agree the level of any funding towards the relocation of a bench in High Street and removal of two benches in York Road, should a funding request from another source not be possible - Min. 45 refers
13. Report on Town Centre issues including any reports on meetings with the BID Management Board
14. To consider and if acceptable recommend to Council a change to the Financial Regulations, and associated changes to Standing Orders and Standing Orders for Contracts. Also, consideration of a Risk Management Policy and further recommend this to Council for adoption
15. To receive and note the Monthly Community Warden report from the Bognor Regis BID, including business crime reporting through DISC, for July and August 2024 (if available)
16. To undertake the annual review of the Town Crier role
17. Consideration of input from the Committee for the content of the 2025 Town Newsletter
18. Rolling Capital Programme including: -
 - To ratify expenditure of £746.45 excluding VAT for 50 Litre Trolley Mounted Waterer
19. Financial Reports including: -
 - To note Committee I&E Reports for the month of August 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 July and August 2024, undertaken by the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations
20. Correspondence
21. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
22. Town Force: Note of outstanding debtors

Agenda item **22** will contain confidential items and require a resolution to exclude public 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 29th JULY 2024

PRESENT: Cllrs: J. Brooks, N. Smith, Mrs. J. Warr, P. Wells and Mrs. G. Yeates

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)

Prior to the Meeting, a one-minute silence was held in memory of former Town Councillor and Mayor, Mr. Pat Dillon

The Meeting opened at 6.32pm

27. WELCOME BY CHAIR

In the absence of the Chair, Cllr. Waterhouse, the Vice-Chair, Cllr. Wells, took the Chair and 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.

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

Apologies for absence were received from Cllrs. Miss. Needs, Oppler, Waterhouse and Woodall with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

There were no apologies received from Cllr. Goodheart. These could, therefore, not be approved.

29. 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

30. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3rd JUNE 2024

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 3rd June 2024 and these were signed by the Chair.

31. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public and the meeting was not, therefore, adjourned.

32. CLERK'S REPORT FROM PREVIOUS MINUTES

32.1 3rd June 2024 - Min. 7.10 Business Wardens Service Level Agreement

Following receipt of a signed copy of the Service Level Agreement from the Bognor Regis BID, the Clerk was notified that the Community Warden would be having a new uniform. With new, red, High Vis vests planned, the BID proposed that along with their logo, the Town Council logo also be included in the design. As the Council's future financial commitment to the provision of a Community Warden is unknown, the BID was advised that the matter would need to go before the Policy and Resources Committee to seek their instruction on whether they wish to include the Council's logo. However, in order to expedite the changes, and given that the Town Council's logo has never previously featured, the decision was made to put the new uniform into production without further delay.

32.2 3rd June 2024 - Min. 9 ADC Free Parking Scheme Review

Following changes to the scheme introduced in January, with a virtual parking disc available via an app being introduced, as well as the physical disc, Arun District Council are seeking people's thoughts in relation to the annual charge. As part of the review, it is proposed to combine the two separate schemes, in Bognor Regis and Littlehampton, into one to give customers the freedom to park in either town centre using one disc. Under the proposal, discs will continue to be available as either a virtual (app based) disc, or a physical disc. The proposed disc would apply to the same six car parks as the existing schemes.

It is proposed that the virtual disc be available at a lower price than the physical disc to reflect its lower administration costs.

Wanting to hear about views on the pricing, Arun have launched a public consultation between Monday the 29th of July and Friday the 23rd of August. The short questionnaire is available online and hard copies can be picked up at either the Littlehampton Civic Centre, Bognor Regis Town Hall, or one of the Free Parking Scheme's participating retailers.

The future of the scheme is set to be presented to ADC's Environment Committee for consideration in September.

32.3 3rd June 2024 - Min. 15 Proposal from a member of the public in relation to an art project

As part of the Town Force report given at the previous meeting, Members were informed that a member of the public had requested that the Town Council consider working on a joint art project with Arun District Council and West Sussex County Council for Hotham subway, to address the long-term issue of graffiti.

The general consensus was that this initiative had the potential to be successful in its aims and 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.

As the subway is an asset of West Sussex County Council's, they were contacted by Officers in the first instance to ask whether they would be agreeable to the project being delivered. Following a site visit with Officers from the Town and County Council, approval has been granted, with the County Council keen to work with the Town Council on the project and an offer of some level of support in terms of materials and labour. Potential funding streams from Arun District Council have been identified and the Bognor Regis Regeneration Board have expressed an interest in working collaboratively on the art project to embed elements of the Wayfinding scheme within it.

32.4 3rd June 2024 - Min. 15 refers Clearance of shingle on seafront decked areas

Also reported under the previous Town Force report was the clearance of shingle from the seafront decked areas, which had required the need to hire a digger to clear the substantial build-up of shingle. A Member queried the associated costs, but the information was not to hand at the time of the question being asked. The Town Force Manager has confirmed that the hiring of the digger came at a cost of £336 excluding VAT.

32.5 3rd June 2024 - Min. 22.3 Replacements laptops to ensure Windows 11 compliancy

Following ratification of expenditure to replace 5 of the Town Council's laptops that were not Windows 11 compliant, a Member asked what was to become of the devices being replaced, and whether they would be suitable to be offered for use.

Having made enquires, the advice is that the devices being replaced would be best 'removed from circulation'. They are being replaced because of their age, which inevitably also means they are coming out of support of manufacturers and software, and are becoming less compatible, which will continue to be the case as time goes on. For them to be able to be used elsewhere would require the laptops to be wiped and refurbished, which would ultimately cost the Council, or whoever is funding it, a lot of time and money, most likely, more than the devices themselves would be worth.

32.6 Election costs

Members were advised that the invoice for the fees for the Bognor Regis Town Council Elections held on 4th May 2023 had now been received at a total cost of £38,219.62. According to Arun District Council, this had increased significantly on the costs charged in 2019 at the last Council Elections owing to increased costs through inflation as well as the additional requirements brought about by the Voter ID legislation introduced in 2023. Part funding of this invoice has been covered from the Earmarked Reserve and this year's budget of £7,500. However, this will leave a shortfall of just under £17,580 which will result in the Elections Budget being overspent in the current year. It is also evident that the budget for future years will also need to be increased significantly to cover the cost of the next elections in 2027.

The majority of those present felt that such a high increase in election costs needed further explanation and asked the Clerk to request a breakdown of the total 2023 costs from Arun District Council for the Bognor Regis area, in addition to the election costs for 2019, as a comparison.

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

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

Owing to a limitation on suitable event space in the Town Centre to hold the planned BMX event, in addition to issues with the paperwork required to proceed, it was no longer viable to organise the event for this year. As an alternative, the Events Officer has suggested an Eco-themed Fun Day to be held as a substitute. Members unanimously **RESOLVED** to **AGREE** that an Eco-themed Fun Day event be arranged, with expenditure of up to £3,000 from the Town Centre events budget available, and that it be held in the Town Centre on a weekday during August 2024, subject to availability.

Members were still hopeful that, with more time for making the necessary arrangements, the BMX event could go ahead in 2025 and, therefore, unanimously **RESOLVED** 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.

The provision of a French Market in the Town Centre was well received, with some believing that this offering could help to increase footfall. Members unanimously **AGREED** that Officers should proceed with arrangements for booking in a French Market, at no expected cost to the Town Council, for 2025.

Following a query from Cllr. Brooks about the possibility of Councillors, who had expressed an interest, being consulted with regard to the arrangements for the Town Council's Christmas Lights Switch-On event, particularly in relation to the possible positioning of any stage, the Chair suggested that the matter be tabled as an Agenda item for the next meeting. Cllr. Brooks was asked to put ideas on paper and send these to the Clerk, prior to the meeting, to aid discussions. This was **AGREED**.

34. TO NOTE THE NOTES OF THE ADC FREE PARKING SCHEME REVIEW WORKING PARTY MEETING HELD ON 13th MAY 2024 – MIN. 9 REFERS

The Town Clerk's report, including the appendices relating to the Notes of the Working Party Meeting held on 13th May 2024 and the excerpt from the Minutes of ADC's Environment Committee Meeting on 20th June 2024, was **NOTED**.

The Chair encouraged all Members, and members of the public, to participate in the Free Parking Scheme review. It was queried as to whether there would be a corporate response made, on behalf of the Town Council, however, there was an understanding that the Town Council's appointed Representative to the Working Party had delivered a strong response when the Party met on 15th July 2024. With the Minutes of that meeting not yet published, it was suggested that Councillors respond individually to the consultation and **AGREED** that the Clerk would liaise with the Chair once the Minutes of the meeting held on 15th July were available, regarding whether this should be a future Agenda item to enable a corporate response.

35. TO RECEIVE THE TOWN FORCE REPORT

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

A Member remarked upon the benefits of the Legionella site surveys that had taken place, which included the Town Council's seafront showers. Comment was made about the lack of signage on the showers, denoting that they are provided by the Town Council, and it was suggested that this could be introduced and feature the 'Sunnier' Bognor Regis logo. The Member proposed that any funds left in the Shower Maintenance Budget could cover the associated costs or else it was suggested that expenditure could come from another of the Environmental and Leisure Committee's budgets, such as the Publicity and Promotion Budget.

It was **AGREED** that the Town Force Manager be asked about the viability of signs, promoting the Town Council, being attached to the seafront showers.

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

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

37. 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

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

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

38. 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

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

Having been nominated to speak to Bognor Regis Seafront Lights about the Town Council's participation in their ILLUMINATE Bognor event, to be held on 25th August 2024, Cllr. Wells reported that they had suggested funding a Gliding Fairy as a proxy entry, at a total cost of £620.

Members had previously resolved a budget of £1,000 for the Town Council to participate in the Bognor Regis Carnival and ILLUMINATE Bognor, to be split between these events funded from Reserves (Min. 144 refers).

The Clerk advised that the costs associated with the Carnival had been less than the £500 allocated and there was, therefore, surplus funds available that could cover the extra budget required for the Gliding Fairy proposed.

Members unanimously **RESOLVED** to **AGREE** to fund a Gliding Fairy, at a total cost of £620, as a proxy entry into the ILLUMINATE Bognor event in August 2024 and asked that the Town Clerk liaise with Bognor Regis Seafront Lights to arrange this.

39. 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

The Town Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of May and June 2024, including business crime reporting through DISC, was **NOTED**.

Comment was made about the data showing that the total number of incidents reported on DISC by the Warden was only reported as 2 in May and 0 in June, when there were known incidents in the Town Centre during this period.

It was **AGREED** that this query should be followed up with the Bognor Regis BID.

40. TO NOTE THE UPDATED TREASURY MANAGEMENT POLICY AND AGREE THAT IT BE RECOMMENDED TO COUNCIL

The Town Clerk's report, including the updated Treasury Management Policy with suggested amendments appended, was **NOTED**.

Members unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that the updated Treasury Management Policy as proposed, to enable the Assistant Clerk to act in the absence of the Town Clerk, be adopted without any further amendments suggested.

Members further unanimously **AGREED** 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. Thus enabling 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.

41. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

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

Members **RATIFIED** expenditure of £1,215 excluding VAT for replacement of 3 x Twinned Town Signs located on the front of the Town Hall.

It was noted that a lot of work had been recently carried out by ADC to improve the appearance of the Town Hall, which was nice to see money being invested in the Grade II Listed building.

42. 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

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

In response to the comments from West Sussex County Council about the viability of the Esplanade being used for events, including fair rides, following the completion of the improvement works, a Member stated that this issue had been highlighted to the project leads, by the Town Council, at a Members Briefing some time ago.

Members unanimously **AGREED** 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.

43. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 16 REFERS

The Town Clerk's report, and the related appendices detailing the approved and declined No Interest Loan applications and an overall summary of data from Boom Community Bank, was **NOTED**.

44. 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

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

Members unanimously **RESOLVED** to **AGREE** that Rox Music & Arts Organisation may retain the £1,000 awarded to them from Grant Aid 2024, to be reutilised and used to cover costs for running the 'Rising Stars' stage at the Southdowns Music Festival in September 2024, with comment made about how great it was that live music was being brought back to the seafront.

45. 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

The Town Clerk's report, and the Safer Arun Partnership application form for funding, appended to the report, was **NOTED**.

A Member spoke about the ongoing issue of antisocial behaviour, often involving street drinking, centered around a bench located in High Street, outside of the Royal Mail Delivery Office. The Bognor Regis BID had led on proposals to have the bench relocated to York Road, with both ADC and WSCC involved in discussions. However, whilst there had been some initial momentum, including a public consultation being carried out and support from the Town Council's Planning and Licensing Committee to relocate the bench, this had not progressed.

In line with some of the issues being considered by the Bognor Regis in Bloom Working Group, another Member suggested that an application to the Safer Arun Partnership fund could be made to support the provision of CCTV in ASB hotspots such as the subway and Rose Garden in Hotham Park, or that funding for mobile speed devices be considered.

The Clerk pointed out that none of the community assets identified belonged to the Town Council and suggested that an application to reduce antisocial behaviour at an asset owned by BRTC be considered as a back-up.

Members **AGREED** to prioritise an application to the Safer Arun Partnership for funding towards the relocation of the bench in High Street, in an effort to reduce the ASB in this prominent location. If it is established that the community asset has to belong to the Town Council then it was further **AGREED** that a project aimed at reducing ASB at the Council's allotments, such as the provision of additional fencing or security cameras to reduce the risk of fly-tipping, be submitted.

46. FINANCIAL REPORTS INCLUDING: -

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

46.1 To note Committee I&E Reports for the months of May and June 2024 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the months of May and June 2024.

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

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

47. CORRESPONDENCE

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

48. 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 23 (contractual).

49. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Clerk informed those present that the outstanding debt, referred to under Minute number 26 at the previous meeting, had now been settled.

The Meeting closed at 7.21pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
23rd SEPTEMBER 2024**

AGENDA ITEM 7 - TO FURTHER CONSIDER AND AGREE THE APPLICATION PROCESS IN RELATION TO PARTNERSHIP FUNDING AND TO ALSO CONSIDER THE IMPLICATIONS OF PARTNERSHIP FUNDING GOING FORWARD - MIN. 17 REFERS

REPORT BY ASSISTANT CLERK

FOR DECISION

Background

At the Policy and Resources Committee Meeting, held on 3rd June 2024, Members agreed to adopt the following criterion in relation to Partnership Funding: -

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

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

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

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

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

Members also agreed to earmark the £6,000 balance remaining in the Partnership Funding Budget for 2024/2025 and that it be carried forward as 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 (Min. 17 refers).

Next steps

In order to open the application window for Partnership Funding 2025/2026, Members are invited to consider and agree how applications should be made. If this involves the completion of an application form then its content needs to be agreed, along with consideration of any supporting documents to be provided to applicants i.e. guidelines. For illustrative purposes, the Grant Aid application form and supporting documents are attached to this report as **Appendices 1 - 4**.

Future budgets

Until budget setting for 2025/2026 commences, and is agreed at Council on 6th January 2025, the level of Partnership Funding that will be available in 2025/2026, beyond the £6,000 already earmarked, is unknown.

However, Members are reminded that at the Extraordinary Policy and Resources Committee Meeting on 8th January 2024, when the Grant Aid applications were considered, two 3-year Partnership Funding Agreements with decreasing values over the 3-year period for both Bognor Regis Seafront Lights and Southdowns Music Festival were agreed. See the breakdown below of the funding committed.

Bognor Regis Seafront Lights

- Year 1 (2024) - £6,000
- Year 2 (2025) - £4,500
- Year 3 (2026) - £3,000

Southdowns Music Festival

- Year 1 (2024) - £9,000
- Year 2 (2025) - £8,000
- Year 3 (2026) - £7,000

Of the £21,000 budget available for Partnership Funding in 2024/2025, £15,000 was committed to the two 3-year agreements shown above thereby leaving the balance of £6,000 which was earmarked for 2025/2026. In Year 2 of these agreements (next financial year) the Council is already committed to funding £12,500, so a budget of at least £6,500 in 2025/2026 will be required to cover the Year 2 funding that the Council is already committed to, and a budget of at least £10,000 in 2026/2027 to cover the final year of these two agreements.

It will only be possible to award further Partnership Funding to applicants in 2025/2026 and 2026/2027 if Members recommend a budget in excess of the level required to meet the financial commitment required by the agreements with Bognor Regis Seafront Lights and Southdowns Music Festival.

However, by next April, this current Administration will already be two years in and therefore only two years off the next Local Elections. With this in mind by entering into any new 3-year Partnership Funding Agreements in 2025 this will result in a final payment being payable from the 2027/2028 Budget in April 2027.

It would therefore be prudent not to commit to any new agreements after 2025, which would result in committing the new Administration to something they may not wish to continue to support as even any final payment in 2027 will be payable out of the new Administration's Budget which of course is set by the current Administration for when the new Councillors take Office.

PLEASE NOTE - Members are asked to be mindful that if they wish to change their previous decisions regarding the process for the Partnership Funding as agreed at the meeting held on 3rd June 2024, then the Committee would need to resolve that Standing Order 7a be suspended to allow for further discussion on this matter.

DECISIONS

Members are asked to consider and **AGREE** how they wish to proceed with Partnership Funding going forward in light of the information provided above?

To confirm or otherwise whether this should be run as a separate application process or to allow instead for eligible organisations to be identified instead by the Committee whilst undertaking consideration of the Grant Aid applications?

Consider whether not to commit to any further Partnership Funding other than what has already been committed to up to and including 2026?

Alternatively in line with the Committee's previous decisions: -

Do Members **AGREE** to **ADOPT** a version of the application form and any of the supporting documents used for Grant Aid, in relation to Partnership Funding 2025/2026?

If so, do Members **AGREE** that the closing date to receive applications for Partnership Funding 2025/2026 should be the same as the date set for Grant Aid 2025 applications?



BOGNOR REGIS TOWN COUNCIL

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E-mail: bognortc@bognorregis.gov.uk

GRANT AID APRIL 2025

Thank you for expressing an interest in applying for Grant Aid funding from Bognor Regis Town Council. I would particularly draw your attention to the guidelines for completion of the application forms. The onus is upon you to ensure that all requirements are met by the due date. Failure to comply will result in disqualification. **All applications are to be submitted electronically via email.** Covering emails must list the documentation that is being attached so that it can be checked off as having been received.

Copies of the form and relevant documentation for this year are available to download from the Town Council's website at www.bognorregis.gov.uk if required. Please ensure that you read the Town Council's Grant Awarding Policy, in full, before completing your application.

With the implementation of GDPR we are obliged to obtain your consent to retain your details so that we may contact you in future years about the Grant Aid Scheme. Please note that if the consent box on the application form is not ticked, we will be unable to contact you next year and provide an application form.

Please ensure that completed forms, together with all required documentation, are returned via email by no later than **5.00pm on Thursday 14th November 2024**. All applicants will be advised of the outcome of their application at the end of January 2025. Grant Aid recipients will be requested to send a representative to a Council meeting or alternative Civic event to collect the grant. Cheques awarded to successful applicants **MUST NOT** be banked before 1st April 2025.

Yours faithfully,

Glenna Frost
Town Clerk



BOGNOR REGIS TOWN COUNCIL

GRANT AID APPLICATION FOR APRIL 2025

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

1. Name of your organisation

--

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

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

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

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

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

5. Please supply the following information

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)? Yes ☐ No ☐


When did your group/organisation start? (MM/YY)

How many members do you have?

How many people use this service?

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

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



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

--

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

Please tick:

Yes

☐

No

☐

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

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

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

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

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

12. Purpose of the grant - please show how this will meet the Town Council's Strategy and priority headings as listed in the Grant Awarding Policy.

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

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

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

Details of any safety issues:

Public Liability Insurance: Yes ☐ No ☐

Amount held:

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

17. The Town Council is keen to hear about the impact and benefits arising from the Grant Aid awards. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms. Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time

6 months ☐

12 months ☐

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

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

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

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

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

PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION

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

Date.....

Email address.....

Organisations website (if applicable).....

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

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL
bognortc@bognorregis.gov.uk



BOGNOR REGIS TOWN COUNCIL GRANT AWARDING POLICY

Policy Statement

The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. Whilst wishing to support such groups, the Town Council is also keen to encourage groups to work towards becoming largely self-sufficient, with it evident that efforts are made to raise money through fundraising activities. Furthermore, we seek to work in partnership with organisations who actively support the Town Council in their aims and objectives, and the work that it carries out.

Who can apply?

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

Key Principles

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

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

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

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

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

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

Review of the Policy

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

GRANT AWARDING POLICY - GUIDANCE NOTES FOR APPLICANTS

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

Who may apply for a grant?

The Town Council will fund organisations: -

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

Who is not eligible to apply for a grant?

The Town Council may not fund: -

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

The Application

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

All applications: -

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

statement for Vulnerable Adults.

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

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

How the application is determined

Each application for grant funding will be considered on its own merit with funds awarded at Members discretion.

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

Following determination of the application

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



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

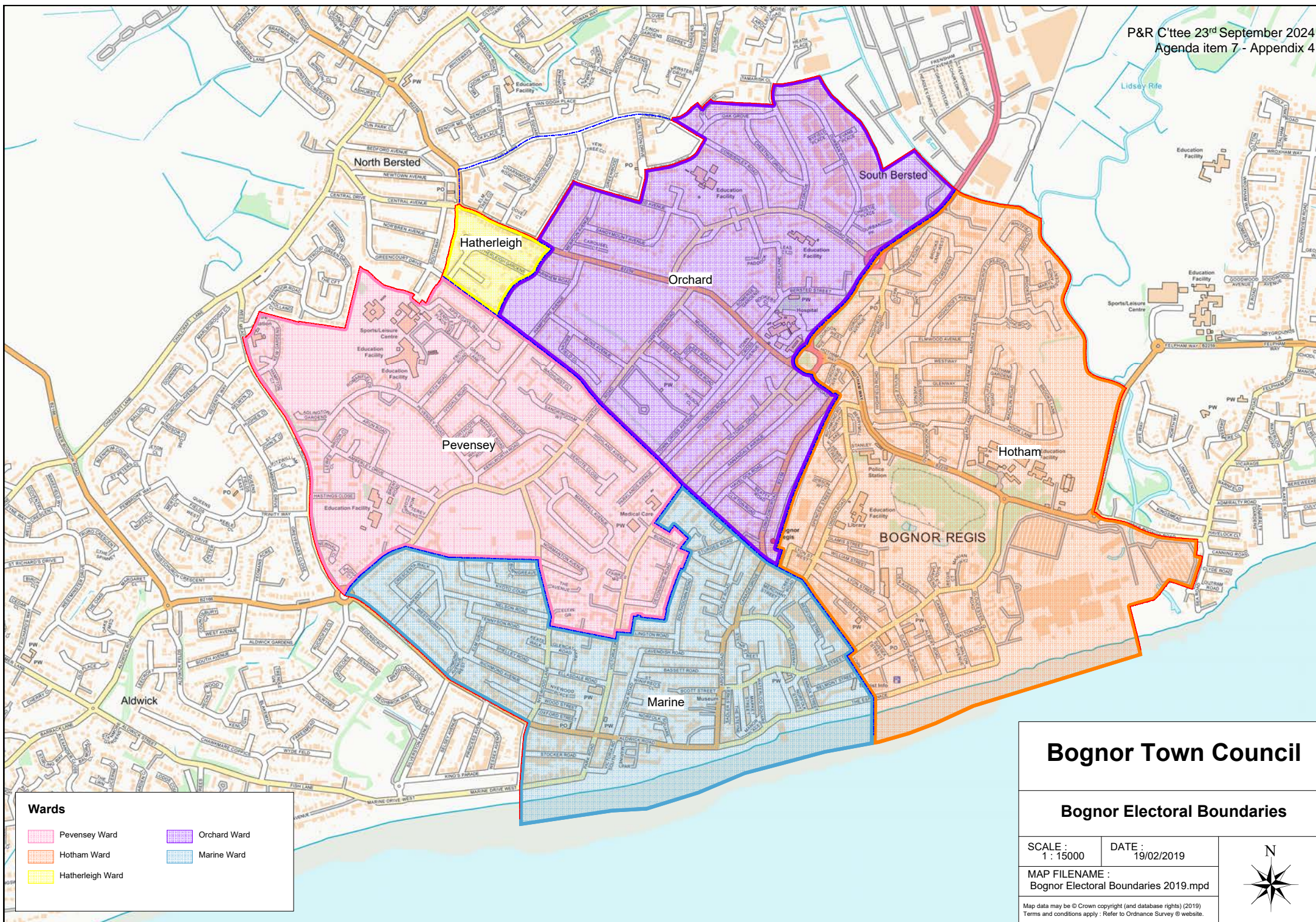
Data

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

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

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

Email: bognortc@bognorregis.gov.uk



Wards

 Pevensey Ward	 Orchard Ward
 Hotham Ward	 Marine Ward
 Hatherleigh Ward	

<h2>Bognor Town Council</h2>		
<h3>Bognor Electoral Boundaries</h3>		
SCALE : 1 : 15000	DATE : 19/02/2019	
MAP FILENAME : Bognor Electoral Boundaries 2019.mpd		
Map data may be © Crown copyright (and database rights) (2019) Terms and conditions apply - Refer to Ordnance Survey © website.		

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
23rd SEPTEMBER 2024**

**AGENDA ITEM 8 - PROPOSALS FOR EVENTS PROGRAMME FOR 2025
INCLUDING CONSIDERATION OF BUDGETS**

REPORT BY THE EVENTS OFFICER

FOR DECISION

The following proposals are based on the 2024 events programme. Should Members have any suggestions that they wish the Events Officer to investigate then these would need to be put forward for consideration by the Committee at this meeting to allow time for these to be taken into consideration.

The Events Officer's recommendations that are agreed at this meeting, subject to suggestions by Members, will be fed into the budget calculations to be considered at this Committee's budget meeting in December and will form part of the overall recommendation to the Town Council in January 2025.

**Lighting of the Beacon Brazier to mark the 80th Anniversary of VE Day -
Bognor Regis Seafront - 8th May 2025**

Recommended Budget 2025 - £2,000

As part of the 80th Anniversary of VE Day, a national beacon lighting event will take place, with the Town Council, amongst others, invited to light the beacon on Bognor Regis seafront.

It is the Officer recommendation that a budget of £2,000 will enable the beacon to be lit with some form of light / brief entertainment, given that the event will take place at 9.30pm in the evening.

DECISIONS

Do Members **AGREE** to light the beacon brazier on 8th May 2025 to mark the 80th Anniversary of VE Day?

Do Members **AGREE** the Events Officer's recommendation of **£2,000** for the VE Day beacon lighting event?

Book Day - Hotham Park - 28th May 2025

Approved Budget 2024 - £5,000

Recommended Budget 2025 - £5,000

Book Day is a very popular event with a historically high footfall, the event is themed, and there are activities for children around the theme, storytelling, arts and crafts workshops and the all-important book swap, where children can bring old books and swap them for new ones.

It is the Officer recommendation that the theme for 2025 be Alice in Wonderland, in memory of Pat Dillon, former BRTC Councillor and Mayor. During his time on the Council, Pat attended every Book Day event dressed in character, the most prevalent, being The Mad Hatter.

It is the Officer recommendation that the same budget as this year of £5,000 be retained for 2025.

DECISIONS

Do Members **AGREE** to theme the 2025 Book Day as Alice in Wonderland, in memory of former Town Councillor and Mayor Pat Dillon?

Do Members **AGREE** the Events Officer's recommendation of **£5,000** for the Book Day event?

Proms in the Park - Hotham Park - 14th June 2025

Approved Budget 2024 - £3,000

Recommended Budget 2025 - £3,000

Live music performed on the bandstand in the beautiful surroundings of Hotham Park, normally two performances of differing genres, finishing off with a brass band performing all the Proms classics.

It is the Officer recommendation that the same budget as this year of £3,000 be retained for 2025.

DECISION

Do Members **AGREE** the Events Officer's recommendation of **£3,000** for the Proms in the Park event?

Drive Through Time - West Park - 6th July 2025

Approved Budget 2024 - £5,000

Recommended Budget 2025 - £5,000

The Drive Through Time is a static motor gala, with over 200 vehicles on display and live broadcast of the Silverstone Formula One on a big screen. There is also a Craft & Charity fair, live music and a free kidszone. This is a very popular event in the events programme and is in its 13th year.

It is the Officer recommendation that the same budget as this year of £5,000 be retained for 2025.

DECISION

Do Members **AGREE** the Events Officer's recommendation of **£5,000** for the Drive Through Time event?

NEW - Clowns International 75th Anniversary Funday - Hotham Park - 27th July 2025

Recommended Budget 2025 - £800

Clowns International (CI) would like to provide a Clown Funday picnic in the park to celebrate CI (the oldest club for clowns) 75th Anniversary, consisting of an open air ring mat for shows and circus skills alongside a large tent, which would be provided by Zaz the Clown (Matthew Indge) whom BRTC have worked closely with since the early days with the Clowns Conventions, he would also compare on the day. They are also proposing a small parade around the park.

It is the Officer recommendation that the Town Council work collaboratively with Clowns International to make this event happen and therefore propose a budget of £800 plus Events Officer time to assist with any administration.

DECISIONS

Do Members **AGREE** to work with Clowns International on the 75th Anniversary Funday event?

Do Members **AGREE** the Events Officer's recommendation of **£800** plus Events Officer time to assist with any administration?

Hampshire Avenue Fun Week – Hampshire Avenue - 28th July - 1st August 2025

Approved Budget 2024 - £3,500

Recommended Budget 2025 - £5,000

Free activities for children daily between 11am–3pm on Hampshire Avenue recreation ground.

It is proposed that this budget be increased to £5,000 to allow the full week to return, as opposed to the three days that it was reduced to for 2024 due to budget restrictions. This week is very well attended and very much needed in this out of Town Centre location, and a full week is required. The Events Officer will also look into the possibility of increasing the length of the days within this new budget.

It is the Officer recommendation that this budget be increased to £5,000 for 2025.

DECISION

Do Members **AGREE** the Events Officer's recommendation to increase the funding to **£5,000** for the Hampshire Avenue Fun week?

Funshine Days - Prom & Hotham Park Bandstands - 5th, 6th, 7th & 12th, 13th 14th, 19th, 20th, 21st & 26th, 27th, 28th (Tues, Weds & Thurs) August 2025

Approved Budget 2024 - £5,000

Recommended Budget 2025 - £5,000

Free activities for children on the bandstand in Hotham Park and on the Prom. Running Tuesday, Wednesday, and Thursdays for 4 weeks. Everything from magicians to samurai sword workshops, beach cleans to clowns.

It is the Officer recommendation that the same budget as this year of £5,000 be retained for 2025.

DECISION

Do Members **AGREE** the Events Officer's recommendation of **£5,000** for the Funshine Day events?

BMX Stunt Show - Town Centre - 29th August 2025

No budget required as funds earmarked from 2024/25 Town Centre Events Budget - Min. 33 refers.

Town centre BMX Stunt Show and BMX sessions for children taught by the professional stunt riders doing the show.

Members will recall, as discussed at the last meeting, it had not been viable to organise the BMX Stunt Show and BMX sessions for this year and Members had subsequently agreed that it be deferred until 2025 with the 2024/25 budget earmarked accordingly.

French Market - Town Centre - Date TBC

No expected cost to the Council, so no budget should be required - Min. 33 refers.

A proposal for a French Market to be brought into the Town Centre on a weekday during the summer holidays was well supported by the Committee at their last meeting. Members unanimously agreed that Officers should proceed with the arrangements for this in 2025, which will be progressed with the event programmed into the calendar.

Sunday Afternoon Concerts in partnership with the Rotary Club - Hotham Park - dates as below

Approved Budget 2024 - £3,000 (made up of £1,500 Budget with an extra £1,500 funded from the 2023/24 Publicity and Promotions Budget)

Recommended Budget 2025 - £3,000

BRTC worked very successfully with the Rotary Club on a series of events throughout the Summer of 2022 and 2023, to revive the very popular Sunday Afternoon Concerts. These concerts were exceptionally well attended with great feedback and a positive response to their return. Last year, it was the Officer recommendation that the collaboration continue for 2024. With an increase in the budget to £3,000 allowing for the additional £1,500 from the

2023/24 Publicity and Promotion Budget, this made provision to allow for an extended programme. The 2024 events were the most well attended to date and it is the Officer recommendation that these events once again continue-for 2025, and the event budget be increased to £3,000 to allow this to happen.

There will be four concerts this year, each with a different genre, and each boasting a soloist vocal and a full live band performance.

These will take place on the bandstand in Hotham Park on the following dates:

Sunday 15th June
Sunday 20th July
Sunday 10th August
Sunday 7th September

It is the Officer recommendation that the event budget be increased by the additional £1,500 to a total budget of £3,000 for 2025 to bring this in line with this year's expenditure and allow the extended programme to continue.

DECISION

Do Members **AGREE** the Events Officer's recommendation of an increase of £1,500 to bring the total up to **£3,000** for the Sunday afternoon Concert events in line with this year's expenditure to allow the extended programme to continue?

Halloween Half Term Event – Hotham Park - deferred from 2023

Approved Budget - £2,500 + £2,000 from Publicity and Promotions Budget
EMR

As reported to Members at their meeting in January 2024, the Events Officer had proposed working collaboratively with Rox Music & Arts to revive the very popular Halloween event. The event had been deferred from the 2023 programme to allow for a full proposal to be brought to a meeting, including a breakdown of costings and clarification on an element of the event involving the train in Hotham Park.

Unfortunately, to date it has not been possible to progress this to establish if collaborative working can be pursued due to differing ideals on the event content and length.

With this in mind, Members are asked to consider whether the Halloween event should once again be deferred for a further year to 2025, to allow for further discussions with Rox Music & Arts to see if agreement can finally be reached on a way forward.

Or alternatively, should it be decided not to pursue this further, the budget could be retained in Earmarked Reserves until such times as an alternative use is identified.

DECISIONS

Do Members **AGREE** to defer the Halloween event once more to 2025 whilst retaining the current budget of **£4,500** currently held in Earmarked Reserves?

Or

Do Members **RESOLVE** not to pursue this further, and instead retain the budget of **£4,500** in Earmarked Reserves until such times as an alternative event is identified?

Christmas Illuminations Switch-On - Town Centre - 29th November 2025

Approved Budget 2024 - £6,000

Recommended Budget 2025 - £6,000

The switching on of the town's Christmas illuminations.

It is the Officer recommendation that the same budget as this year of £6,000 be retained for 2025.

DECISION

Do Members **AGREE** the Events Officer's recommendation of £6,000 for the Christmas Illuminations Switch-On event?

Carols in the Park – Hotham Park

Recommended Budget 2025 - £2,500

At the meeting held in January 2024, the Events Officer reported that Carols in the Park was an event previously run by Rotary Club, Hotham Park Heritage Trust and Friends of Hotham Park. Sadly, the event ceased to run and has not done so for a few years. The event was exceptionally popular, very well attended and is missed by the community.

Having discussed the proposal to see if this event could be revived, the Committee unanimously agreed to support in principle the Events Officer entering into discussions regarding working collaboratively with Arun Arts Ltd, and other organisations, to reinstate the event for 2024.

A report would then be brought back to the Committee at a future meeting for a final decision regarding taking this forward when further details were available.

Unfortunately, both Rotary and Arun Arts were unable to work with the Events Officer for 2024 due to funding and time constraints, so it is the Officer recommendation that this now be progressed to investigate whether through collaboration with other organisations, the Town Council can bring back the

event for 2025 and that a budget provision of £2,500 be made available to enable this to happen.

DECISION

Do Members **AGREE** the Events Officer's recommendation to allocate **£2,500** to enable the Carols in the Park event to be revived in 2025?

FOR INFORMATION

The map shows a residential area with several streets and landmarks. A red bus is shown on St Dunstons Hill, and a red triangle marks a specific location. The map includes building footprints, green spaces, and a scale bar.

Bognor Regis Concert Band will be playing Christmas music on the Station concourse on behalf of the Town Council and to add an extra element to the Switch-On event. There is also a possibility of a live ice carving taking place at the top end of High Street, this is currently TBC.

There will be a full bespoke laser show to music, and projection lighting (which will remain in-situ for the duration of the Christmas Lights). There will be illuminated stilt walkers, roaming festive acts moving throughout the Town giving Christmas Goody bags to children, and live music performances on the stage.

The headline act is Simon Ledger and 'Crowdeoke', audience participation large-scale karaoke featuring a 60-minute-long show offering a huge mixture of sing-along songs for all ages with song lyrics and stunning graphics displayed on the big screen and also a signer for people with impaired hearing.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
23rd SEPTEMBER 2024**

**AGENDA ITEM 10 - TO NOTE THE NOTES OF THE ADC FREE PARKING
SCHEME REVIEW WORKING PARTY MEETING HELD ON 15th JULY 2024 -
MIN. 34 REFERS**

REPORT BY ASSISTANT 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.

Councillors Oppler and Waterhouse attended the third Working Party Meeting held on 15th July 2024, the Notes of which are attached to this report as **Appendix 1**.

The Notes and recommendations from the Working Party Meeting are due to be considered by ADC's Environment Committee at the meeting to be held on 19th September 2024. It is unlikely that the Minutes from the Environment Committee Meeting will be available in time for the Town Council's Policy and Resources Committee Meeting on 23rd September 2024.

DECISION

Members are asked to **NOTE** the Notes of the ADC Free Parking Scheme Review Working Party Meeting held on 15th July 2024.

Public Document Pack

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

1

FREE PARKING SCHEME REVIEW WORKING PARTY

15 July 2024 at 6.00 pm

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

Councillor Bob Waterhouse (nominated representative from Bognor Regis Town Council), Councillor Francis Oppler (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)

1. 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 distribution of the 2024 discs.

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

2. MINUTES

The Minutes of the meeting held on 13 May 2024 were approved by the Working Party. These would be signed after the meeting.

3. 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, reminding members of the timetable of work, its Terms of Reference and objectives. At the second meeting of the Working Party three options had been shortlisted for further review which were: Option A - Virtual only permits; Option B - a hybrid of both physical and virtual discs, with the virtual discs costing less for the end users to purchase than the physical discs; Option C - continue the current scheme but explore changes in price to the end user. Each option was to be looked at both for separate Bognor Regis and Littlehampton discs, and also for a singular Arun disc covering both towns. The Group Head of Technical Services went through each of these options, as set out in the report, including the benefits and drawbacks of each of these options.

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

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Free Parking Scheme Review Working Party - 15.07.24

Members had been provided with a supplementary document both via email in advance of the meeting, and in hard copy at the meeting. This was a table containing information provided by the Arun District Council Finance Department based on a limited size data from sales of virtual permits, showing net loss to the Council for each option.

The Group Head of Technical Services updated that 4% of the total number of permits sold had been virtual, and data from this limited sample size had identified that the average usage for these discs was monthly. Whilst acknowledging the limited data sample size, this put the cost of the scheme in foregone revenue at the higher end of estimations previously presented to the Working Party – approximately £1.3 million.

During the presentation of the report, one member questioned Officers on the amount of discs printed this year, and whether they had intended to print less than in previous years. The Group Head of Technical Services explained that it had been the intention of Officers to print the correct amount of discs to meet demand, and more would be printed if and when required.

A discussion took place around how increasing the purchase costs of the discs would impact the retailers. It was noted that if this were the case, the percentage to the card provider during the transaction would increase, and therefore there would be less incentive for the retailers to sell them.

One member emphasised that the purpose of the scheme was to increase town centre footfall, and suggested that the scheme had worked better in previous years. He felt users should be able to use the discs multiple times each day, with a limit of 3 hours for each use, and the cost should be capped at £5 for the remainder of the administration. He felt there was an over-fixation on abuse of the scheme. Other members offered support for this.

There was concern around the terminology of a singular Arun disc being discussed, as the scheme would only cover Bognor Regis and Littlehampton town centres, and it was felt it should be made clear only these areas would be covered with one disc. It was asked whether a singular disc costing double the amount to purchase than the separate discs would increase revenue to the Council. Officers confirmed that although some people currently bought both discs, many did not, and this would mean the Council would lose less money from the scheme. Clarification was requested on whether a singular disc covering both town centres would mean the user could park free for 2 hours in both Littlehampton and Bognor Regis on the same day. Officers confirmed the disc could only be used once each day. It was noted that a singular disc may encourage some people to visit the town centre that they would not usually visit if their parking discs meant they could do so.

There were differing views on whether the scheme should be increased to a maximum use of 3 hours, with some believing this would be beneficial and others stating it would be excessive at significant additional cost to Arun District Council. It was asked whether the likely loss of revenue to the Council would be gained in additional benefit to the town centre businesses. The Group Head of Technical Services explained

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

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Free Parking Scheme Review Working Party - 15.07.24

that this would mean a substantial amount of additional lost revenue to the Council, and the Council's Financial Strategy around reviewing fees and charges intended to reduce lost revenue, not increase this. Amounts of lost revenue for the Council and gains to businesses were not known, but one member had shared research at the first meeting that did not provide compelling evidence that free parking helped town centre businesses.

Several members acknowledged that Option A, the virtual only permits, were the ideal, as this would mean data could be collected, and there would be less abuse of the scheme. It was also noted, however, that it may be too soon to move to this altogether, and users may need an incentive to purchase virtual discs.

Some members felt strongly that the usage limit of once per day should be removed, and users should be able to use the discs multiple times each day. The limit was hard to enforce with the physical discs, and it was felt by some that the condition should be removed altogether. The Group Head of Technical Services explained that this would mean additional lost revenue to the Council.

Councillor Blanchard-Cooper proposed that the following be recommended to the Environment Committee:

- 1) continue with existing disc and app scheme
- 2) a singular Arun-wide disc scheme with a cap at £5
- 3) increase time allowed to 3 hours
- 4) lock in the scheme across the remainder of the administration
- 5) remove the condition that the disc may only be used once per day
- 6) increase the service fee to Bognor Regis BID as appropriate to distribute the discs.
- 7) a minimum of 50k discs to be printed

Following further discussion, Councillor Blanchard-Cooper agreed to amend his proposal as follows (additions shown in **bold**, deletions shown in ~~strikethrough~~):

Recommend to the Environment Committee that:

- 1) continue with existing disc and app scheme
- 2) a singular Arun-wide disc scheme ~~with a cap at £5,~~ **the pricing to be decided by the Environment Committee**
- 3) ~~increase time allowed to 3 hours~~
- 4) ~~lock in the scheme across the remainder of the administration~~
- 5) remove the condition that the disc may only be used once per day
- 6) increase the service fee to Bognor Regis BID as appropriate to distribute the discs.
- 7) a minimum of 50k discs to be printed

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

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Free Parking Scheme Review Working Party - 15.07.24

It was confirmed that Bognor Regis BID would not be distributing the discs for the following year.

The proposal was not seconded and was withdrawn by the proposer.

Debate continued and it was asked whether the public could be consulted on how much they would be willing to pay for the discs. Officers confirmed an online survey could be prepared, a hard copy of which could also be made available at the Bognor Regis Town Hall and Arun Civic Centre. This public consultation could run for a 4 week period commencing 29 July 2024, and could include questions such as people's awareness of the current scheme; whether public preference was for a singular disc or separate Bognor Regis and Littlehampton discs; whether people would be more likely to purchase virtual discs than physical discs if the virtual discs cost less. The outcome of this could be verbally reported at the Environment Committee meeting. Members suggested that the Environment Committee could then determine the pricing of the disc, reflecting on the outcome of the survey.

Discussion resumed around the amount of discs printed this year, and Officers confirmed that nearly 50k discs were printed. Littlehampton had not run out of discs and there were around 5k discs left. There had been discs reprinted for Bognor Regis, which had temporarily run out for a very short time, but were quickly re-stocked. The Group Head of Technical Services explained that if it was mandated that 50k discs be ordered, there was a likelihood of wastage at cost to the Council.

Councillor Wiltshire then proposed to recommend to the Environment Committee:

A singular disc that covers both Bognor Regis and Littlehampton town centre car parks, using Option B, a hybrid scheme of both physical and virtual discs, with the virtual discs costing less for the end users to purchase than the physical discs. The costs of these to be decided by the Environment Committee, guided by the outcome of public consultation.

This was seconded by Councillor Wallsgrove, and a short debate resumed. One member was unhappy about public consultation, and felt this would be unhelpful.

It was felt the proposal would be agreeable to town centre businesses, although it was noted that an increase in price may make it less appealing for retailers to sell the discs, as mentioned earlier in the debate.

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

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Free Parking Scheme Review Working Party - 15.07.24

The Working Party

RECOMMENDED TO THE ENVIRONMENT COMMITTEE

A singular disc that covers both Bognor Regis and Littlehampton town centre car parks, using Option B, a hybrid scheme of both physical and virtual discs, with the virtual discs costing less for the end users to purchase than the physical discs. The costs of these to be decided by the Environment Committee, guided by the outcome of public consultation.

(The meeting concluded at 7.44 pm)

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
23rd SEPTEMBER 2024**

AGENDA ITEM 11 - TO RECEIVE THE TOWN FORCE REPORT INCLUDING ANY UPDATE ON “PROVIDED BY BOGNOR REGIS TOWN COUNCIL” SIGNAGE - MIN. 35 REFERS

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

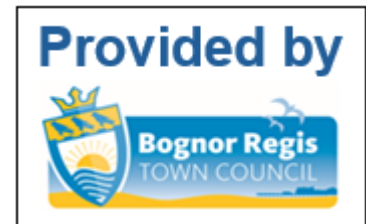
“Provided by Bognor Regis Town Council” signage – Min. 35 refers

At the Environmental and Leisure Committee Meeting, held on 9th September 2024, Members resolved to agree: -

Expenditure of up to £18 plus VAT for HI Tack stickers to be installed on the three seafront showers, promoting the Town Council as the provider of these assets, to be funded from the Publicity & Promotion Budget 2024/25. Members agreed to use a simpler design than that proposed in the report by removing the ‘sunniest’ logo. For the showers, it was agreed that stickers should be portrait.



Expenditure of up to £99.60 plus VAT, to be funded from the Publicity and Promotion Budget 2024/25, to tag the following Town Council assets: 3 x bins outside of Mountbatten Court, 3 x seafront decked areas, 4 x benches outside of Mountbatten Court, 2 x benches on Laburnum Grove Playing Field, at the base of the seafront beacon. Members agreed to use a simpler design than that proposed in the report by removing the ‘sunniest’ logo. For these assets, it was agreed that stickers should be landscape.



The signage will be ordered and installed in due course.

Graffiti

Town Force have now completed removal of all historical graffiti from the three subways utilising funding awarded by the local Community Safety Partnership. As expected, offenders soon returned causing criminal damage once again. The team has managed to keep the situation under control thanks to their weekly visits and quick removal of all new graffiti. This did not go unnoticed when the following message was left in Hotham subway:



Town Force also dealt with an outbreak of graffiti in the Town Centre where the offenders were caught on CCTV. Footage was subsequently provided to the Police.

There was also a significant number of graffiti incidents removed from the alleyway between Linden Road and Marshall Avenue, along Church Path and around Hotham Park.

The graph below shows TF hours spent on graffiti removal each month, with August levels high due to removal of historical graffiti from the subways:



Town Force Equipment

Following a breakdown of the trolley mounted waterer during the height of the summer season, a second waterer was purchased to enable the team to continue watering areas where vehicle access is not possible. The manufacturer's investigation into the fault established that a new pump was needed which was subsequently fitted and the waterer returned in fully working condition.

The graffiti trailer had to have the core cable and plug replaced.

The Weibang mower and Kombi strimmer had to be taken for repairs.

The ride on mower had its first annual service.

Town Force Vehicles

The PF18 transit van had the lightbar switch and the front and rear brake pads replaced.

The cherry picker passed its 6 monthly LOLER inspection.

The Connect van had the lightbar switch replaced and a forced regen of the dpf had to be performed by a Ford dealer once again.

Shripney Road central reservation

The next cut is scheduled to take place on 10th October.

Sponsored Planters

Mays Estate Agents renewed their sponsorship contract for 3 years whilst Unique Promotions and West Sussex brickwork terminated their sponsorship contract. Upper Bognor Road planter is about to be re-let.

Planters currently available for sponsorship are: 3 x planters on Felpham Way, Chichester Road planter, Martlets planter, A29/Orchard Way Yucca planter and 1 x Durban Road planter.

Events Support

Town Force supported the Hampshire Avenue Fun Week, Funshine Days, Dino Day, Rotary Club concerts in Hotham Park, Illuminate Bognor, Eco Day, Puppy Love and Bognorphenia.

Revenue generating jobs

- Watering of the Arcade hanging baskets for Arun DC;
- Watering of hanging baskets for the Picturedrome Cinema;
- Watering of planters and troughs for Aldwick Parish Council;
- Bench repair for Pagham Parish Council;
- Various jobs around the Shrubbs Field and installation of benches for Middleton on Sea Parish Council;
- Removal of graffiti from the south side of Charles Purley Way viaduct for Arun DC;
- Provision of cherry picker, banksman and qualified operator to Falcon Homes;
- 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, Town Force have also set up/packed away the Councillor Surgery at Hampshire Avenue, repaired cables to the batteries at the Weather station, collected In Bloom trophies from Bersted Primary school, quoted for grass cutting around Travis Perkins unit on Southern Cross Estate, completed a number of jobs at the allotments and serviced BRTC noticeboards.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
23rd SEPTEMBER 2024**

AGENDA ITEM 12 - TO CONSIDER AND AGREE THE LEVEL OF ANY FUNDING TOWARDS THE RELOCATION OF A BENCH IN HIGH STREET AND REMOVAL OF TWO BENCHES IN YORK ROAD, SHOULD A FUNDING REQUEST FROM ANOTHER SOURCE NOT BE POSSIBLE - MIN. 45 REFERS

REPORT BY ASSISTANT CLERK

FOR DECISION

Following Members comments at the previous meeting (Min. 45 refers) in relation to a bench in High Street that was attracting antisocial behaviour, the Assistant Clerk has taken the lead in bringing ADC (owners of the benches) and WSCC (highways authority) back to the table, whilst including the Town Force Manager in discussions, in an effort to progress the work already undertaken by the Bognor Regis BID in having the bench relocated.

An online meeting has been arranged with all relevant parties, to be held on 18th September 2024, to finalise all necessary agreements in order for the work to proceed.

In the event that funding towards the works is not secured via Safer Arun Partnership Funding, Members are asked to consider and agree the level of funding that the Town Council may contribute to ensure that the problematic bench in question is successfully removed.

Following the online meeting to be held on the 18th of September, a verbal update with proposed costs of the project, will be given to Members at the Committee Meeting on the 23rd.

DECISION

Members are asked to **RESOLVE** to **AGREE** the level of any funding towards the relocation of a bench in High Street and removal of two benches in York Road, should a funding request from another source not be possible, with a budget identified.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
23rd SEPTEMBER 2024**

**AGENDA ITEM 13 - REPORT ON TOWN CENTRE ISSUES INCLUDING ANY
REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

REPORT BY ASSISTANT CLERK

FOR INFORMATION

Owing to numerous apologies for absence, the Bognor Regis BID Board Meeting due to be held on 5th September 2024 was rescheduled to take place on 3rd October 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
23rd SEPTEMBER 2024**

AGENDA ITEM 14 - TO CONSIDER AND IF ACCEPTABLE RECOMMEND TO COUNCIL A CHANGE TO THE FINANCIAL REGULATIONS, AND ASSOCIATED CHANGES TO STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS. ALSO, CONSIDERATION OF A RISK MANAGEMENT POLICY AND FURTHER RECOMMEND THIS TO COUNCIL FOR ADOPTION

REPORT BY TOWN CLERK & CONSULTANT

FOR DECISION

The Council normally undertake a light touch review of its three governing policy documents annually, however a more fundamental review becomes necessary less frequently, very often due to legislative changes. Such a review is now appropriate because the National Association of Local Councils (NALC) has issued a substantially amended and re-formatted model for Financial Regulations.

I have worked with Pete Cooper, a consultant, who has previously helped us with these documents. We have taken the opportunity to restructure much of the document in accordance with NALC guidance whilst continuing to tailor it to the needs of Bognor Regis Town Council.

The recommended changes to each draft document are set out in red wherever possible so that Members can readily identify them and highlighted in yellow in some cases, however the layout of the new Financial Regulations is so substantially changed that it has been necessary to give more detailed information in this covering report.

Financial Regulations

NALC have not updated its model Regulations since 2019, and this is the most fundamental change of layout for many years.

Further details of the changes and their origin in the current Financial Regulations is set out in Table 1.

Standing Orders

Although Standing Orders have already been amended this year to reflect changes in the Committee structure, it is now necessary to update the values in Standing Order 18, Finance Control and Procurement, to align with the revised Financial Regulations.

Standing Orders for Contracts

Standing Orders for Contracts was last revised in September 2022. The amendments shown in red in the recommended document just reflect changes in values for 2024 and changes in the latest Financial Regulations.

The Procurement Act 2023 will come into force over the next few months and will affect local authority procurement. It is intended to create a single public procurement regime and create a simple and transparent process following Brexit, rather than rely on rules still based on EU requirements. It is proposed that new Public Contract regulations will be introduced to replace or amend the current ones. Once these are introduced, NALC will no doubt issue further guidance and Council will again need to review these Standing Orders for Contracts and possibly make further changes to Financial Regulations.

Risk Management Policy

Regulation 2.2 of the new Model Financial Regulations states that the RFO should prepare for Council a Risk Management Policy covering all aspects of the Council. The draft policy has therefore been prepared for the consideration of Members.

Terms of Reference for Council

Required one addition to delegation in relation to approval of internal auditor.

DECISION

Do Members **AGREE** to **RECOMMEND** to **COUNCIL** the revised Financial Regulations, a new Risk Management Policy and amendments to the Standing Orders, and Standing Orders for Contracts as set out in the appended draft documents and their adoption?

Appendices

Draft Financial Regulations - **Appendix 1**

Draft amended Standing Orders - **Appendix 2**

Draft amended Standing Orders for Contracts - **Appendix 3**

Draft Risk Management Policy - **Appendix 4**

Amended Council Terms of Reference - **Appendix 5**

Table 1. Further details of the changes to new Financial Regulations

New Regulation	Origin
1.3	New, previously 1.7 & 1.6
1.4	New definitions, replace 1.5. Previous 1.4 deleted as superfluous
1.5	Defines RFO role, replaces 1.8
1.6	Defines RFO role, replaces 1.9 & 4.7
1.7	Wording changed slightly from previous 1.13, writing off bad debts by Council retained as decision of Bognor. Internal audit added by new model
1.8	Replaces 1.4 & 5.8
2	New section on Risk Management, but many parts taken from old Model. Replaces Section 17
2.1	Replaces 17.1
2.3	Replaces 17.3
2.4	Replaces 1.5
2.5	Effectively replaces 1.12, 1.3
2.6	Replaces 2.2 but NB. Cannot be Chair or Vice Chair of P&R
2.7	Replaces 6.12 but adds words about employees not available
3.1	Replaces 2.1
3.2	Substantially replace 1.10 & 1.11
3.3	New
3.4	Replaces 2.3
3.5 & 3.6	Replace 2.4 but substantially the same
3.7	Replaces and adds to 2.5 2.7
3.8	Replaces and slightly amends 2.6
3.9	Replaces and adds to 2.7
3.10	Replaces 2.8
3.11	Replaces and updates 2.9, 2.10 & 3.12
4.1	New, statutory requirement
4.2	Replaces 4.4 but more specific
4.3	Replaces 3.1. NB advice for financial planning for at least 3 years
4.4	New section re-unspent budgets, replaces 4.3
4.5	New specifying a committee's role in budget setting
4.6	New, giving further detail to budget process
4.7	Revision of 3.2
4.8	New, pointing out a legal requirement of councillors
4.9	Replaces 3.2
4.10	Replaces 4.3
4.11	Replaces 4.8
5.1	Emphasises statutory requirement to obtain value for money
5.2	Replaces 10.5 re power to spend
5.3	New but replaces parts of 11.1 & 4.6
5.4	New but replaces 11.1b, 11.1c, & 11.1m. NB current contract value £30k including VAT
5.5 & 5.6	Replace part of 11.1c. but now raises tender value to above £60k, which Council's accountant supports
5.7	New replaces parts of 11.1b & 11.1c
5.8, 5.9 & 5.10	Replace 11.1i NB below £1k need only to seek value for money.
5.11	New but aligns with Standing Orders for Contracts, emphasises Statutory requirement and replaces part of 4.1
5.12	Replaces 11.1a. This has been kept as previous version

5.13	Replaces 11.1d
5.14	Replaces 11.1J
5.15	Replaces most of 4.1 with same limits
5.16	Replaces 10.4
5.17	Partially replaces 4.2
5.18	New provision but see reference in Council's Scheme of Delegation
5.19	Replaces 4.5
5.20	Replaces 10.1
5.21	Replaces and updates 10.2
6.2	Replaces 6.1 and part of 5.2
6.3	Replaces and adds to 5.3 & 5.4
6.4	New but already good practice and replaces part of 5.2
6.5	Replaces 6.2
6.6	Replaces 5.6
6.7 & 6.8	Replaces 5.7
6.9	New payment authorisation section includes delegation to Town Clerk up to £500 and up to other sums in specified cases
	Replaces 5.5a
6.10	Replaces remainder of 5.2
7	Separate section on electronic payments as this is the way most councils are now going. It is in place should Bognor Regis decide to use it
7.1	Revised from 6.14
7.2	New
7.3	Previously 6.11
7.4	New but replaces 6.9 & 6.15
7.5	New
7.6	New
7.7	New
7.8	New
7.9	Refers to approved list previously in 6.6 which is replaced
7.10	New but replaces 6.8
7.11	Revises 6.7
7.12	Expanded previous 6.16
7.13	Revises & replaces 6.13
7.14	New but effectively replaces 6.10
8.	New separate heading for Cheque Payments
8.1 & 8.2	Replace 6.3 & 6.4
8.3	Revises and replaces 6.5
9	New separate heading for Payment Cards
9.1	Slight amendment to 6.17
9.2	New, pre-paid debit cards if required
9.3 & 9.4	Expanded sections with spending limits to replace 6.18
10.1 a, b & c	Now separate section on Petty Cash. Re-written but replaces 6.19, a, b & c with the same limits
11.1	Replaces part of 7.1 and emphasises duties re salary and allowances
11.2	New, emphasises current position re tax on allowances
11.3	Replaces and expands on 7.3 and remainder of 7.1 & 7.2
11.4	Expanded section to replace 7.2
11.5	New, specifying how deductions are to be paid to relative bodies In a timely manner
11.6	Substantially amended replacing 7.4 & 7.5 without direct reference to FOI Act
11.7	Replaces similar 7.7

11.8	Replaces similar 7.8
11.9	Retained from previous 7.6
12.1	Replaces 8.1 & 8.4
12.2	Replaces 8.2
12.3	Replaces 8.5. NB. The need to formally consider the statutory requirement Previous 8.3 now superfluous
13.2	Expands and replaces 9.2
13.3	Expands on 9.3 and links with Council decision in 1.7
13.4	Replaces 9.4 & 9.5 virtually unchanged
13.5	Same as 9.6
13.6	Replaces and updates 9.7
13.7	Previously 9.8
13.8	Addition re income from charitable trusts
14	Payments under contracts for building and other construction works. Replaces previous Regulation 12, with little change but minor variation to Town Clerk powers, subject to notifying Council in specified circumstances
15	Stores and Equipment. Replaces previous Regulation 13 but no change
16.1 & 16.2	Replace 14.1 with very minor update & part of 14.6
16.3	Replaces remainder of 14.6
16.4	New regulation replaces 14.3 & 14.4
16.5	New, replacing 14.2 & 14.5. Value of £1k as before
17.1	Replaces 15.1 & 15.2
17.2	New
17.3	Replaces 15.3
17.4	Same as 15.4
18.1	Charities. Direct replacement for 16.1 with a minor clarification
19.1	Replaces 18.1 but NB requirement for annual review
19.2	Replaces previous 18.2 with clarification regarding statutory requirement
19.3	New
Appendix 1	Replaces 11.1 e, f, g, h, & k



BOGNOR REGIS TOWN COUNCIL FINANCIAL REGULATIONS

Adopted by the Council at its Meeting held on **28th October 2024**

BOGNOR REGIS TOWN COUNCIL
FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on 28th October 2024. They are based on National Association of Local Council's (NALC) Model 2024.

N.B. **Bold text** indicates legal requirements, which a council cannot change or suspend.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's Standing Orders and the council's Standing Orders for Contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. Councillors and officers are expected to follow these regulations. Failure to follow these regulations brings the office of councillor into disrepute. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. **In these Financial Regulations:**
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England.
 - 'Must' and **bold** text refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Town Clerk has been appointed as RFO and these regulations apply accordingly.
- 1.6. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council. (to include regular statements of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances in excess of 15% of the budget.)

1.7. **The council must not delegate any decision regarding the following which must be determined by full council only, however Council may consider recommendations from the Policy and Resources Committee:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the **internal** or external auditors**
- writing off bad debts **following consideration and recommendation from the Policy and Resources Committee.**

1.8. In addition, the council **shall**:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess **of limits delegated to committee.**

2. RISK MANAGEMENT AND INTERNAL CONTROL

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

- 2.2. The Town Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Town Clerk, with the RFO if a separate officer, shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. On a monthly basis, and at each financial year end, **a member other than the Chair or Vice-Chair of Policy and Resources** Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign **and date** the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the **Policy and Resources** Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. **The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.**

3. ACCOUNTS AND AUDIT (INTERNAL AND EXTERNAL)

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return **in accordance** with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them and report thereon to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by **the Policy and Resources Committee under delegated authority** and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices **specified in the Practitioners' Guide.**
- 3.8. **The council shall ensure that the internal auditor:**
- is competent and independent of the financial operations of the council;
 - reports to council **(directly or through the Policy and Resources Committee)** in writing, **or in person**, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. BUDGET AND PRECEPT

- 4.1. Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed for the following financial year, as part of the budget setting process and the final version shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. The RFO shall each year, prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, preferably along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Policy and Resources Committee not later than the beginning of December each year.
- 4.6. The draft budget, with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy and Resources Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The approved budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or Policy and Resources Committee.

5. PROCUREMENT

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes. (Where the Council hold the

General Power of Competence, it will be assumed to be the power of first resort unless otherwise stated.)

- 5.3. Every contract shall comply with the council's Standing Orders, Standing Orders for Contracts and these Financial Regulations and no exceptions shall be made, except in an emergency, provided that this regulation does not negate the exceptions to contracts specified in 5.12.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.** (The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.)
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall seek formal tenders from at least three suppliers agreed by the council] OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1 and the Council's Standing Orders for Contracts.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Town Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £1,000 and £5,000 excluding VAT, the Town Clerk or RFO shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers.)
- 5.10. For smaller purchases, the Town Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (vii) below:
 - I. for the supply of gas, electricity, water, sewerage and telephone services;

- II. for specialist services such as are provided by solicitors, accountants, surveyors, planning consultants and other specialist advisors;
 - III. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - IV. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - V. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Town Clerk shall act after consultation with the Chair and Vice Chair of council);
 - VI. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - VII. in cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council **or relevant committee. Avoidance of competition is not a valid reason.**
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. **Individual purchases within an agreed budget for that type of expenditure may be authorised by:**
- the Town Clerk, under delegated authority, for any items up to £5,000 excluding VAT.
 - the Town Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items up to £10,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items up to £20,000 excluding VAT
 - the council for all items over £20,000;
 - **in respect of grants, Policy & Resources Committee are duly delegated within any limits and budget set by council and in accordance with any policy statement agreed by the council.**

Such authorisation must be supported by a minute in the case of council or committee decisions or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT (or other sum stated in Scheme of Delegation) on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.
- 5.22. The Public Services (Social Value) Act 2012 applies from 31 January 2013 and requires public bodies to consider how what is to be procured may improve social, environmental and economic wellbeing of the relevant area, how they might secure any such improvement and to consider the need to consult.

[N.B. From January 2021, Central Government contracts will have to evaluate social value on major contracts. This does not currently apply to local government.]

6. **BANKING AND PAYMENTS**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be

delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council may seek credit references in respect of members or employees who act as signatories.

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank. (NB when expenditure is authorised in accordance with Regulation 4, and payment is authorised after the invoice has been examined in accordance with 6.2, the Council owes the money if the work, goods or services have been satisfactorily received by the Council. Payment authorisation is therefore technically for the release of funds and cannot be withheld without good reason).
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information. (see Section 11 for payments)
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year Town Clerk or RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance or utility contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year. (see also 7.9)
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made, to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the appropriate meeting of the council or Policy and Resources Committee for information only.

6.9. The Town Clerk and RFO if a separate officer shall have delegated authority to authorise payments only in the following circumstances:

- I. any payments of up to £500 excluding VAT, within an agreed budget.
- II. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- III. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk (or RFO) certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy and Resources Committee.
- IV. Fund transfers within the councils banking arrangements provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy and Resources Committee.

6.10. The RFO shall present a schedule of payments requiring ratification, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Policy and Resources Committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall ratify payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

6.11. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

6.12. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

7. ELECTRONIC PAYMENTS

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Town Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the ~~working of the~~ council or its banking ~~accounts~~, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator or another authorised officer shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator another authorised officer shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council or duly delegated committee, regular payments on the approved list in 6.6 (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council or duly delegated committee at least every year.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council or duly delegated committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council or committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Policy and Resources Committee at least every two years.
- 7.11. If thought appropriate by the council, **regular payments** (principally salaries) may be made by banker's standing order, provided that the instructions **are approved online** by two members, evidence of this is retained and any payments are reported to council. The approval of the use of a banker's standing order shall be reviewed by Policy and Resources at least every two years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk or RFO if a separate officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any computer used for council banking.

8. CHEQUE PAYMENTS

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members who are authorised signatories
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. PAYMENT CARDS

- 9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a **single** transaction maximum value of £500 unless authorised by council or Policy and Resources committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council or Policy and Resources Committee. Transactions and purchases made will be reported to the council or duly delegated committee and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the **Town Clerk or other specified officers, and any balance shall be paid in full each month.**
- 9.4. Personal credit or debit cards of members or staff **shall** not be used except in exceptional circumstances **for expenses of up to £250 including VAT, incurred**

in accordance with council policy and with prior verbal or written permission of the Town Clerk.

10. PETTY CASH

- 10.1. The RFO may maintain a petty cash float of £300 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council for approval.

11. PAYMENT OF SALARIES AND ALLOWANCES

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported with other payments. Payroll reports may be reviewed by the Policy and Resources Committee to ensure that the correct payments have been made, but also as part of the internal audit process.

- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the Policy and Resources Committee.
- 11.8. Before employing interim staff, the committee must consider a full business case.
- 11.9. An effective system of personal performance management should be maintained for all staff.

12. LOANS AND INVESTMENTS

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for a Treasury Management Policy (Investment Strategy and Policy) in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. INCOME

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a

report of the Town Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Policy and Resources Committee by the RFO and shall be written off in the year, with the approval of council. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date. The RFO shall ensure any repayment claim shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Where any significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 14.1. Where contracts provide for payment by instalments, the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works, subject to any percentage withholding as may be agreed in a particular contract.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Town Clerk, to the contractor in writing, with the council being informed

where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. STORES AND EQUIPMENT

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

16. ASSETS, PROPERTIES AND ESTATES

- 16.1. The Clerk shall make arrangements for the **safe** custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an **appropriate and accurate** Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. **The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.**
- 16.4. **No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).**
- 16.5. **No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one**

item does not exceed £1,000. In each case a written report shall be provided to council with a full business case.

17. INSURANCE

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually **before the renewal date in conjunction with the council's review of risk management.**
- 17.2. **The Clerk shall identify and give prompt notification to the RFO, if a separate officer, of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.**
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. **The RFO shall negotiate all claims on the council's insurers (in consultation with the Clerk, if they are separate officers).**
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. CHARITIES

- 18.1. Where the council is sole managing trustee of a charitable body, the Town Clerk (and RFO **if a different officer**) shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The **Town** Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 19.1. **The council shall review these Financial Regulations annually and following any change of Town Clerk or RFO if a separate officer. The Town Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.**
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has

been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [31a & 31b] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 7) If less than three tenders are received for contracts above £30,000 including VAT or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works, subject to compliance with “the Regulations”.



BOGNOR REGIS TOWN COUNCIL STANDING ORDERS

Adopted by the Council at its Meeting held on 5th September 2022

and amended on 28th October 2024 (Min. xx refers)

INTRODUCTION

A Town Council is generally not required by law to make Standing Orders which regulate how they conduct their business, except with respect to the making of contracts for the supply of goods or materials or for the execution of works. However, the basic provisions in the 1972 Local Government Act (and other legislation) are insufficient for the majority of Town Councils and Standing Orders are therefore necessary for regulating the practical arrangements to give effect to statutory requirements.

Standing Orders are the written rules of a local Council and are essential to regulate the proceedings of a meeting. A Council may also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of a Council are not the same as the policies of a Council but Standing Orders may refer to them.

These Standing Orders have been drafted using the model document published by the National Association of Local Councils (NALC) in April 2022 as a basis.

These Standing Orders were adopted by Council on 5th September 2022 (**further amended on 28th October 2024**), and replace all previous versions.

Any part of the Standing Orders printed in **bold type** may not be suspended (see Standing Order 26a), as they contain legal and statutory requirements.

In these Standing Orders the title of Chair of the Council and Vice-Chair of the Council when referring to meetings of the Full Council, denotes reference to the Mayor and Deputy Mayor.

Date	Section	Ref/Title	Details of Amendment made
28.10.2024	18	a(v) e	Change to values to align with revised Financial Regulations
13.05.2024	All	All	Change 'Chairman' etc to 'Chair'; removal of reference to Community Engagement and Environment Committee (dissolved); removal of term 'Town' Mayor
13.05.2024	3 5	w(ii) l(ii)	Removal of reason for absence
04.09.2023	3	j	Amendment to reflect that Councillors are no longer required to stand when speaking

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b No discussion shall take place upon the Minutes of the Council except upon their accuracy. Corrections to the Minutes shall be made by Resolution and must be initialled by the Chair of the meeting.
- c A Motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- d A Motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- e If a Motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- f An amendment is a proposal to remove or add words to a Motion. It shall not negate the Motion.
- g If an amendment to the original Motion is carried, the original Motion (as amended) becomes the substantive Motion upon which further amendment(s) may be moved.
- h An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- i A Councillor may move an amendment to his own motion if agreed by the meeting and if it has been seconded, with the consent of the seconder and the meeting.
- j If there is more than one amendment to an original or substantive Motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- k Subject to Standing Order 1(l), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- l One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- m A Councillor may not move more than one amendment to an original or substantive Motion.
- n The mover of an amendment has no right of reply at the end of debate on it.
- o Where a series of amendments to an original Motion are carried, the mover of the original Motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive Motion immediately before it is put to the vote.
- p Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a Motion except:

- i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the Motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- q During the debate on a Motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- r A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- s When a Motion is under debate, no other Motion shall be moved except:
- i. to amend the Motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the Motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a Motion to a Committee or Sub-Committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.
- t Before an original or substantive Motion is put to the vote, the Chair of the meeting shall be satisfied that the Motion has been sufficiently debated and that the mover of the Motion under debate has exercised or waived their right of reply.
- u Excluding Motions moved under Standing Order 1(s), the contributions or speeches by a Councillor shall relate only to the Motion under discussion and shall not exceed TWO minutes without the consent of the Chair of the meeting except for the mover or seconder of the Motion whose speech may not exceed THREE minutes.
- v The mover of an original Motion (but not an amendment) shall have a right of reply, not exceeding FIVE minutes, immediately before the Motion is put to the vote [see 1n].

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting, behave offensively or improperly or in such a manner as to breach the Council's Code of

Conduct or bring the Council in to disrepute. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The Motion, if seconded, shall be put to the vote without discussion.
- c If a Resolution made under Standing Order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-Committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a Resolution which shall give reasons for the public's exclusion.**
- e Meetings of the Council shall normally be held in the Council Chamber of the Town Hall at 6.30pm on Mondays every two months after the Statutory Annual Meeting of the Council or, if this is a Public Holiday, on the Tuesday after (the next day) or the following Monday, as the Mayor shall determine in consultation with the Town Clerk. The 6.30pm start shall normally also apply to Council Committees where possible.
- f The period of time designated for public participation at a meeting in accordance with Standing Order 3(h) shall not exceed FIFTEEN minutes. Similar arrangements will apply at Committees.
- g During the time designated for public participation, a Member of the public or Councillor not serving on the Committee, can ask questions or make statements, provided that if there are insufficient questions/statements to fill the FIFTEEN minutes, the Council will commence business forthwith. Priority will be given to those who have submitted questions in writing in advance. Questioners must give their name before stating their question and may speak for up to a maximum of

TWO minutes each or FIVE minutes if speaking on behalf of a group or organisation. The meeting will be formally adjourned during such period. Councillors who are appointed to a Committee are not permitted to speak under the Agenda item designated for public participation at meetings for the said Committee.

- h In accordance with Standing Order 3(h), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and may stand or remain seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l Whenever the Mayor rises during a debate all other Members shall be seated and silent.
- m **Subject to Standing Order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. The Council will also take steps to ensure that children, the vulnerable and Members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.**
- n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- p **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of a meeting may in their absence be done by, to or before the Vice-Chair of the meeting.**
- q **The Chair of the meeting, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the meeting if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- r In the event of the Chair or Vice-Chair, as the case may be, arriving after the commencement of the meeting, the Vice-Chair or other Councillor appointed pro tem shall vacate the chair and the Chair or Vice-Chair, as the case may be, shall thereupon preside.

- s **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**

- t **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See Standing Orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the Annual Town Council Meeting.

- u **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands or, if at least TWO Members so request, by signed ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.** Such a request must be made before the vote is taken.

- v The minutes of a meeting, whilst not a verbatim record of debate at a meeting, shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of Councillors who are present and the names of Councillors who are absent and whether these absences meet the agreed criteria;
- iii. interests that have been declared by Councillors and non-Councillors with voting rights;
- iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
- v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session;
- vii. the Resolutions made; and
- viii. The details of the recorded vote, if this has been requested by a Member at that meeting (see Standing Order 3v).

- w **A Councillor or a non-Councillor with voting rights who has a Disclosable Pecuniary Interest or another Interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.**

- x **No business may be transacted at a meeting unless at least one-third of the whole number of Members of the Council are present. The quorum is therefore 6.**

See Standing Order 4d(vi) for quorum of Committee/Sub-Committee meeting.

- y **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. This applies to all meetings except for those of the**

Planning and Licensing Committee where the agreed process for delegation of the comments on statutory planning application consultations to be submitted is followed.

- z All meetings must conclude within TWO hours of starting. This time limit may be extended for any meeting by a maximum of FIFTEEN minutes for the conclusion of urgent business. Any business not completed within the set time frame would need to be referred to the next meeting.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose Terms of Reference and Members shall be determined by the Committee.**
- b **The Members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the Members of an advisory Committee and a Sub-Committee of the advisory Committee may be non-Councillors.**
- d The Council may appoint Standing Committees or other Committees as may be necessary, and:
 - i. shall determine their Terms of Reference upon recommendation from the Policy and Resources Committee;
 - ii. shall determine the number and time of the ordinary meetings of a Standing Committee up until the date of the next Annual Town Council Meeting;
 - iii. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
 - iv. shall, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of Members of such a Committee;
 - v. Committee Chairs and Vice-Chairs shall be appointed at the Annual Town Council Meeting and they shall hold office until the next Annual Meeting Town Council Meeting;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which, in both cases, shall be no less than three;
 - vii. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee; [nb. The public and press are legally entitled to attend if the Sub-Committee has decision making powers.]
 - viii. shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend;
 - ix. may dissolve or alter the Membership of a Committee or a Sub-Committee;
 - x. shall ensure that the political composition of, and the total number of places

on, Committees fairly and as accurately as possible reflects the political composition of the Full Council;

- xi. The Mayor and Deputy Mayor ex officio shall be Members of the Policy and Resources Committee;
- xii. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to Committee and Sub-Committee meetings. With the agreement of the Committee, the Chair of each Committee shall have discretion as to whether Members may speak on a subject more than once and as to how many times;
- xiii. A Member who has proposed a Motion that has been referred to any Committee, of which they are not a Member, may explain their Motion to the Committee but shall not vote.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the Annual Town Council Meeting shall be held on a Monday on or within 14 days following the day on which the Councillors elected take office.**
- b **In a year which is not an election year, the Annual Town Council Meeting shall be held on a Monday in May as the Council decides.**
- c **If no other time is fixed, the Annual Town Council Meeting shall take place at 6pm.**
- d **In addition to the Annual Town Council Meeting, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides. See 3e for policy on number of ordinary Council meetings.**
- e **The first business conducted at the Annual Town Council Meeting shall be the election of the Chair and Vice-Chair of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Town Council Meeting until their successor is elected at the next Annual Town Council Meeting.**
- g **The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next Annual Town Council Meeting.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a Member of the Council, they shall preside at the Annual Town Council Meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a Member of the Council, they shall preside at the Annual Town Council Meeting until a new Chair of the Council has been elected. They may**

exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

- j It is a convention of the Council that the Deputy Mayor (Vice Chair) in any year shall, unless they resign, becomes disqualified or is not re-elected as a Councillor, be put forward by Council as Mayor for the following year.
- k Council will also recommend a Councillor to become the new Deputy Mayor for the following year.
- l Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual Town Council Meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council, Vice-Chair, and Councillors of their Acceptance of Office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council and Vice Chair of their Acceptance of Office form unless the Council resolves for this to be done at a later date;**
 - ii. To receive apologies for absence and whether these absences meet the agreed criteria;
 - iii. To receive the Minutes of the last meeting of Council and after consideration to approve the signing of the Minutes by the person presiding as a correct record; to receive the Minutes of the Committees and Sub-Committees provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read;
 - iv. To receive any declarations of interest or dispensations;
 - v. Consideration of the recommendations made by a Committee;
 - vi. Review of delegation arrangements where appropriate;
 - vii. Review of the Terms of Reference for Council and Committees/Sub-Committees when appropriate;
 - viii. Appointment of Members to existing Committees together with appointment of the Chair and Vice-Chair of the Committees;
 - ix. Appointment of any new Committees in accordance with Standing Order 4;
 - x. Review and adoption of appropriate Standing Orders and Financial Regulations;
 - xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xii. Review of representation on or work with outside bodies and arrangements for reporting back;
 - xiii. In an election year, to make arrangements with a view to the Council becoming eligible or continuing to be eligible to exercise the General Power of Competence in the future;

- xiv. Review of inventory of land and other assets including buildings and office equipment;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. To review any governance documents, policies, procedures and insurances as necessary;
 - xvii. Determining the time and place of ordinary meetings of the Council up to and including the next Annual Town Council Meeting.
- m All Members are requested to give consideration to their attire when attending Council meetings including the Annual Town Council Meeting and dress appropriately.
 - n A Member may ask the Mayor any question concerning the business of the Council, provided notice of the question has been given in writing to the Town Clerk by 9 a.m. on the Monday morning prior to the meeting.
 - o No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
 - p Every question shall be put by the Councillor who has submitted the question. This shall be read verbatim without any alteration from the originally submitted question. The question shall be answered by the Mayor without discussion, who may decline to answer or may indicate that they will reply in writing subsequent to the meeting.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an Extraordinary Meeting of the Council at any time.**
- b **If the Chair of the Council does not call an Extraordinary Meeting of the Council within seven days of having been requested in writing to do so by TWO Councillors, any TWO Councillors may convene an Extraordinary Meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the TWO Councillors.**
- c The Chair of a Committee or a Sub-Committee may convene an Extraordinary Meeting of the Committee or the Sub-Committee at any time.
- d If the Chair of a Committee or a Sub-Committee does not call an Extraordinary Meeting within two days of having been requested to do so by two Members of the Committee or the Sub-Committee, any TWO Members of the Committee or the Sub-Committee may convene an Extraordinary Meeting of the Committee or a Sub-Committee. The summons for the Extraordinary Meeting shall set out the business to be considered and no other business shall be transacted at that meeting.

7. PREVIOUS RESOLUTIONS

- a A Resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least FOUR Councillors to be given to

the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.

- b When a motion moved pursuant to Standing Order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A Motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents. If the subject matter of a Motion comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Mayor, if they considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- b No Motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 6 clear days not later than the Monday in the week before the next meeting of the Council.
- c The Proper Officer may, before including a Motion on the agenda received in accordance with Standing Order 9(b), correct obvious grammatical or typographical errors in the wording of the Motion.
- d If the Proper Officer considers the wording of a Motion received in accordance with Standing Order 9(b) is not clear in meaning, the Motion shall be rejected until the mover of the Motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least six clear days before the meeting.
- e If the wording or subject of a proposed Motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the Motion shall be included on the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the Motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following Motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct a factual inaccuracy in the unconfirmed minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a Motion;
 - iv. to refer a Motion to a particular Committee or Sub-Committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a Committee or Sub-Committee and their Members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a Councillor or a Member of the public;
 - xiii. to exclude a Councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also Standing Order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e A Member of the Council may for purposes of their duty as such Member, but not otherwise, inspect any document which has been considered by a Committee or Sub-Committee or by the Council. Provided that a Member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which they are professionally interested or in which they have any Disclosable Pecuniary Interest. This Standing Order shall not preclude the Town Clerk to the Council from declining to allow inspection of any document which is or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client.

12. UNCONFIRMED MINUTES

Full Council meetings ●
 Committee meetings ●
 Sub-Committee meetings ●

- a If the unconfirmed minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the unconfirmed minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the unconfirmed minutes shall be moved in accordance with Standing Order 10(a)(i).
- c The accuracy of unconfirmed minutes, including any amendment(s) made to them, shall be confirmed by Resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish unconfirmed minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.** The Council has resolved to do this.
- e Subject to the publication of unconfirmed minutes in accordance with Standing Order 12(d) and Standing Order 20(a) and following a Resolution which confirms the accuracy of the minutes of a meeting, the unconfirmed minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also Standing Order 3(x).

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a Disclosable Pecuniary Interest. They may return to the meeting after it has considered the matter in which they had the interest.

- c Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's Code of Conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or by the Proper Officer in accordance with the Council's Scheme of Delegation and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the Disclosable Pecuniary Interest or other Interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to Standing Orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with Standing Order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11, report this to the Council.
- b Where the notification in Standing Order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff Member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 14(d).
- c The Council may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him, based on the recommendations of the Monitoring Officer or District Council's Standards Committee. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the Town Clerk or (ii) other staff Member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Council, a Committee or a Sub-Committee;**
 - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email); and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See Standing Order 3(b) for the meaning of clear days for a meeting of a Full Council and Standing Order 3(c) for the meaning of clear days for a meeting of a Committee;

- ii. Subject to Standing Order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least 3 day before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold and make available for inspection, a copy of every Councillor's register of interests and to forward a copy, and any changes to it, to the Monitoring Officer and appropriate publication on the Town Council's website;
- viii. assist with responding to requests made under current Freedom of Information legislation and rights exercisable under Data Protection legislation, in accordance with the Council's relevant policies and

procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer should one be appointed in future.;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a Resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of Data Protection and Freedom of Information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed (see also Standing Order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations;
- xiv. The Clerk shall also have the authority and duties given to them under any Scheme of Delegation.
- xv. In the case of genuine urgency, the Clerk has delegated authority to take action to resolve or alleviate the situation, within the legal authority and resources of the Authority, after consultation with the Mayor and Deputy Mayor or in their absence any TWO Committee Chairs.
- xvi. manage access to information about the Council via the Publication Scheme; and
- xvii. to sign notices or other documents on behalf of the Council; retain custody of the seal of the Council (if there is one) which shall not be used without a Resolution to that effect (see also Standing Order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff Member(s) to undertake the work of the Responsible Financial Officer (RFO) when the Responsible Financial Officer is absent.
- b The duties of the RFO shall be set out in the Financial Regulations.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c The Responsible Financial Officer shall publish each month a statement to summarise:
 - i. the Council's income and expenditure for each month;

- ii. the Council's aggregate income and expenditure for the year to date;
- iii. the balances held at the end of the month being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council income and expenditure for the year to 31 March. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by Policy and Resources Committee on the advice of the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£60,000 including VAT** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. The tender process for contracts for the supply of goods, materials, services or the execution of works shall be carried out in accordance with the Council's Financial Regulations and Standing Orders for Contracts.
- d. Neither the Council, nor a Committee or a Sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **A public contract regulated by the Public Contracts Regulations 2015 with**

an estimated value in excess of **£30,000 including VAT** but less than the relevant thresholds referred to in Standing Order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Joint Consultative Sub-Committee (Staffing) is subject to Standing Order 11.
- b Any annual review of the pay and conditions of service of existing employees shall be undertaken by the Joint Consultative Sub-Committee (Staffing) in accordance with the national pay negotiations. Any review outside of this shall be referred to Council for ratification.
- c If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded.
- d Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- e In accordance with Standing Order 11(a), persons with line management responsibilities shall have access to staff records referred to in Standing Order 19(d).
- f The Council will set out its employment policies in its Employee Handbook and will bring them to the attention of staff. Delegation in respect of administering these will be included in Terms of Reference and Delegation.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 21.

- a **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its Publication Scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also Standing Order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a Resolution.
- b **Subject to Standing Order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of TWO Councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of Arun District Council and the division Councillor of the West Sussex County Council representing the area of the Town Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward Councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or

- ii. issue orders, instructions or directions; or
 - iii. respond to official correspondence on behalf of the Council (unless specifically authorised by Council). All such correspondence must, at all times, be sent out by the Officers of the Council.
- b. No individual Member of the Council shall require the compilation of any information by Officers of the Council, or give instructions to any Officer or worker, except in so far as the Mayor or Committee Chair is entitled to instruct the Town Clerk to include any item on a Council or Committee agenda pertinent to the work of the Council or Committee as appropriate and subject to such request conforming in all other respects with these Standing Orders.

26. STANDING ORDERS GENERALLY

- a. All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements **(in bold)** may be suspended by Resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or change or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least TWO Councillors to be given to the Proper Officer in accordance with Standing Order 9. No Standing Order may be changed unless so resolved by at least TWO THIRDS of the Members of the Council present at the meeting.
- c. Whenever the Standing Orders are reviewed by Council, they shall be the subject of an advance report by the Proper Officer, clearly indicating the proposed changes.
- d. The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.
- e. The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

27. COMPLAINTS PROCEDURE

- a. The Council shall deal with complaints made against it or against any Officer or Member in accordance with the Complaints Procedure adopted by the Council, except for those complaints which should be properly directed to the Monitoring Officer or to any other regulatory body listed in the Complaints Procedure for consideration.

28. MOBILE PHONES

- a. Mobile phones must be switched off or on to "silent" mode at all times during meetings of Council, Committees, Sub-Committees and Working Groups. The only exception to this is where due to wholly exceptional circumstances the Chair has agreed prior to the meeting that the mobile phone might be left on.

29. ANNUAL TOWN MEETING OF ELECTORS

- a The Council will facilitate the Annual Town Meeting of Electors, to be held between the 1st March and 1st June (both inclusive), each year.
- b The Council will fix the day and time of the Annual Town Meeting of Electors but it must not commence earlier than 6pm.
- c At least 7 days public notice must be given of the meeting, specifying the time and place thereof and the business to be transacted.
- d The press and public have the same rights of admission as they have to a meeting of the Town Council.
- e The Council Chair, if present presides at the Annual Town Meeting of Electors or their absence the Vice-Chair. If neither are present, the meeting elects a Chair from the local government electors for the Parish who are present.

30. PRAYERS AT COUNCIL MEETINGS

- a If the Council has adopted the General Power of Competence, prayers may be included as part of the meeting if the Council wishes.
- b If the Council is not eligible to adopt the General Power of Competence, prayers may take place before commencement of the meeting if the Council wishes, but Members cannot be summoned to attend.

31. CANDIDATES

- a If a candidate for any appointment under the Council is to their knowledge related to any Member of or the holder of any office under the Council, they and person to whom they are related shall disclose the relationship in writing to the Clerk. The Clerk shall report to the Council or to the appropriate Committee any such disclosure. Canvassing of any Member (s) or officers will lead to automatic disqualification.
- b This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.
- c The Clerk shall make known the purport of Standing Order 31(a) to every candidate and tenderer.

32. INTERESTS OF OFFICERS IN CONTRACTS

- a The Town Clerk shall record in a book to be kept for the purpose, particulars of any notice given by an Officer of the Council under section 117 of the Local Government Act 1972, of a Disclosable Pecuniary Interest in a contract and the book shall be open during office hours to the inspection of any Member of the Council.
- b The recording of a Disclosable Pecuniary Interest shall also apply in respect of the spouse of the Officer.



BOGNOR REGIS TOWN COUNCIL STANDING ORDERS FOR CONTRACTS

Adopted by the Council at its Meeting held on 5th September 2022

and amended on 28th October 2024 (Min. xx refers)

BOGNOR REGIS TOWN COUNCIL

STANDING ORDERS FOR CONTRACTS

These Standing Orders for Contracts were adopted by Council on 5th September 2022 **and amended on 28th October 2024 to align with the substantially revised Financial Regulations.** They supplement the Council's main Standing Orders and Financial Regulations.

1. GENERAL

- 1.1 The following Standing Orders set out the procedures by which the Council will enter into contracts for the provision of goods, services, materials and work. Every contract made by or on behalf of the Council shall comply with these procedure rules and no exception from any of the provisions shall be made otherwise than by direction of the Council or under Standing Order. These Standing Orders should be read in conjunction with the Council's Procurement Policy and Financial Regulations applying at the time.
 - 1.2 Contracts are an important part of the Council's purchasing procedures, used for the larger procurements. "Procurement" is the process by which they award contracts to third parties (frequently individuals or companies) to provide goods, services or to undertake works. A procurement process is designed to source the most suitable contractors based on factors such as cost and their knowledge, experience, quality, capability, and financial standing as well as giving fair access to public contracts. A procurement exercise by a local council is subject to the requirements in s. 135 of the Local Government Act 1972 ("the 1972 Act") and the Public Contracts Regulations 2015 ("the Regulations").
 - 1.3 These Orders do not apply to contracts for the sale or purchase of land or buildings other than as set out in this Order. **Every contract relating to the sale or purchase of any land or buildings** shall be in writing and be signed on behalf of the Council by the Proper Officer. Purchases of land should not usually be above the current market value as determined by the Council's appointed valuer and sales of land should not usually be below the current market value as determined by the Council's appointed valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.
 - 1.4 Subject to Rule 1.3 every contract made by or on behalf of the Council shall comply with
 - 1.3.1 these Standing Orders for Contracts
 - 1.3.2 the Council's Financial Regulations
 - 1.3.3 the Council's Standing Orders
 - 1.3.4 all relevant statutory provisions.
 - 1.3.5 any direction by the Council, committees, sub-committees having appropriate delegated authority.
 - 1.5 These Contract Procedure Rules shall not apply or may be varied where or to the extent that:
 - 1.4.1 the Council so resolves
 - 1.4.2 statute or subordinate legislation prescribes otherwise
 - 1.6 Certain public contracts are exempted from the requirements of "the Regulations". Examples are contracts for the acquisition of land and buildings, legal services, bank services, a contract with an incorporated body, controlled by a local authority, where more than 80 % of the body's activities are controlled by the local authority and there is no private sector ownership of the body, (with certain exceptions); and a contract between two or more local authorities who come together to provide a public service. These should always be checked closely with "the Regulations".
- #### **2. DELEGATED AUTHORITY TO ENTER INTO CONTRACTS**
- 2.1 The Town Clerk shall have power to accept tenders (where required) and to enter into contracts on behalf of the Council, when the principle and budget have been approved by Council.

- 2.2 The Town Clerk or Responsible Financial Officer (RFO), if different, have authority to issue official orders or letters for work, goods and services as set out in the Financial Regulations.

3. ORDERS FOR WORK, GOODS & SERVICES UPTO £5000

- 3.1 Orders for work, goods and services up to the value of £5000 are not subject to the Standing Orders for Contracts, nor are formal quotations required but orders must comply with the Council's Financial Regulations.
- 3.2 Orders for work, goods and services which would normally be considered as one transaction shall not be divided into different orders so that the Standing Orders for Contracts are deemed not to apply.

4 LOWER VALUE CONTRACTS

- 4.1 Tenders need not be invited for contracts estimated to have a value of **£60,000 including VAT** or less but 3 quotations shall be obtained in accordance with the Council's Financial Regulations (i.e. value £5,000-**£60,000**), **however advertising required by the 2015 regulations still applies above £30,000 including VAT.**
- 4.2 The Council's Procurement Policy states that in all contracts for goods, materials or services over £20,000, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.
- 4.3 Three quotations need not be invited in circumstances set out in regulation **5.12** of the Financial Regulations (strive for 3 estimates for value below £5,000) or in cases where genuine competition is not available because of the specialist nature of the work or goods, all subject to a resolution of Council which embodies the reason for not doing so.
- 4.4 The Financial Regulation **5.22** refers to the requirements of the Public Services (Social Value) Act 2012 and the Public Contracts Regulations 2015.

5 APPLICATION OF THE PUBLIC CONTRACTS REGULATIONS & TENDER REQUIREMENTS

- 5.1 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at **£30,000 including VAT** or more, the council shall comply with the relevant requirements of "the Regulations".
- 5.2 All contracts over **£30,000** but below the threshold (public service or supply contract currently over **£214,904** or public works contract **over £5,373,609 both including VAT**) must be advertised on Contract Finder as well as any other advertisements placed, including the Council's website. These thresholds are the total value over the period of the contract.
- 5.3 As a result of Brexit, the UK Government must now ensure procurement thresholds are aligned with the World Trade Organisation's thresholds. One of the most notable impacts of this change is that contract value estimations must now be inclusive of VAT. Under previous EU rules, procurement thresholds were net of VAT.
- 5.4 All contracts above the threshold in 5.2 must follow the more complex procedure of "the Regulations" including advertising on the Government website Find a Tender.
- 5.5 The full requirements of "the Regulations", as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in "the Regulations" which may change from time to time.

- 5.6 Where a council publishes information on Contracts Finder/Find a Tender. it must — (a) by means of the internet, offer unrestricted and full direct access free of charge to any relevant contract documents; and (b) specify in the information published on Contracts Finder/Find a Tender the internet address at which those documents are accessible; A council may advertise the contract opportunity on the “Contracts Finder” website when it does not advertise the contract opportunity elsewhere.
- 5.7 Subject to additional requirements in the financial regulations of the Council and of “the Regulations” for contracts valued above the thresholds in 5.2, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Town Clerk;
 - v. tenders shall be opened by the Town Clerk in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 5.8 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

6 OPEN COMPETITIVE TENDERS

Tenders shall be invited after giving at least 14 days public notice in at least one local newspaper circulating in the area of the Authority, in such trade journals as the Town Clerk considers appropriate, on the Council’s website and in accordance with “the Regulations”, stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted.

Any notice issued shall contain a Statement of the effect of Standing Orders 31 & 32.

7 AD HOC APPROVED LIST

- 7.1 Tenders shall be invited after giving notice in the manner set out in Rule 6 seeking applications to be placed on a list from which selected contractors will be invited to submit tenders. If this approach is considered a framework agreement under “the Regulations” further advertising is unlikely to be required.

8 STANDING APPROVED LIST

- 8.1 Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work’
- 8.2 The list shall be compiled in the following manner:
- 8.2.1 Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper and one trade journal, on the Council’s website and in accordance with the Regulations.
 - 8.2.2 No person shall be included in the list unless, at the time of compilation of the list, the

Responsible Financial Officer is satisfied as to his or her financial status and suitability.

8.2.3 The approved list may be amended as required from time to time by the Council and shall be reviewed at intervals not exceeding three years.

8.3 If this approach is considered a framework agreement under "the Regulations" further advertising is unlikely to be required.

9. APPROVED LIST OF ANOTHER AUTHORITY

9.1 Tenders shall be invited from persons included in a list approved by a Principal Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work. If this approach is considered a framework agreement under "the Regulations" further advertising is unlikely to be required.

10. ESTABLISHED PROCUREMENT SPECIALIST

10.1 Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

11. CONTRACTS EXCEEDING THE THRESHOLDS (see 5.2)

11.1 Contracts exceeding the thresholds are detailed and complex. It is likely that the Council will require technical and or legal advice from those who specialise in public procurement.

11.2 Procurement must take one of five forms; the open procedure, the restricted procedure, competitive dialogue, the innovations partnership procedure; and competitive procedure with negotiation. Accelerated forms of the open procedure and competitive procedure with negotiation and the restricted procedure in situations of urgency that a local council can duly substantiate.

11.3 There is a pre-qualification stage; • Councils will need to comply with the requirements in respect of tenders; Contracts should be awarded on the "most economically advantageous tender Contracts can be varied without going through a new procurement exercise in specified situations.

12. SELECTION OF TENDERERS OR INVITEES

12.1 The selection of persons from whom tenders shall be invited shall be delegated to the Town Clerk in consultation with the Chairman of Policy & Resources. Advice should be taken from any procurement specialist who has been engaged.

12.2 The Council cannot include a pre-qualification stage under "the Regulations" for the "light touch" requirements below the thresholds. A "pre-qualification stage" is defined as "a stage in the procurement process during which the contracting authority assesses the suitability of candidates to perform a public contract for the purpose of reducing the number of candidates to a smaller number who are to proceed to a later stage of the process." A council may however ask tenderers to answer "suitability assessment question" which is defined as relating "to information or evidence which the contracting authority requires for the purpose of assessing whether candidates meet requirements or minimum standards of suitability, capability, legal status or financial standing" if the questions are relevant to the subject-matter of the procurement; and proportionate.

12.3 In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition and not disadvantage small enterprises or new entrants to the sector. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that completion will be limited, subject to a resolution of Council which embodies the reason for doing so.

Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken into account. Construction processes which are taking forward the Government Construction

Strategy may also be used.

13 FORM OF INVITATION TO TENDER AND SUBMISSION OF TENDERS

- 13.1 All tenders shall be required to be submitted on a Form of Tender which complies with "the Regulations" where applicable and is approved by the Town Clerk. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.
- 13.2 The invitations to tender shall state that no tender will be considered unless contained in a unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.
- 13.3 Every tender shall be addressed to the Town Clerk and the tender shall remain in his/her custody, or that of his nominated representative, until the time appointed for its opening. (See also 10.1).
- 13.4 Where the RFO intends to undertake a financial check on all or the preferred tenderer, this must be stated in the tender documents.
- 13.5 Where an evaluation model is to be used (price and quality), this must be disclosed and described in the tender documents.
- 13.6 Councils must ensure that contracts contain suitable provisions stating that valid undisputed invoices will be paid by within 30 days. Public contracts must also contain a condition requiring contractors to include similar provisions in their contracts, and so on down the supply chain.

14 EXTENSION OF TIME

- 14.1 Subject to compliance with "the Regulations", where the Town Clerk considers it to be in the best interests of the Council the time within which tenders must be received, may be extended after giving notice of such extension of time in the following manner: -
- 14.1.1 **Open competitive tenders** - in accordance with Standing Order 6.
- 14.1.2 **Ad hoc approved list / Established procurement specialist** - by giving 14 days written notice to each of the selected contractors.
- 14.1.3 **Standing approved list** - by giving 14 days written notice to each of the relevant persons on the list.

15 OPENING OF TENDERS

- 15.1 All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptance of tenders. The tenders will be opened by the Town Clerk or other nominated officer in the presence of two Members of Council. (See also 10.1)
- 15.2 The Town Clerk shall prepare and maintain a register of tenders received and shall record in that register the following particulars:
- 15.2.1 the last date and time for the receipt of tenders
- 15.2.2 the date and time the tender was actually received
- 15.2.3 the name of the tenderer and the amount of the tender
- 15.2.4 the date and time they were opened and by whom.
- 15.2.5 the signature of the officer to whom the tenders were handed after opening.
- 15.3 All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.
- 15.4 Following the opening of tenders invited the Town Clerk shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.
- 15.5 When a contract is awarded, the council, must publish on the Contracts Finder, required information on the successful tenderer. A council may withhold certain information where its release would impede law enforcement or would otherwise be contrary to the public interest, would prejudice the legitimate commercial interests of a particular economic operator, whether public or

private, or might prejudice fair competition between economic operators.

16 LATE TENDERS

- 15.1 Any tender received late will be returned promptly to the tenderer by the Town Clerk. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.

17 ALTERATIONS TO TENDERS

- 17.1 Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

18 ACCEPTANCE OF TENDERS

- 18.1 In accepting a tender, consideration will be given to price and quality (but see 11.3). A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Town Clerk or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.
- 18.2 If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit, subject to "the Regulations".

19 CONTRACTS TO BE IN WRITING

- 19.1 Every contract which exceeds £5,000 **excluding VAT** shall be in writing in a form approved by the Town Clerk.
- 19.2 Every contract shall specify, amongst other things:
- 18.2.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)
 - 18.2.2 the price to be paid with a statement of discount or other deductions
 - 18.2.3 where applicable, the time or times that the contract is to be performed
 - 18.2.4 how the contractor will be accountable for performance, and any information or reports that he will be required to submit.
- 19.3 The Town Clerk shall sign every contract not required to be made under seal on behalf of the Council.
- 19.4 The Town Clerk or his/her nominated representative shall seal every contract required or intended to be made under seal on behalf of the Council, in accordance with Standing Orders.
- 19.5 Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate committee or sub-committee of the Council pursuant to Standing Orders and being in value of amount less than £5,000 shall be entered into on behalf of the Council by the Town Clerk by issuing an official order only.

20 ASSIGNMENT

- 20.1 In every written contract for the execution of work or the supply of goods or materials, the following clause shall be inserted:
- "The contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of the contract without the written permission of the Council. Sub-letting of any part(s) of the work, except to the extent permitted in writing by the officer concerned, shall be prohibited"

21 LIQUIDATED DAMAGES

- 21.1 Every contract that exceeds £50,000 **excluding VAT** shall, subject to "the Regulations" where considered appropriate by the Town Clerk, provide for liquidated damages to be paid by the contractor in case the terms of the contract are not duly performed.

22 PERFORMANCE BONDS

- 22.1 Where a contract is estimated to exceed £150,000 **excluding VAT** in value and is for the execution of the works, or for the supply of goods or materials by a particular date or series of dates, the Policy & Resources Committee shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the conditions of tender the nature and amount of any security to be given. In the latter event, the Council shall require and will take a bond or other sufficient security for the due performance of the contract, subject to compliance with "the Regulations".

23 RETENTION

- 23.1 Works contracts, which are estimated to exceed £50,000 **excluding VAT** in value, will be subject to a defects period. The Council will, subject to compliance with "the Regulations", retain a percentage of the monies due to the contractor for a period that the Town Clerk deems appropriate, having regard to the current practice in the relevant industry and to the circumstances of the contract.

24 CANCELLATION

- 24.1 Every contract will include a clause allowing the Council to cancel the contract and to recover costs if the contractor has offered, or given, any gift or consideration whatsoever as an inducement or reward to obtain the contract, or any other contract with the Council.
- 24.2 A notice issued under this standing order shall contain a statement of the effect of main Standing Orders 31 & 32

25 NOMINATED SUB-CONTRACTORS

- 25.1 Where a sub-contractor or supplier is to be nominated to a main contractor the following provisions shall have effect.
- 25.2 Where the estimated amount of a sub-contract exceeds £40,000 **excluding VAT** then, unless the Town Clerk certifies that it is not reasonably practicable to obtain competitive tenders, tenders for the nomination shall be invited and dealt with in accordance with these Contract Procedure Rules as if they were for a contract with the Council.
- 25.3 A nominated sub-contractor must be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his own obligations under the main contract in relation to the work or goods included in the sub-contract.

26 ENGAGEMENT OF CONSULTANTS

- 26.1 In the event of the Council engaging the services of consultants, these Contract Procedure Rules will apply where relevant, and subject to approved exemptions set out in the Financial Regulations.



BOGNOR REGIS TOWN COUNCIL RISK MANAGEMENT POLICY

Adopted by the Council at its Meeting held on **28th October 2024**

Introduction

This document sets out the framework on which risk management processes at Bognor Regis Town Council are based as required by 2.1 of the Financial Regulations. This framework will assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of business and financial risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

The Council's business and financial risks are assessed using the LCRS (Local Council Risk System) produced by DMH Solutions Ltd.

Health and safety risks are similarly identified, assessed and evaluated, however the methodology is documented within the Council's Health and Safety Policy.

Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk Management

Risk - *'Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative.'*

Risk Management - *'Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.'* [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council's business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and considered as a routine part of business and financial management. This is approved by Council after receiving any recommendations from Policy and Resources Committee.

Implementing the strategy involves identifying, analysing/prioritising, managing, and monitoring risks.

Risk Types

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk - failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

Risk Identification

Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis

Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

Risk Prioritisation

An assessment will be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Tolerate - documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Treat - loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer - the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;

Terminate - the circumstances from which the risk arises are ceased so that the risk no longer exists;

Risk Register

Details on the impact and likelihood matrix are included in the LCRS report generated from using the system to evaluate risk. A summary is carried forward in any Action Plan which the Council determines shall be adopted, this may be after receiving any recommendations from Policy and Resources Committee.

Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities

Councillors - Risk management is seen as a key part of the councillors' stewardship role and there is an expectation that elected members will lead and monitor the approach adopted. This will include:

- Approval of the Risk Management Policy;
- Consideration of the Annual Risk Assessment Matrix

Council may request Policy and Resources Committee to set and undertake a programme of annual Member audit checks on financial procedures, other governance and operational procedures and to monitor that recommendations from internal and external audits are implemented.

The Town Clerk - will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers - when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees - will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

Role of Internal Audit - the Internal Auditor, appointed by the Council, provides an important scrutiny role carrying out audits to provide independent assurance to the Council.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Role of External Audit - External auditors are the "public watchdog", responsible for checking accounts comply with relevant enactments, proper practices, the council's annual statement is true and fair and the authority has proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The external audit approach is based on completion of the annual return by the Council and relies heavily on the cooperation of the Council with the external auditor and a significant amount of self certification by the Council.

Bognor Regis Town Council have determined to opt in to Smaller Authorities Audit Appointments Ltd (SAAA) an audits appointment body (Sector Led) to appoint its external auditor.

Training - Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.



BOGNOR REGIS TOWN COUNCIL

COUNCIL

TERMS OF REFERENCE

Adopted by the Council at its Meeting held on **28th October 2024**

BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: COUNCIL

16 Members of the Authority

Quorum = Minimum of one third of the total Council membership but no less than 3

Introduction to Powers and Duties of Standing Committees

Subject to the matters to be reserved to Council, a majority of the Council's powers and duties are delegated to standing committees as set out in their respective terms of reference, subject to the acts and proceedings of a committee:

- a. where delegated to committee, so far as is legally permissible, be deemed the acts and proceedings of the Council;
- b. where not delegated, recommendations from committee, will be subject to confirmation by Council and when confirmed will be deemed the acts and proceedings of the Council;
- c. in all respects be subject to the provisions of the Council's Standing Orders, Standing Orders for Contracts and Financial Regulations except as otherwise determined by Council.

No Committee, or officer is authorised to make decisions which breach a Council policy or a budget allocation, however in exceptional circumstances a recommendation can be made for determination by Council.

Where acting under delegated authority, a committee may decide to refer the decision to full Council and shall make recommendations as appropriate.

Standing Orders make provision for a public question time at all standing committee meetings as well as at Council. In addition, all committees may take representations from the public on an agenda item if it is notified to them prior to the meeting, subject to agreement of the whole committee.

Committees must submit an annual proposed budget to Policy & Resources Committee within the annual budget programme.

Function of Council Column 1		Delegation of Functions Column 2
1.	Powers of all Standing Committees	
1.1	To arrange extra meetings	<ul style="list-style-type: none"> Town Clerk in consultation with Chair or Vice Chair
1.2	To cancel or postpone a meeting owing to lack of business or in an emergency	<ul style="list-style-type: none"> Town Clerk in consultation with Chair or Vice Chair
1.3	To monitor implementation of actions on minutes of the committee	<ul style="list-style-type: none"> Committee
1.4	To manage services for which they are responsible within an approved budget & policy	<ul style="list-style-type: none"> Committee
1.5	To make recommendations to Council on efficiency and effectiveness measures.	<ul style="list-style-type: none"> Committee
1.6	To authorise spending/ issue works orders within budgets delegated to committee, & in accordance with Financial Regulations.	<ul style="list-style-type: none"> Committee
1.7	To establish sub-committees and working groups on a task and finish basis, relevant to the work of the committee	<ul style="list-style-type: none"> Committee, subject to terms of reference of sub-committees not exceeding powers of committee. Council to ratify permanent sub-committees and working groups

1.8	Appointment of Chair of committees, sub-committees and working groups.	<ul style="list-style-type: none"> Committee Chair reserved to Council Council may delegate appointment of Vice Chair to Committee Committee may appointment Chair & Vice Chair of sub-committee or working group which they establish
1.9	Agreeing and/or amending the Terms of Reference for Committees, sub-committees deciding on their composition and making appointments to them.	None for committee, but on advice from committee
1.10	In addition to authority under Financial Regulations, any committee other than Policy & Resources shall refer proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to Policy & Resources Committee, which shall make recommendations to Council on the matter.	<ul style="list-style-type: none"> Committee
1.11	A committee may vire monies within its approved budget between heads provided that any virement which would exceed 5% of the committee's budget would be referred to Policy & Resources Committee for consideration of any purely financial implications.	<ul style="list-style-type: none"> Committee
2.	General Governance	
2.1	Adoption and amendment of the Council's Corporate Strategy.	None, but to receive advice from Policy & Resources Committee
2.2	Comments on the Strategic Plans or strategies of principal councils	None, but to receive advice from relevant committee
2.3	Approval and amendment of all policies not delegated to a particular committee <ul style="list-style-type: none"> Pensions Discretions Policy Personnel Policies and Employee Handbook 	None except <ul style="list-style-type: none"> Policy & Resources Committee Policy & Resources Committee
2.4	Endorsement of Town Centre Plans etc	None
2.5	Approval of Neighbourhood Plan	None
2.6	Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None, but on advice of Policy & Resources Committee
2.7	Approving annual budget, Precept, and Medium-Term Financial Strategy	None, but on advice of Policy & Resources Committee
2.8	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
2.9	Election of the Mayor, appointment of Deputy Mayor	None
2.10	Appointment of Members or Officers to outside bodies	None
2.11	Adopting an allowance scheme for Mayor or other members	None, but for members to be on the advice of Arun District Council panel
2.12	Changing the name of the Town Council	None
2.13	Deciding on honorary titles or awards	None
2.14	Making, amending, revoking, re-enacting or adopting Bylaws	None
2.15	To represent the view of the local community on matters of significance	None, unless specifically delegated to committee or officer
2.16	Power to make payments or provide other benefits in cases of fault or maladministration	<ul style="list-style-type: none"> Policy & Resources Committee up to £1000
2.17	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> As set out in Personnel Policies and the Complaints Procedure

2.18	Co-option of a member of Council	None
2.19	Co-option of a non-councillor as a member of a committee	None
2.20	To approve the Annual Calendar of Meetings	None
2.21	Decisions on issues relating to Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> • Strategic overview to Policy & Resources Committee & decisions to refuse or limit information requests within legislation • Town Clerk to renew Data Protection Registration and make amendments if necessary and respond to routine requests for information
2.22	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision	<ul style="list-style-type: none"> • None generally • In cases of urgency, the Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chair
2.23	a. All powers of the Council in the case of a civil emergency	<ul style="list-style-type: none"> • The Town Clerk in consultation with three of: The Mayor, Deputy Mayor, Policy & Resources Chair
	b. All powers of the Council in the case of urgency	<ul style="list-style-type: none"> • The Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chair, subject to reporting justification to the next Council meeting
2.24	Election issues and filling of vacancies	None
2.25	Power to direct as to the Custody of town documents	None
2.26	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> • Town Clerk
2.27	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> • Town Clerk
2.28	Attendance at conference	None
2.29	To adopt general power of competence, Local Government Act 2011	None
3.	Personnel Issues	
3.1	To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer	None
3.2	To determine the overall Staffing structure and approval of additional posts	<ul style="list-style-type: none"> • Policy & Resources Committee
3.3	Confirming the appointment of the Town Clerk	<ul style="list-style-type: none"> • Interviewing for, subject to confirmation by Council is delegated to Policy & Resources Committee & Mayor
3.4	Dismissal of Town Clerk	None
3.5	Other Personnel matters	<ul style="list-style-type: none"> • As set out in Terms of Reference for Policy & Resources Committee
3.6	Health & Safety Policy - General Statement & Organisation	<ul style="list-style-type: none"> • None • Arrangements to Policy & Resources Committee

<p>4. 4.1 4.2</p>	<p>Quality & Integrated Management Matters relating to Quality and Integrated Management and Local Council Award Scheme Administration of the Complaints Procedure</p>	<ul style="list-style-type: none"> • Policy & Resources Committee • As set out in Complaints Procedure
<p>5. 5.1 5.2 5.3 5.4 5.5 5.6 5.7 5.8</p>	<p>Finance Authorisation of Payment of accounts. Approval of Annual Return & Statement of Accounts Approval of Banking Arrangements Approval of Orders for work, goods or services Audit arrangements Power to accept gifts, Local Government Act 1972, S139 and to borrow money Local Government Act 1972 Sch. 13 Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11 Authority for capital expenditure not specifically included Budget</p>	<ul style="list-style-type: none"> • Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations <p>None</p> <p>None</p> <ul style="list-style-type: none"> • Council/ Policy & Resources Committee/ Town Clerk in accordance with Financial Regulations <ul style="list-style-type: none"> • Policy & Resources Committee to appoint internal auditor • Town Clerk/ RFO to manage in accordance with Financial Regulations • Council to approve annual external audit report • Policy & Resources Committee to consider interim audit report, final internal audit report and agree any internal audit brief <p>None</p> <p>None</p> <p>None</p>
<p>6. 6.1 6.2 6.3</p>	<p>Land Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127 Power to accept gifts of land, Local Government Act 1972, S139 Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10</p>	<p>None</p> <p>None</p> <p>None for acquisition</p>
<p>7. 7.1 7.2</p>	<p>Delegated Services To take on services from other local authorities or public bodies (LGA 1972, S101, 111 & 112 or Localism Act 2011) or General Power To undertake services for another local authority or public body</p>	<p>None</p> <p>None</p>

<p>8. 8.1</p>	<p>Ethical Framework To approve Member & Officer codes of conduct and protocols</p>	<p>None</p>
<p>8.2</p>	<p>To monitor and control the Council's Ethical Framework</p>	<ul style="list-style-type: none"> • Proper Officer to obtain declarations, give reminder annually and to act as necessary for Monitoring Officer • Mayor may obtain declarations of office in the absence of the Proper Officer
<p>8.3</p>	<p>To approve dispensations</p>	<p>None, except in a case of urgency, Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chair, subject to reporting the justification to the next Council meeting</p>
<p>9. 9.1</p>	<p>Community Engagement To lead and encourage effective local community engagement, ensuring that, embedded throughout the Council and its decision-making processes is a clear understanding of the need to engage with the local community about decisions which affect them. Such thinking to be reflected throughout the implementation of the terms of reference 1 to 8 detailed below.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
<p>9.2</p>	<p>To champion and where possible enable the aspirations/comments/suggestions obtained from the community to have an impact on decision making and the way in which services are being delivered.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational Management to Town Clerk
<p>9.3</p>	<p>To promote the social wellbeing of the Town and to facilitate and support local community and voluntary organisations within the framework of our Corporate Strategy.</p>	<ul style="list-style-type: none"> • Grants to Policy and Resources Committee • Management Overview to Council • Operational Management to Town Clerk
<p>9.4</p>	<p>To lead the drive for one Bognor Regis engaged community and to take responsibility for the reporting of Community Engagement to those living and working in the Town.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational Management to Town Clerk
<p>9.5</p>	<p>To identify different community sectors of place or interest not already involved in the engagement process to ensure all parts of the community are reached.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational Management to Town Clerk
<p>9.6</p>	<p>To organise and facilitate the methods of community engagement for participation by all Members of the Council, tailored to the specifics of the target community sectors when applicable.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
<p>9.7</p>	<p>To organise and facilitate the formation of Topic Teams with focus on specific issues identified through community engagement.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
<p>9.8</p>	<p>To review the outcome from all engagement activities with reference to the Corporate Strategy.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
<p>9.9</p>	<p>To regularly assess the delivery of engagement to identify strengths and weaknesses and required resources from within the Council to ensure effective engagement.</p>	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk

10.	Personal Health	
10.1	To work with partner organisations to improve the health of people in the Town.	<ul style="list-style-type: none"> • Management Overview to Council • Operational Management to Town Clerk
10.2	To improve access to services which can contribute to health.	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
10.3	To promote healthy living.	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
10.4	Contribute to the development of and co-ordination of NHS services.	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
11.	Heritage	
11.1	To directly or indirectly, conserve the cultural heritage of the town.	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
11.2	To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4.	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk
12.	Home Safety	
12.1	To support home safety initiatives in the town.	<ul style="list-style-type: none"> • Management Overview to Council • Operational management to Town Clerk

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
23rd SEPTEMBER 2024**

AGENDA ITEM 15 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR JULY AND AUGUST 2024 (IF AVAILABLE)

REPORT BY ASSISTANT 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 July and August 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.

At the previous Committee Meeting, when receiving the reports for May and June, Members queried the low number of incidents reported on the DISC app by the Business Warden (Min. 39 refers). This was followed up with the BID and their response was circulated by email to Members of the Committee, by the Assistant Clerk, on the morning of 2nd August 2024.

DECISION

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



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 22.08.24

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: JULY 2024 (31 days)

Total number of hours delivered (recorded on invoice) : 176

KEY PERFORMANCE INDICATORS: JUNE 2024

Number of engagements with business representatives: 485

Number of businesses engaged with: 51

Total number of incidents reported on DISC by the warden: 7

Total number of incidents reported on DISC by 45 Town Centre Business users: 9

£ value of stock recovered by warden: £2,582.25

Number of public realm issues reported on DISC by the warden: 3

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

Any other feedback:

Observations: 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.

Warden Interactions with Businesses: July 2024

Count of Interaction With	
Employer	Total
Admiral Amsuements	1
Bon Marche	9
Boots Uk Ltd Store (47 London Rd)	39
Boutique Roma	6
Cafe Central	13
Cancer Research UK	2
Card Factory	5
Cards Direct	20
Cash Converters	1
Chestnut Tree House	3
Claire'S Accessories (Uk) Ltd	6
Clark's Shoes	7
Costa Coffee (London Road)	13
Dexters Pharmacy	3
Eco Swap	1
Edinburgh Woollen Mill	8
Grandads Front Room CIC	2
Grapetree	1
Greggs Plc	4
Halifax Plc (London Rd)	1
Holland & Barrett Ltd	8
Iceland Frozen Foods Ltd	4
James Jewellers	1
JD Sports	18
JW Sports Ltd	1
Kids Stuff Limited	32
London Road Coffee Shop	10
Meridian Beds	4
Mobility And Comfort Limited	2
Morrisons	37
Network Rail	2
New Look Retailers Ltd	14
Peacocks	18
Polkadot Stripes (Wessex)	1
Poundland	32
Robert Dyas Ltd	14
Savers Health & Beauty Ltd	23
Scope	13
Shoe Zone Limited	4
Silver News	1
Sports Direct	27
Superdrug Stores Plc	19
Tesco Express (Station Rd)	5
The Cat and Rabbit Rescue Centre	9
The Salvation Army	1
The Works Stores Limited	1
Timpson Ltd	1
Trident Menswear	1
Unique Workwear Printing	18
W H Smith Plc	10
Yours Clothing	9
Grand Total	485



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 20.09.24

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: AUGUST 2024 (31 days)

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

KEY PERFORMANCE INDICATORS: JUNE 2024

Number of engagements with business representatives: 509

Number of businesses engaged with: 51

Total number of incidents reported on DISC by the warden: 3

Total number of incidents reported on DISC by 45 Town Centre Business users: 15*
(NB – 10 of these reports were from one business).

£ value of stock recovered by warden: £593.18

Any other feedback:

Observations: Without a warden, these stock losses would most likely have remained lost – further undermining the benefit of this support for town centre businesses. Thank you to BRTC for their contribution towards the warden service for 2024-25 Financial Year. As a reference point, the allocation paid for the warden service from 1st April to 23rd August 2024.

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 with Businesses: August 2024

Warden Interactions August 2024	
Row Labels	Count of Interaction With
3 Store	2
Bon Marche	8
Boots Uk Ltd Store (47 London Rd)	39
Boutique Roma	11
British Heart Foundation	2
Cafe Central	12
Cancer Research UK	1
Card Factory	3
Cards Direct	19
Cash Converters	1
Claire'S Accessories (Uk) Ltd	7
Clark's Shoes	8
Coconut Fancy Dress	9
Costa Coffee (London Road)	14
Dexters Pharmacy	4
Edinburgh Woollen Mill	13
Grandads Front Room CIC	3
Grapetree	4
Greggs Plc	4
Halifax Plc (London Rd)	1
Heygates Bookshop	1
Holland & Barrett Ltd	12
Iceland Frozen Foods Ltd	1
James Jewellers	2
JD Sports	19
Kids Stuff Limited	31
Leaders Limited	2
London Road Coffee Shop	9
Meridian Beds	1
Mobility And Comfort Limited	2
Morrisons	28
Nationwide Building Society	1
Network Rail	2
New Look Retailers Ltd	15
Peacocks	14
Polkadot Stripes (Wessex)	2
Poundland	41
Robert Dyas Ltd	9
Savers Health & Beauty Ltd	26
Scope	11
Shoe Zone Limited	4
Sports Direct	43
Superdrug Stores Plc	17
Tesco Express (Station Rd)	3
The Cat and Rabbit Rescue Centre	11
The Salvation Army	1
The Works Stores Limited	2
Unique Workwear Printing	15
W H Smith Plc	10
Yours Clothing	9
Grand Total	509

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
23rd SEPTEMBER 2024**

**AGENDA ITEM 16 - TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN
CRIER ROLE**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

Annual Review

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

Activities undertaken since last review completed (September 2023)

The Bognor Regis Town Crier has attended many events, both in Bognor Regis and around the country, flying the flag for our Town.

She has continued to be recognised as a formidable Town Crier and ambassador for Bognor Regis, with many more awards this year, at a range of Town Crier competitions including 'Best Dressed' at the 2024 Armada Cup and most recently 'Best Dress Couple', at the Loyal Company of Town Criers British Championships, alongside her husband, Jonathan, who often accompanies her at Town Crier competitions. At their own cost, an outfit for Jonathan to wear when he is attending as 'consort', has been created, to compliment the Town Criers purple regalia. For clarity, any expenses claimed to partake in these competitions do not include any costs incurred by the consort's presence.

Jane has continued to be a familiar and constant presence in Bognor Regis with appearances at all Town Council organised events, including the D-Day commemorations, where she joined Town Criers across the land, in reading the official proclamation. She proclaimed in the Town Centre every week in August to promote the Funshine Days activities on offer and attended H2O Day to help kick start the 2024 programme, even having a turn on the surf simulator! Jane continues to build a great rapport with the new Mayor every year, which is so important when their roles require a lot of joint attendance at events, including those organised by outside organisations such as the Bognor Regis Carnival, Southdowns Music Festival, Bognor Makerspace Spring Fair and the Bognor Regis Puppet Party, to name a few. As well as large events within the Town, Jane has continued to receive bookings for WI and local coffee club 'talks', wedding invitations as 'Master of Ceremonies', and has also visited Nyewood C of E Infant School to give a talk on her role to Key Stage One children. The role continues to be varied, and Jane remains as committed and proud as ever, to serve Bognor Regis, as our Town Crier.

In June 2024, Jane successfully hosted the second Bognor Regis Town Crier competition, welcoming Town Crier's from far and wide to Bognor Regis for the weekend, to take part in two rounds of themed cries, whilst entertaining the crowds who gathered to watch at the seafront bandstand. The competition was extremely well-received by those who enjoyed watching the spectacle unfold, many admitting they'd 'never seen anything like it before', as well as the Town Crier's themselves, who very much enjoyed their visit to Bognor Regis, promising to come back for the next competition in 2026.

As a Town Council, we are delighted to share the news that Jane has been chosen as the 'Principal Town Crier' for the upcoming VE Day 80th Anniversary Celebrations, taking place on 8th May 2025. As for the late Queen's Platinum Jubilee, Jane's proclamation was once again chosen unanimously, by three independent judges, and will therefore be the Cry that Town Crier's around the country will be proclaiming on the day itself, to signify 80 years since the end of the war in Europe and WWII as a whole. I'm sure you'll all agree this is another phenomenal achievement for Jane, and therefore our Town.

Equipment

Uniform - The total cost of the original outfit amounted to £1,208. Based on those final costs, it was considered that a replacement contribution of £242p.a. would be appropriate, subject to inflation. As part of last year's 'review', it was reported that a few items had been purchased to replace originals which, at the time, were 6 years old, including 12 metres of fabric in anticipation of repairs/replacement of the original livery, when needed. Over the past twelve months a new waistcoat and matching breeches have been produced, along with matching thread, lining material, buttons and interfacing, at a cost of £560.

Budget

For the 2024/2025 financial year there continues to be a budget of £2,000. This incorporates expenditure for travel expenses (both day-to-day and for competitions), any equipment repairs/purchases and earmarking for uniform replacement in future years along with Town Crier's Competitions hosted by Bognor Regis Town Council.

There is currently £3,224.82 available in the Town Crier's Earmarked Reserves, with £2,000 of this allocated to fund the 2026 Town Crier Competition in Bognor Regis, and a further £1,239.40 is still available, as at 31st August 2024, from the current year's Town Crier Budget.

DECISION

Do Members wish to make any changes?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
23rd SEPTEMBER 2024**

**AGENDA ITEM 17 - CONSIDERATION OF INPUT FROM THE COMMITTEE
FOR THE CONTENT OF THE 2025 TOWN NEWSLETTER**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

Publication period

The Annual Town Council Newsletter will be produced in early 2025 for distribution to every home in the five Wards by mid-March.

Design

When considering the design of the 2024 Town Newsletter, in light of the Town Council having declared a Climate Emergency, Members agreed to once again commission a more condensed version, with an A4, 4-page Newsletter therefore produced.

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

The colour scheme and style used for the 2024 Newsletter, had a real emphasis on incorporating the 'Place Branding Core Values' adopted at the Council Meeting held on 8th March 2021 (Min. 360.10 refers). Using the design guide, wave graphics, circles and 'core' colours were used in the Newsletter as consistently as possible.

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

Contents

Editorial in the 2024 edition included the following: -

- Message from the Mayor, including highlights from the year and a look ahead
- 'Our Councillors'
- 80th Anniversary of D-Day
- Budget Report
- Development Work
- Town Crier Competition
- Bognor Regis Community Survey 2024
- 30th Anniversary of Twinning with Trebbin
- 2024 Events Programme

AGENDA ITEM 17

Officer suggestions for articles in the 2025 Town Newsletter, in addition to the usual content (i.e. Mayor's Message, Budget Report, Events Diary), include the following: -

- VE Day 80th Anniversary (May 2025)
- Development Work, including updates on the Alexandra Theatre project, The Arcade and The Esplanade Public Realm Improvements.
- 45th Anniversary Twinning with Saint-Maur-des-Fosses
- Youth provision in Bognor Regis
- 65th Anniversary of Butlin's Bognor Regis
- 90th Anniversary of Bognor Regis' coat of arms
- 25th Anniversary of Town Force
- 40th Anniversary of Bognor Regis Town Council
- Bognor Regis Community Survey 2025

Members will need to choose up to six articles from the suggestions above, for inclusion in the newsletter, alongside the 'usual' content, or provide alternative suggestions.

DECISIONS

Do Members **AGREE** to the production of the condensed A4, 4-page version, with QR code for the full edition, for the 2025 Town Newsletter?

Members are invited to **AGREE** the content of the 2025 Town Newsletter.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
23rd SEPTEMBER 2024**

AGENDA ITEM 18 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY ASSISTANT CLERK

FOR RATIFICATION

To ratify expenditure of £746.45 excluding VAT for 50 Litre Trolley Mounted Waterer

As reported earlier in the meeting, following a breakdown of the trolley mounted waterer during the height of the summer season, a second waterer was purchased to enable the team to continue watering areas where vehicle access is not possible.

It was not known whether a repair could be carried out to the original waterer, which had to be returned to the manufacturer. Following their investigation into the cause of the fault, it was established that a new pump was needed, which was subsequently fitted and the waterer returned in working condition.

DECISION

The Committee is therefore invited to **RATIFY** expenditure of £746.45 excluding VAT for a 50 Litre Trolley Mounted Waterer.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
23rd SEPTEMBER 2024**

AGENDA ITEM 19 - FINANCIAL REPORTS INCLUDING: -

REPORT BY ASSISTANT CLERK

FOR DECISION

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

The financial reports for the month of August 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 JULY AND AUGUST 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 Chair of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of July and August 2024.

DECISIONS

To **NOTE** receipt of the financial reports for the month of August 2024.

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 23rd SEPTEMBER 2024**

AGENDA ITEM 20 - CORRESPONDENCE

FOR INFORMATION

1. The Sussex Police and Crime Commissioner; New unique role in Sussex supporting families of fatal road incidents – Circulated to all Councillors 23.08.2024
2. Twinning Association; murder mystery evening and next international film – Circulated to all Councillors 23.08.2024
3. VAAC AGM Celebration – Circulated to all Councillors 27.08.2024
4. Public Sector Network August Newsletter 27.08.2024
5. NALC new website launch date - 07.10.2024
6. NALC announces new website launch date – Circulated to all Councillors 28.08.2024
7. NALC Newsletter 29.08.2024
8. NALC Chief Executive's Bulletin – Circulated to all Councillors 29.08.2024
9. Sussex Alerts Monthly Bulletin – Circulated to all Councillors 29.08.2024
10. West Sussex Mind Mental Health First Aid training 29.08.2024
11. WSCC News release - Annual Canvass 2024 – On social media 29.08.2024
12. The Sussex Police and Crime Commissioner; Have your say from next week – Circulated to all Councillors 30.08.2024
13. MP calls on Government to act quickly on antisocial behaviour and restore 'Putting it Right' – Circulated to all Councillors 30.08.2024
14. NALC Job listings 02.09.2024
15. News Release WSCC Secondary School places applications open online – Circulated on social media and website 02.09.2024
16. Stonepillow Big Sleep in September – Circulated to Cllrs. Needs (Patron) and Barrett (Rep) 03.09.2024
17. VAAC September Funding Focus – Circulated to all Councillors 04.09.2024
18. Letter to Sam Horwill, Property, Estates and Facilities Manager, ADC regarding request for the reinstatement of the balcony flagpole at Bognor Regis Town Hall 04.09.2024
19. WSCC News Release; Residents in Arun, Worthing, and Adur to have say on location of EV chargepoints – Circulated to all Councillors 04.09.2024
20. NALC Newsletter 04.09.2024
21. Letters & Photos to ADC (Sam Horwill) and all staff Crawford Care Home Bognor Regis, Richard Jupp, Jennifer Jupp and Mark Wills Directors Crawford Care Homes Ltd, re; persistent staff parking outside front of the Town Hall 04.09.2024
22. NALC Chief Executive's Bulletin – Circulated to all Councillors 05.09.2024
23. News release - Council tax charges on second homes and empty properties – Circulated to all Councillors 05.09.2024
24. VAAC Untapped Fundraising Potential Events and Training – Circulated to all Councillors 05.09.2024
25. Sussex By The Sea networking & marketing news 06.09.2024
26. The Sussex Police and Crime Commissioner; Sussex Night Marshal shortlisted for national award – Circulated to all Councillors 06.09.2024

AGENDA ITEM 20

- 27.** VAAC Training Event at Chichester City Council – Circulated to all Councillor 09.09.2024
- 28.** Clerks & Councils Direct September issue 155 09.09.2024
- 29.** Sussex Alerts - feedback on the policing service – Circulated to all Councillors and on social media 09.09.2024
- 30.** NALC Newsletter 11.09.2024
- 31.** VAAC E-bulletin September issue – Circulated to all Councillors 11.09.2024
- 32.** The Sussex Police and Crime Commissioner; Supporting Neighbourhood Watch – Circulated to all Councillors 11.09.2024
- 33.** NALC Chief Executive's Bulletin – Circulated to all Councillors 12.09.2024
- 34.** Acknowledgement of email expressing well wishes to the new mayor of Saint-Maur-des-Fosses 12.09.2024
- 35.** WSCC Residents' e-Newsletter – Circulated to all Councillors 12.09.2024
- 36.** Arun September Newsletter 12.09.2024
- 37.** WSCC News Release; Work to regenerate Bognor Regis Esplanade to start in October – Circulated to all Councillors 13.09.2024
- 38.** Letter from Crawford Care Homes Ltd Company Secretary, Jenny Jupp, in response to BRTC letter regarding parking outside front of Town Hall – Circulated to all Councillors 15.09.2024
- 39.** WSALC autumn newsletter – Circulated to all Councillors 16.09.2024
- 40.** NALC Job Listings – 16.09.2024
- 41.** WSCC news release - Grieving families' needs are at the heart of new West Sussex Coroner's Court – Circulated to all Councillors 16.09.2024
- 42.** Arun & Chichester Good Food Fortnight – programme of activities on offer - Circulated to all Councillors and on social media and website 16.09.2024
- 43.** Subsequent letter to Crawford Care Homes Ltd Company Secretary Jenny Jupp, following her response to letter from BRTC 16.09.2024
- 44.** Letter from Crawford Care Home Manager, Julie Muir, extending apologies on behalf of her staff 17.09.2024
- 45.**