



# 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](mailto: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 27<sup>th</sup> JANUARY 2025.**

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 27<sup>th</sup> January 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 20<sup>th</sup> DAY of JANUARY 2025**

**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 9<sup>th</sup> December 2024 and the Extraordinary Meeting held on 13<sup>th</sup> January 2025
  5. ADJOURNMENT for public question time and statements
  6. Clerk's report from previous Minutes
  7. Consideration of allocation of Town Force time for external Town Events 2025 – report by Events Officer
  8. To receive the Town Force Report
  9. Report on Town Centre issues including any reports on meetings with the BID Management Board
  10. To further consider potential sites in Bognor Regis for event organisers to use for storage, and to agree any next steps – Min. 84 refers
  11. To receive and note the Monthly Community Warden report from the Bognor Regis BID, including business crime reporting through DISC, for November and December 2024
  12. Internal Audit including: -
    - To review the 2025/26 Annual Audit Plan and to consider any additional items for inclusion
  13. To consider the Town Council's Annual Assessment/Review of Risks
  14. To consider the agenda and arrangements, including location, for the Annual Town Meeting of Electors scheduled for 17<sup>th</sup> March 2025
  15. To note the Notes of the ADC/BRTC Liaison Meeting held on 10<sup>th</sup> December 2024 and agree any next steps – Min. 90 refers
  16. Regeneration including: -
    - To further discuss the dissolution of the Bognor Regis Regeneration Board – Council Min. 135 refers
  17. To further consider the provision of Community Warden cover in the Town Centre for 2025-2026 – Council Min. 129.1 refers
  18. To ratify the additional cost of Community Warden provision for Saturday 30<sup>th</sup> November 2024 – Min. 91 refers
  19. To consider and ratify the level of funding to be awarded to those organisations identified for Partnership Funding - Min. 108 of the Extraordinary Meeting of 13<sup>th</sup> January 2025 refers
  20. Changes to the Constitution following updates and minor amendments
  21. Financial Reports including: -
    - To note Committee I&E Reports for the month of [December](#) 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 November and December 2024, whilst noting that this is now undertaken by any authorised bank signatory other than the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations (F.R. 2.6 refers)
    - To ratify the use of two BACS payments to cover expenditure for the Christmas Switch-On event 2024
  22. Correspondence

23. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
24. Town Force: Note of outstanding debtors including recommendation to Council for approval of any action in relation to irrecoverable sums in line with Financial Regulation 13.3
25. To ratify any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held on 13<sup>th</sup> January 2025

Agenda items **24** and **25** 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 9<sup>th</sup> DECEMBER 2024**

**PRESENT:** Cllr. B. Waterhouse (Chair); Cllrs: S. Goodheart, F. Oppler, N. Smith, Mrs. J. Warr, P. Wells, P. Woodall and Mrs. G. Yeates

**IN ATTENDANCE:** Mrs. G. Frost (Town Clerk)  
Mrs. R. Vervecken (Civic & Office Manager)  
Mr. D. Kemp - DCK. Accounting Solutions Ltd  
Cllrs: J. Barrett, D. Dawes, R. Nash and M. Stanley in the public gallery

*The Meeting opened at 6.31pm*

### **97. WELCOME BY CHAIR**

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

### **98. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

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

### **99. 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
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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***

**100. TO APPROVE THE MINUTES OF THE MEETING HELD ON 18<sup>th</sup> NOVEMBER 2024**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 18<sup>th</sup> November 2024 and these were signed by the Chair.

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

There were no members of the public seated in the public gallery and the meeting was not, therefore, adjourned at this time.

**102. ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2025/2026**

***The Chair adjourned the Meeting at 6.34pm***

The Chair invited non-Committee Members, seated in the public gallery, to make comments and ask questions.

Cllr. Nash, who did not serve on the Policy and Resources Committee, spoke to his proposal under Agenda item 7 in relation to increasing the Youth Budget by an additional £20,000, drawn from Reserves, from which between £10,000 and £20,000 be allocated as a one-off support payment to Bognor Regis Town FC for the installation of an all-weather pitch.

Whilst noting that Cllr. Wells had also proposed that an extra £20,000 be allocated, from the Economic Development Fund, for young people in the Town, Cllr. Nash believed that a further £20,000 should be allowed for as he was keen for the Town Council to support the plans of the club. He explained that the improvement works would benefit a large number of teams and groups by providing a facility that was lacking in the local area. The football club would be seeking a grant of £700,000 from the Premier League Stadium Fund, with a further £300,000 needing to be raised from other funding streams.

Other non-Committee Members spoke of the positive proposals within the draft Budget which were described as being testament to the Town Council's work over the last twelve months. Reference was made to the proposal of grant funding for the football club which, whilst supportive of, it was felt should go through the usual application processes along with other organisations, rather than being singled out. Other comments related to the responsibilities of the proposed Town Centre Officer role, which it was hoped would include bidding for funding; the rationale for improvements to the current Town Force Lock-up, if alternative premises were a consideration; and a desire to see youth funding not only aimed at service providers but to families with young children with some of the funding proposed being redirected to community groups that supported them.

***The Chair reconvened the Meeting at 6.47pm***

**103. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2025/2026 INCLUDING ANY RECOMMENDATIONS FROM COMMITTEES; ANY REQUESTS FROM INDIVIDUAL COUNCILLORS; TO AGREE TO RECOMMEND TO COUNCIL THE DRAFT BUDGET PROPOSALS FOR 2025/2026 NOTING THE REQUIRED PRECEPT TO FUND THE AGREED BUDGET**

The Town Clerk's report, including the statement regarding restrictions on voting under Section 106 of the Local Government Finance Act 1992, was **NOTED**.

All Members of the Council had received a hard copy of the draft Budget proposals, prior to the meeting, which had also included a Budget Summary, together with breakdowns of Income and Expenditure for the financial year ending 31<sup>st</sup> March 2026.

These were prepared in liaison with the Town Council's Accountant and the Chair of the Policy and Resources Committee and based on the recommendations from the various Committee Meetings. In addition to the Committee recommendations, provision had been made within the draft Budget proposals for various other changes for consideration. A list of these proposals was provided to Members under separate cover. An updated Budget Summary following receipt of the Tax Base from ADC for 2025-26 was subsequently provided to all Members at the meeting.

The Chair presented the Budget proposal highlights for 2025/2026, some of which required a decision whilst others were just for noting.

***At the Chair's discretion, non-Committee Members seated in the public gallery were invited to speak, as and when, without the Meeting being adjourned***

**103.1** Regarding the election fees, a Councillor commented, and many concurred, that the increase in the bill was 'outrageous'. The Clerk confirmed that prior to previous discussions on this matter, she had received a breakdown of the costings, which had been forwarded to both the Chair and Vice-Chair of the Policy and Resources Committee, who following their review had given her the go ahead to make the payment. It was confirmed that £20,000 had been budgeted for 2025/2026, with a further £20,000 budgeted for 2026/2027, to recover the backlog and to ensure that there was enough provision for the 2027 elections. After this, the budget for election costs could possibly be levelled off at £10,000 per year.

A dual-hatted Councillor advised those present that he would be challenging the amount billed by the District Council on this occasion and would report back to Members.

**103.2** Members spoke favorably on the new proposed position of a Town Centre Officer, which it was felt would be hugely beneficial to help create a greater footfall in the Town Centre. Whilst a proposed job description for the role was yet to be considered by the Joint Consultative Sub-Committee (Staffing), it would focus on the delivery of events and activities, such as markets, in the Town Centre.

**103.3** There was much support expressed for increasing warden provision in the Town Centre, with the Policy and Resources Committee recently agreeing to provide an extra warden, to work alongside the current warden, to cover the busy December period. Members discussed current problems with antisocial behaviour, including theft, which is mostly experienced by retailers in London Road, and the benefits an additional warden could bring to ensure shoppers and retailers felt safe and welcome in our Town Centre and the surrounding shopping districts.

Costs relating to the provision for an additional warden, either 5, 6 or 7 days a week for the months of August and December 2025, ranging between £7,300 and £10,500, were noted.

It was felt by all that, before committing to funding an additional warden for 2025 and deciding which days of the week or time of year this should be implemented, feedback from the current 'trial' scheme needed to be assessed in detail, with relevant input from partners including Sussex Police, ADC and the Bognor Regis BID regarding the area to be covered.

It was noted that the next Council Meeting, at which this could be decided upon, was on Monday 6<sup>th</sup> January, which did not leave much time for an overall assessment of the month-long trial. However, Members **AGREED** the Town Clerk should contact Bognor Regis BID to impress the importance of timely feedback, to allow Members to make a decision on how to proceed at the meeting on 6<sup>th</sup> January 2025.

Following a query about flexibility within the proposed Budget to provide a second warden for the whole year, or just at specific times, Mr. Kemp informed Members that this was a Revenue Budget item, and that Reserves should only be used for non-recurring items. Members would, therefore, need to think about how this was built into the Budget with Mr. Kemp recommending that this provision be added to the Revenue Budget and the amount going into Reserves be adjusted, rather than taking out of Reserves as a non-recurring cost. In doing so, the bottom line would remain the same and it would simply appear differently in the Budget.

Taking into account the possibility that feedback about the additional warden provision in December may not be forthcoming, the Chair proposed that provision be made in the draft Budget for a 7-day service, allowing for Full Council or the Policy and Resources Committee to settle the final details regarding the period of cover once the feedback from the trial had been received.

Members unanimously **RESOLVED** to **AGREE** to **RECOMMEND** to Council that provision for a 7-day warden service be included in the 2025/2026 Budget, to provide additional presence in the Town Centre with the period of cover defined following receipt of the feedback from the trial. These costs to be offset against Revenue with the amount going into Reserves adjusted accordingly.

**103.4** The Budget proposal highlights considered by the Committee at the meeting and **AGREED** or **NOTED** are detailed in **Appendix 1**, and reflect the items incorporated in the overall draft Budget provision to be recommended to the Council on 6<sup>th</sup> January 2025.

**103.5** The Chair invited Cllr. Wells to speak in relation to the extra £20,000 that he proposed be budgeted for youth provision, on top of the amount agreed in the draft proposal for the Youth and Young Persons Budget 2025/2026. Cllr. Wells explained that the money could be funded from the Economic Development Fund, to support young people in Bognor Regis, and could either be allocated in full for 2025/2026 or split into two, with £10,000 allocated in 2025/2026 and the remaining £10,000 in 2026/2027. Mr. Kemp reminded Members that if the £20,000 was put into the 2025/2026 Budget but not spent in full, then any remaining funds could be earmarked and still be available the following year.

Following lengthy discussion, Members unanimously **RESOLVED** to **AGREE** to **RECOMMEND** to Council that an extra £20,000 be placed into



the Youth and Young Persons Budget, on top of the £15,000 previously agreed, for 2025/2026 and that the extra provision be funded from the Economic Development Fund.

**103.6** Moving then to Cllr. Nash's proposal for funding of between £10,000 and £20,000 as a one-off support payment to Bognor Regis Town FC, discussion ensued regarding the merits of the project and the benefits that it would bring to the community with some regarding it as an exciting opportunity that the Town Council should not ignore. Although a business case from the club had been circulated by email to all Members prior to the meeting, some felt that a presentation from the football club could provide an opportunity for questions to be asked and more information gathered. It was **AGREED** that the Clerk would write to the club, asking when they could deliver a presentation to Members.

Whilst the majority of those present were supportive of the club's ambitious project, there was some discomfort at the idea of funding a further £10,000 - £20,000 for a one-off payment to be made directly to them. Mindful of tough decisions taken earlier in the year, in relation to Grant Aid funding, and the disappointment expressed amongst some organisations who did not secure the money they had hoped from the Council, caution was given as to the perceived fairness of apparently favouring the club. Comment was also made around the likelihood of the new facilities planned being used by people living outside the wards of Bognor Regis. It was suggested, therefore, that the football club should seek funding from neighbouring parishes, rather than the residents of Bognor Regis solely footing the bill through their Council Tax.

To ensure the Council was seen to be acting fairly when funding local groups and organisations, it was felt that Bognor Regis Town FC should follow the Town Council's standard application process for the funding that was being sought, with the decision delegated to the relevant committee. Furthermore, rather than budgeting another £10,000 - £20,000, it was felt that the club should apply for a share of the £35,000 in the Youth & Young Persons Budget that was being recommended to Council for 2025/2026.

The Chair queried whether, upon receipt of an application from the football club, more money could be accessed from the Economic Development Fund, for example, at a later date and if necessary. In response, Mr. Kemp advised that upon receipt of an application the Council, or committee, can decide whether to meet the funding request at any time. Whether this results in an approved overspend of an existing budget, and/or where that funding is to come from, was not a decision that needed to be made at this moment in time. However, Mr. Kemp recommended that a continuing revenue adjustment to a budget be funded by the Precept, whereas an addition to a budget that is non-recurring could be funded from Reserves.

Following the debate, it was unanimously **AGREED** that the Town Council would express support for Bognor Regis Town FC's plans to install an all-weather pitch, whilst noting that doing so did not prejudice the due process of the corresponding planning application (BR/236/24/PL).

In view of the advice given by Mr. Kemp regarding the timing of any decision, it was further **AGREED** that funding of up to £20,000 would be considered, towards the cost of installing the pitch, provided that the club submitted an application to the Environmental and Leisure Committee. It would be for the committee to decide whether any approved funding would come from the Youth & Young Persons Budget, or that a recommendation be made to the Policy and Resources Committee to identify a suitable alternative.

**103.7** Following the discussion, Members **RESOLVED** to **RECOMMEND** to **COUNCIL** the draft Budget and set a Precept for 2025/2026 of £1,054,043, equivalent to a 2.50% increase on a Band D Equivalent property of £3.40 per annum (6.52pence/week).

***The Meeting closed at 8.07pm***

## **BUDGET PROPOSAL HIGHLIGHTS 2025-2026** **DECISIONS FOLLOWING COMMITTEE CONSIDERATION**

In addition to the various Committee recommendations made to the Policy and Resources Committee, other budget proposals identified were considered by the Committee as detailed below.

Provision has been made within the draft budget proposals to allow for the following: -

- An estimated 5% cost of living rise increase for salaries in 2025-2026
- An increase in Employers NI Contributions following changes in the Government Budget
- Provision for Annual SCP Scale Point increases for eligible staff
- Changes in salary for two members of staff due to a regrading and a promotion
- 2.5% increase in the Precept has been applied.

This was **NOTED**.

### **CIVIC ACTIVITIES**

**4065 - 102 Election Fees** increased from £7,500 allocated last year to **£20,000** to cover estimated increased costs in 2027 - **AGREED**.

**4203 - 102 Civic Fund** increased from £2,000 to **£3,500** increase funded instead of Town Crier Honorarium - **AGREED**.

**4204 - 102 Cllr. Allowances** increased from £8,800 to **£10,621** following agreement to increase the Members Allowance from 1<sup>st</sup> April 2024 at P&R on 25.3.24 - **NOTED**.

**4207 - 102 Town Crier Costs** increased from £2,000 to **£2,500** to assist with competition expenses. Increase funded instead of Town Crier Honorarium - **AGREED**.

**4326 - 102 Community Improvement Fund** new budget item of **£500** to cover things like bench movement in the High Street, repairs to Gloucester Road Wall - **AGREED**.

### **PROJECTS AND EVENTS**

**4402 - 104 Tourism Events Support** increased from £1,000 to **£1,450** to allow for replacement Events Uniforms following staff request - **AGREED**.

**5120 - 104 New position Town Centre Officer** 2-Year Fixed Term contract salary and on-costs for Year 1 funded from Economic Development Fund. SCP range of 13-17 - **AGREED**.

**4409 - 104 Working Budget for above position - £10,000** funded from the £6,000 Town Centre Events budget created in 2024 plus an additional £4,000 new budget - **AGREED**.

### **TOWN FORCE**

**4036 - 105 Property Maintenance** increased from £1,000 to **£2,000** to allow for cover at compound at back of Town Force Lock-up subject to Landlord's permission – **AGREED** subject to final decision being taken regarding availability of alternative freehold accommodation first.

### **GRANT AID**

**4762 - 107 Grant Bognor Regis Regeneration Board - £4,500** removed from budget for next year as no longer required following closure - **NOTED**.

**4765 - 107 BOOM Bank** no additional provision made for next year to cover any shortfall as currently none identified - **NOTED**.

### **P&R PARTNERSHIP FUNDING**

**4702 - 108 Warden provision in the Town Centre - £16,683** contribution to BR BID for provision in line with 2024/25 - **NOTED**.

**4702 - 108 Additional Warden provision in the Town Centre** - for the relating discussion and decision regarding this item please refer to the Minutes.

**4708 - 108 Partnership Funding** provision of £21,000 made in line with 2024/25 - **NOTED**.

### **BRTC ASSET MANAGEMENT**

**4150 - 112 Asset Management** new budget **£1,000** provision made - **AGREED**.

### **HORTICULTURAL**

**4319 - 113 A29 Verge Upkeep** new budget **£1,000** provision made for 5 cuts annually - **AGREED**.

### **E&L PARTNERSHIP PROJECTS - 208 E&L RECOMMENDATIONS**

**4032 - 208 Publicity/Promotion budget £7,000** - It was **AGREED** that this budget should remain unchanged.

**4401 - 208 Youth and Young Persons** increase from £14,000 to **£15,000** - **AGREED**.

### **IN BLOOM – 204 E&L RECOMMENDATIONS**

**4311 - 204 In Bloom Competition Expenses** increase from £950 to **£1,450**.

**4321 - 204 In Bloom Environmental Projects** decrease from £1,500 to **£1,000** (moved to Competition Expenses Budget (Budget neutral)).

**4034 - 402 Allotments Competition Expenses** increase from £100 to **£150**.

**4042 - 207 Christmas Lights for New Contract** decrease from £55,000 to **£40,000**.

All of the above recommendations from the Environmental and Leisure Committee were **AGREED**.

**EVENTS - 301 P&R COMMITTEE EVENT OFFICER'S RECOMMENDATIONS**

**4745 - 301 Book Day Event £5,000.**

**4736 - 301 Proms in the Park £3,000.**

**4746 - 301 Drive Through Time £5,000.**

**4737 - 301 Funshine Days £5,000.**

**4000 - 306 Christmas Switch-On £6,000.**

It was **AGREED** that all of the above budgets should remain unchanged.

**4211 - 301 80<sup>th</sup> Anniversary of VE Day Beacon Lighting Event - £2,000** this is a reduction on DD Event budget by £3,000.

**4742 - 301 Clowns International 75<sup>th</sup> Anniversary Funday - £800** for new event working in collaboration with Clowns International.

**4406 - 301 Hampshire Avenue Fun Week (Playdays)** increase from £3,500 to **£5,000**.

**4749 - 301 Sunday Afternoon Concerts** increase from £1,500 to **£3,000** (as extra £1.5k funded from Publicity and Promotions budget last year).

**4748 - 301 Carols in the Park - £2,500** for revived event working in collaboration with other organisations.

All of the above Event Officer's recommendations from the Policy and Resources Committee were **AGREED**.



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## **MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES**

### **COMMITTEE MEETING**

**HELD ON MONDAY 13<sup>th</sup> JANUARY 2025**

**PRESENT:** Cllr. B. Waterhouse (Chair); Cllrs: S. Goodheart, F. Oppler,  
N. Smith, P. Wells, P. Woodall and Mrs. G. Yeates

**IN ATTENDANCE:** Mrs. R. Vervecken (Civic & Office Manager)  
1 Member seated in the public gallery  
3 members of the public

*The Meeting opened at 6.31pm*

#### **104. WELCOME BY CHAIR**

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

#### **105. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

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

No apologies had been received from Cllr. Mrs. Warr.

#### **106. 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:

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They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

***Cllr. Wells declared an Ordinary Interest in Agenda item 6 in relation to the Bognor Pier Trust C.I.C., and stated that as a member of the Trust, he would not vote when their application was discussed. He also declared an Ordinary Interest in any discussion relating to the Bognor Regis Armed Forces Day application, stating that his business is sponsoring the event***

## **107. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***The Chair adjourned the Meeting at 6.33pm***

The few members of the public present were afforded the opportunity to address Members directly on their Grant Aid applications, including their intentions for use of the funds, should their applications be successful.

Representatives of the Bognor Regis Armed Forces Day Committee spoke of the significance of this year's event, which will serve as an opportunity to thank and celebrate the Armed Forces past, present and future, particularly with 2025 marking the 80<sup>th</sup> Anniversary of VE Day. The event in Bognor Regis this year hopes to build on the success of aspects such as the flying display enjoyed in 2024, with an extended parade planned for this year's event on Saturday 21<sup>st</sup> June 2025. A 'poppy wall' is being planned as a tribute to the 216 men and women who lost their lives during the War, with the community being encouraged to knit and crochet poppies to help form this special tribute. It was emphasised that many elements of the event depended on the level of funding awarded by Bognor Regis Town Council, whom the representatives hoped would want to support this event in 2025, particularly given the significance of the VE Day Anniversary.

The Chair of the Bognor Regis Carnival Association informed Members that this year marked the 10<sup>th</sup> Anniversary of the Carnival. With last year's event being 'bigger and better' than ever, the plan, funding dependent, is to continue to expand to bring even larger crowds to Bognor Regis, for this already inclusive and well-loved event.

A representative of 60 Minutes of Classical Music spoke of the 16<sup>th</sup> birthday of the organisation taking place in February 2025. With 50 concerts a year, all provided at a reasonable rate, the applicant went on to describe the atmosphere created at the concerts, describing it as 'different from any other'. With the concerts providing local people with an opportunity to access the arts, it is hoped that with further funding from the Town Council, this can be built upon again this year. Recent interviews with BBC Radio 4 were cited as particular successes, with the two main concerts for 2025 also detailed.

***The Chair reconvened the Meeting at 6.42pm***

#### **108. CONSIDERATION OF PARTNERSHIP FUNDING APPLICATIONS**

***Cllr. Goodheart declared an Ordinary Interest in any discussion relating to Rox Music and Arts Organisation owing to his involvement with them. He also declared an Ordinary Interest in Bognor Pier Trust C.I.C. as a member and the Bognor Regis Twinning Association as the Town Council's representative***

***Cllr. Wells redeclared his Ordinary Interest in relation to the Bognor Pier Trust C.I.C., stating that he would not take part in the discussions nor the vote for Partnership Funding***

***Cllr. Woodall declared an Ordinary Interest in discussion relating to the Bognor Regis Carnival Association, as the Town Council's representative***

The Committee Clerk detailed the applications identified for consideration under Partnership Funding, along with the amount of funding available to be awarded.

Members discussed the Chair's recommendations for consideration of Partnership Funding, which had been identified from the Grant Aid applications received for 2025. These were Bognor Pier Trust C.I.C., Bognor Regis Carnival Association and Bognor Regis Seafront Lights (Illuminate event). Members supported these recommendations, agreeing that they best fitted the partnership criteria agreed by Members of the Policy and Resources Committee, at their meeting held on 3<sup>rd</sup> June 2024 (Min. 17 refers).

The Chair suggested liaison should be held with the relevant organisations, to ensure these partnership proposals are in line with what the organisations are proposing to achieve with any funding provided and best value can be



attained.

Following the discussion, Members **RESOLVED** to **AGREE** to enter into a three-year Partnership Funding Agreement with Bognor Pier Trust C.I.C., Bognor Regis Carnival Association and Bognor Regis Seafront Lights (Illuminate event), thus enabling liaison with the applicants once the agreement is reached on the funding levels to be awarded over the 3-year period. Final ratification of the level of funding to be awarded will be conducted by the Policy and Resources Committee at the next meeting.

Cllrs. Goodheart and Wells abstained from the vote.

#### **109. CONSIDERATION OF GRANT AID FUNDING FOR 2025**

***Cllr. Mrs. Yeates declared an Ordinary Interest in any discussion relating to My Sister's House, having received hospitality from them at an event attended as Deputy Mayor, for which a hospitality form had been completed through the office. She stated she would not vote on this application***

The Chair reported that over £69,000 had been requested from the 25 applications received for Grant Aid 2025, with the budget having once again been set at £15,000.

A Member spoke of the large number of youth applications submitted under the Grant Aid process and queried whether there was a more appropriate pot of funding for these to be directed toward. The Civic & Office Manager confirmed that many of these youth organisations, upon contact with the office, had been advised of the Youth & Young Persons Budget, which is a budget allocated by the Environmental and Leisure Committee. It was reported that some of the youth applications had also expressed plans to submit applications through the Youth & Young Persons Budget, when the new round of funding becomes available for this. Members acknowledged that it was up to the applicants to decide which funding stream to apply under, with final decisions then on how to allocate appropriate funding down to the individual Committees.

Members considered each application for Grant Aid, with regard given to the criteria set and the document checklist, which detailed what documents had been supplied with each application.

Following an initial review of all the Grant Aid 2025 applications, including the Chair's recommendations for each, Members revisited each application and reaffirmed their decisions.

Members **RESOLVED** to **APPROVE** the Grant Aid 2025 awards, as summarised to Members by the Civic & Office Manager, and as attached to the Minutes as **Appendix 1**.

***Cllr. Wells abstained from voting on Bognor Regis Armed Forces Day application, due to his Ordinary Interest***

***The Meeting closed at 7.12pm***

Applicant		Amount Requested Grant Aid 2025	P&R Decision for Grant Aid 2025	Comments
1	4 Sight Vision Support	£10,270.00	£1,000.00	
2	60 Minutes of Classical Music	£3,530.00	£1,000.00	
3	Arun Community Transport	£500.00	£250.00	
4	Arun Counselling Centre	£1,500.00	£500.00	
5	Bognor Coastal Art Trail	£2,000.00	£1,000.00	
6	Bognor Pier Trust CIC	£3,919.15	N/A	Partnership Funding
7	Bognor Regis Armed Forces Day Committee	£3,000.00	£2,120.00	
8	Bognor Regis Carnival Association	£4,500.00	N/A	Partnership Funding
9	Bognor Regis Foodbank	£4,402.26	£500.00	
10	Bognor Regis Shopmobility	£1,000.00	£500.00	
11	Bognor Regis Twinning Association (App. 1)	£500.00	£400.00	
12	Bognor Regis Twinning Association (App. 2)	£900.00	£500.00	
13	Bognor Regis Seafront Lights (Illuminate 2025 event)	£5,000.00	N/A	Partnership Funding
14	Family Support Work (FSW)	£1,000.00	£500.00	
15	Girlguiding Bognor Regis Division	£500.00	£500.00	
16	Girlguiding Bognor Regis South	£200.00	£200.00	
17	My Sisters' House CIO	£500.00	£500.00	
18	Resourceful Community Scrapstore CIC	£480.00	£480.00	
19	Rotary Club of Chichester Harbour	£5,000.00	£0.00	
20	Rox Music & Arts Organisation	£3,000.00	£1,000.00	
21	South Coast Sports Coastal CIC (App. 1)	£10,775.00	£1,800.00	
22	South Coast Sports Coastal CIC (App. 2)	£2,920.00	£0.00	
23	The Aldingbourne Trust	£2,992.00	£1,500.00	
24	West Sussex Guitar Club	£500.00	£250.00	
25	Youth of Bognor (YOB Camp)	£1,000.00	£500.00	
<b>Total Amount Awarded</b>			<b>£15,000</b>	
			<b>£0</b>	Unallocated

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 7 - CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR EXTERNAL TOWN EVENTS 2025**

**REPORT BY THE EVENTS OFFICER**

**FOR DECISION**

Listed below are events in the Town that require allocated Town Force hours.

Members are asked to decide, after considering hours allocated previously, what allocation they wish to make for 2025.

Having looked at the hours used for events in 2024, the suggested hours for 2025 are shown in blue.

<b>EVENT</b>	<b>Total man hours allocated in 2024</b>	<b>Actual man hours used</b>	<b>Man hours cost to the Council</b>	<b>Suggested 2025</b>
10k Road Race ***	30	35.5	£781.00	40
Carnival ***	60	64	£1,408.00	75
ROX	15	0	n/a	15
BRSFL Switch On	5	2.5	£55.00	5
BRSFL Illuminated Gala	5	4.75	£104.50	6
Folk Festival	25	39.75	£874.50	45
Bognorphenia	15	11.5	£253.00	15
BR BID	50	0	n/a	10
Armed Forces Day ***	40	50	£1,100.00	55
Rotary Club	5	3	£66.00	5
Events Officer discretionary hours	60	11.25	£247.50	60
<b>TOTALS</b>	<b>310</b>	<b>222.25</b>	<b>£4,889.50</b>	<b>331</b>

\*\*\*Includes enhancements for weekend working i.e. time and a half, or double time

**DECISION**

Members are invited to **AGREE** the recommended Town Force hours for 2025 external events.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

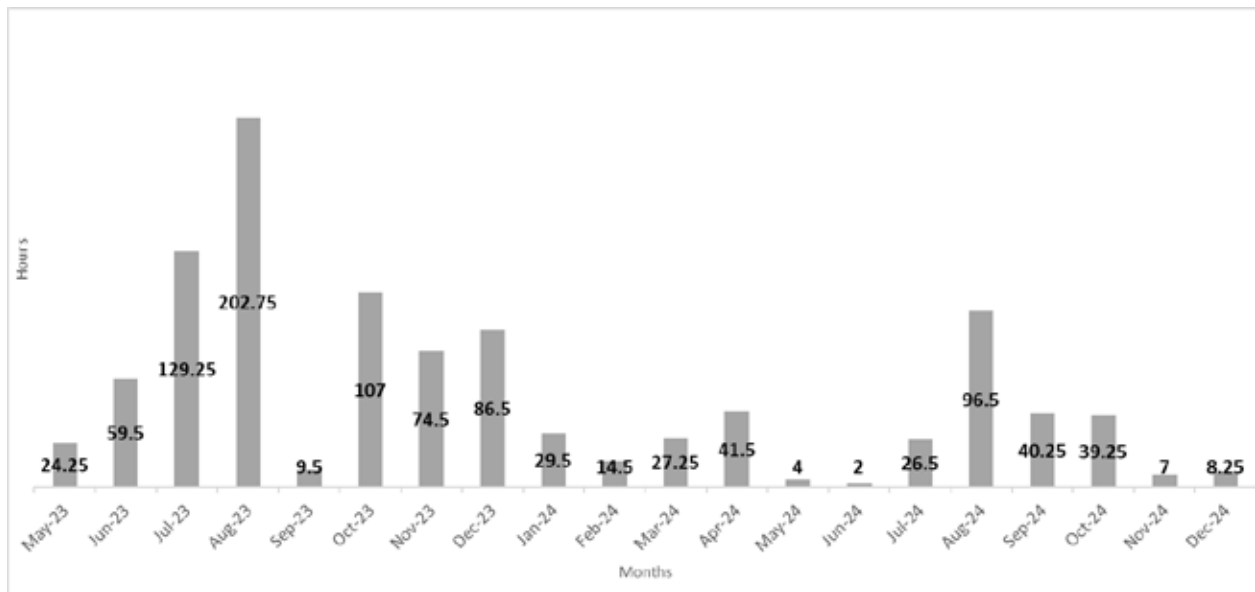
**AGENDA ITEM 8 - TO RECEIVE THE TOWN FORCE REPORT**

**REPORT BY THE TOWN FORCE MANAGER**

**FOR INFORMATION**

**Graffiti**

As the graph below shows, the number of incidents has declined in the last two months.



**Town Force Vehicles**

The MEWP has failed it's MOT due to contamination of the offside rear brake disc and low parking brake efficiency. Investigations revealed that the same issue was about to occur on the nearside rear brake disc as well. It was therefore decided to follow the mechanic's advice to have both sides fixed now rather than risk the machine being off the road again in the very near future. Cost of all the essential repairs is likely to be in the region of £1,200. Members are being asked to note that this unforeseen expenditure will result in the Town Force Vehicle Maintenance Budget being overspent in the current financial year.

**Town Force Training**

A staff member has been booked on a weed spraying refresher course and the whole team, along with relevant Officers, will undertake Legionella Awareness and Legionella Responsible Persons courses on 22<sup>nd</sup> January. The team has also received in-house training in risk assessments and completed a risk assessment review, working alongside the TF Manager.

**Town Force Accommodation**

Essential repairs and improvements to the yard and the team's welfare facilities are in progress. Much of the work has been done by TF staff but trades, such as electricians, plumbers and a glazing repair contractor, had to be brought in for tasks the team is not qualified for. Furthermore, to provide the team with more space, part of the back office that is being used as an archive has been boarded off to give the team more space for storage of clothing, PPE etc.

## **Horticultural Activities**

Following a theft of shrubs from the majority of the Felpham Way planters, protective mesh has been installed around the replacement centrepieces as a deterrent. It will be removed once the shrubs have been established. Most of the bedding plants in Queensway had to be replaced due to harsh weather conditions.

Hanging basket brackets have been removed from 4 lampposts in Queensway to enable installation of the Wayfinding banners by the BID.

## **Sponsored Planters**

There has been an influx of interested parties which has resulted in all available planters along Felpham Way and the Martlets planter being taken on by new sponsors.

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

## **Events Support**

Town Force supported the Christmas Lights Switch-On event.

## **Picturedrome**

The team is currently carrying out removal of black paint (and another 3 layers of paint underneath) from the lower brickwork around the building due to the paint blocking air vents and causing damp issues internally. Painting of the stonework around the front entrance has been completed, utilising the Tenant's paint, and has much improved the area. An onsite meeting was held to identify improvement works to the exterior of the building on Tuesday 7<sup>th</sup> January and an estimate of cost is currently being prepared for consideration by the Bognor Pier Co. Ltd. and the Tenant. The annual inspection and clearance of the gutters and flat roof areas will be undertaken once the MEWP is back on the road.

## **Revenue generating jobs**

- Bus stop cleaning for Felpham Parish Council;
- Removal and subsequent reinstatement of banner arms in the Town Centre for BR BID;
- Installation of a Christmas tree and associated anchor points, roundabout maintenance and installation of 3 benches for Aldwick Parish Council;
- Decorating of a Christmas tree at Station Square for Picturedrome cinema;
- Clearance of car park gullies and weed removal for Bognor Regis Museum;
- Graffiti removal from a play area for Pagham Parish Council;
- Ongoing planter maintenance for Felpham Parish Council;
- Ongoing planter and flower bed maintenance for BRWM Hospital;
- Ongoing removal of shingle from the decking adjacent to the augmented reality portal for BR BID.

## **Examples of other jobs**

In addition to the routine jobs, TF have also installed/de-installed Christmas trees at the Station and William Hardwicke Pub, reinstated hanging basket brackets on the Town Hall balcony following removal of Christmas motifs, removed two benches from York Road and replaced them with a bench from High Street, removed wreaths from around the War Memorial, adjusted timer on the Town Hall balcony lights and serviced BRTC noticeboards.

BOGNOR REGIS TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025

AGENDA ITEM 9 - REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

REPORT BY DEPUTY CLERK

FOR INFORMATION

At the last meeting of the Policy and Resources Committee, whilst receiving the report on meetings with the BID Management Board, Members queried whether the Town Council had a seat on the Board as a Director, and raised concern that Minutes of BID Board Meetings were not shared with Councillors which Members agreed should be raised by the Officer representative, at the BID AGM be held on 12<sup>th</sup> December 2024 – Min. 80 refers.

Having live streamed the last Policy and Resources Committee Meeting, the BID COO picked up on these comments and was proactive in responding to the Town Council before the AGM took place. A lengthy email, pertaining to BR BID operations, was provided and circulated to all Members on 21<sup>st</sup> November 2024. Below are excerpts from the email, pertaining to these two matters raised: -

**BRTC Membership**

*"For ease of reference, I have reproduced the Board decision re. BRTC's application for Company Membership from the January 2024 Minutes below – the information was also conveyed to all Members via an email to you soon after the meeting:*

*BR BID had received an application to join the BID as a voluntary levy paying business from Bognor Regis Town Council. An application for membership had been received from a representative of BRTC who is an Elected Member. In considering the application, BID Directors made close reference to the BID's Articles of Association, the different classes of membership, and the need to retain political autonomy. Directors noted senior BRTC Officer representation at BID Board meetings, the ongoing, constructive information sharing and positive working relationships between the BID COO and BRTC Officers, and the transparency of BID Communications shared through public channels and explicitly shared with all stakeholders. Directors also noted the BID's ongoing commitments to promoting BRTC events through the LBR channels.*

*Referring to the nature and purpose of the BID, the BID's Membership classes and the specific civic, rather than business activity of BRTC, Directors interpreted BRTC's application as more appropriate to "D" class Membership, which states that, "To maintain political neutrality, no D application for D class membership will be approved for individuals holding an elected public office." (BR BID Membership Sept 2023 at <https://www.brbid.org/keybidprojectdocuments> - under OPERATIONS)."*

### **BID Minutes**

*“The BRTC representative is a welcome and pivotal member of the quarterly BID Board Meetings, which are primarily used to share information between partners. The BID’s position on sharing Minutes from BID Board Meetings, established under the first Chairman of the BID back in 2018 is thus: The BRTC Officer is welcome to take notes and share everything that isn’t deemed commercially sensitive within their organisations as soon as the meeting has finished. The BID Team Member’s documented Minutes of BID Board meetings are formally approved at the next quarterly meeting, after which they can be shared internally by the BRTC Board Representative, but not included in public document packs, please.*

*For ease of reference and to save your officer’s time I have attached the approved minutes of all BR BID Board Meetings delivered in the calendar year to date, for internal circulation among Elected Members. (These were attached to the email circulated to all Town Councillors, by the Deputy Clerk, on 21<sup>st</sup> November 2024).*

*BRTC Elected Members are welcome to receive emailed updates through the BID’s website, follow our various social media channels and access all public documents on our resources page: <https://www.brbid.org/keybidprojectdocuments>.”*

The Bognor Regis BID AGM was held on the 12<sup>th</sup> December 2024, at which the agenda included the BID’s Annual Report & Financial Report for 2023-24 Financial Year, an overview of the BID’s plans for 2025-2026, and resignation, retirements and appointments to the BID Board of Directors. Announced at the meeting was the resignation of the BID COO, effective 13<sup>th</sup> December 2024, the redundancy of the BID Promotion & Comms Officer, effective 31<sup>st</sup> March 2025, and the subsequent recruitment of the BID Facilitator post.

Members will acknowledge that these latter details were commercially sensitive and could not be shared with Members until the BID had released this information into the public domain, having first informed their BID Levy paying customers. Whilst the Minutes from the AGM held on 12<sup>th</sup> December 2024 have yet to be formally approved and cannot, therefore, be shared with Members at this stage, it is possible to share the Bognor Regis BID Team Update (**Appendix 1**) published 13<sup>th</sup> December 2024 and available on their website.

### **Next Meeting:**

The next Full Board Meeting is scheduled to take place on 13<sup>th</sup> March 2025.

*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](http://www.brbid.org)). These updates are also received by the Town Council, and these are then circulated to all Councillors.*



## BOGNOR REGIS BID: TEAM UPDATE AT 13<sup>th</sup> DECEMBER 2024

This update reports on BID activity between 3<sup>rd</sup> October 2024 and 13<sup>th</sup> December 2024.

Objective One: Well Known Town	
<p>1 x BID delivered event per annum, (TBC) including all engagement opportunities and promotion</p>	<ul style="list-style-type: none"> <li>• The £2k allocation for BID events has been invested in a 6 week + installation of a 20ft Christmas Tree at Old Town (Methodist Church), including delivery, installation, lighting and removal costs.</li> <li>• The beautifully illuminated tree features a picket fence with a sign stating it has been funded by the BR BID.</li> </ul>
<p>Supporting &amp; promoting high-quality third-party events which significantly increase footfall to the BID Area</p>	<ul style="list-style-type: none"> <li>• The BID Team has continued to collate and promote events taking place across Bognor Regis town events, at no charge via LBR Events page.</li> <li>• As very few event organisers list their events themselves, CH keeps abreast and adds them on behalf of the events.</li> <li>• CH has also collated information into regular listicle posts shared through LBR channels.</li> <li>• CH developed the standalone Christmas page on Love Bognor Regis, as well as all graphics for the “unwrap your Christmas” campaign running through socials.</li> </ul>
<p>365 Delivery of the Love Bognor Regis destination website and associated social media channels</p>	<ul style="list-style-type: none"> <li>• The BID has continued to deliver the Love Bognor Regis website in-house, as well as of websites and channels with regular Guides promoting thematic activities and businesses, including recent guides on Hotham Park Zoo, to tie in with the latest art installation at London Road. The main focus of the platform has been Christmas, as well as working in partnership with ADC to celebrate Small Business Saturday across the District.</li> <li>• HA and CH have worked closely with third party web developers to create new map landing pages, activated by QR codes from each of the various Wayfinding totems and poster boards. This will provide bespoke navigation, as well as spotlighting places of interest in relation to the unique locations.</li> <li>• The build is complete and is going through a final round of feedback and testing.</li> <li>• New heritage page developed showcasing the various zoos at Hotham Park, accessed from QR code at artwork site.</li> <li>• Reminder sent to ADC for SLA payment for Website Delivery.</li> </ul>

	<ul style="list-style-type: none"> <li>• New wayfinding page developed to link from QR codes on all totems and poster boards.</li> <li>• CH continuing to develop the RESOURCES page, providing high quality images, text content and guidance on promoting Bognor Regis in line with the Town Values.</li> <li>• Following the closure of the BR Regeneration Board, the Placebranding guidance document will be hosted on LBR. The final document is in production at time of writing.</li> </ul>
Management and development of the Bognor Regis General Market, plus speciality markets (subject to commercial interest)	<ul style="list-style-type: none"> <li>• General Market income as expected at this point in the financial year.</li> <li>• Two weekends in November / December 2024 impacted by storms, requiring cancellation on safety grounds.</li> <li>• Traders took part in BRTC's Lights Switch On, with extended trading hours.</li> <li>• Market will revert to Saturday only trading after Christmas, until Spring.</li> <li>• BID Facilitator SM starting application process for 2025-26 Licence</li> </ul>
UKSPF Funded: Deliver 24 month perception campaign, celebrating People, Places and Progress	<ul style="list-style-type: none"> <li>• Perception campaign is live on LBR; updated with detailed Wayfinding information. Place branding Progress story will soon include the option to download the style guide and guidance on embedding the Core Town Values.</li> <li>• Monthly progress and financial reporting to ADC UKPSF Panel has been completed, and the project is considered "delivered".</li> </ul>
UKSPF Funded: Installation of 3 x footfall attracting "Insta" sites at key locations	<ul style="list-style-type: none"> <li>• Following approval by Arun UKSPF panel, the final art installation - a mural by local artist Ben Cavanagh, celebrates the animals of the various zoos at Hotham Park since the 1930s.</li> <li>• The mural features a QR code linking to a new page on LBR, which features images from Bognor Regis Museum's collection. Thank you to BR Museum for allowing access to go through the archives.</li> <li>• BR Time Portal experience has now had over 20,000 unique activations since installation on 29<sup>th</sup> March 24.</li> <li>• The BR Time Portal is currently running changed hologram content over the Christmas period.</li> <li>• The portal was recently repainted, and the decking is regularly swept of shingle.</li> <li>• Monthly progress and financial reporting to ADC UKPSF Panel has been completed, and the project is considered "delivered".</li> </ul>
UKSPF Funded: Supporting the installation of the wayfaring design	<ul style="list-style-type: none"> <li>• Supporting BRRB as lead of the Wayfinding Project, the BID COO worked with ADC to introduce a further 17 Bigbelly bins across the town centre, focusing on High street (east and central), Station Road and Station Square.</li> </ul>

	<ul style="list-style-type: none"> <li>• This brings the total number of bins funded through successful applications to the UKSPF to 25, with each bin holding <b>eight times</b> the capacity of the grey bins they replaced. This more than compensates for the removal of one grey bin on London Road.</li> <li>• During the period of this report, the BID’s COO continued to work closely with the BRRB CEO to check all designs to ensure accuracy with respect to directional signposting and walking distance.</li> <li>• The BID COO identified unique geographic locations for each of the key totems and posterboards, to generate unique QR codes for each site.</li> <li>• BID COO and Promo &amp; Comms Officer worked closely with third party web developer to create the site-specific maps that will open from each of the “You are here” QR Codes, providing live navigation.</li> <li>• At present the maps include icons for key attractions. Over time, the maps can be developed to overlay business listings.</li> <li>• The BID COO spent time at BR Museum sourcing images for the Heritage totems located around the town as part of the Wayfinding.</li> <li>• Following the closure of the BRRB, BRBID will receive approximately £5k, ringfenced for activity to extend the Wayfinding into Waterloo Square. Due to limited pavement width and the existing TPAs on lampposts for decorative festoon lighting wraps, this is most likely to take the form of “posterboard” style signage attached at various points to the railings around the bowling green at Waterloo Square, requiring permission from ADC / Tivoli and checking with the Conservation Officer as it is a Conservation Area.</li> <li>• Installation of the Wayfinding collateral will start in w/c 13<sup>th</sup> January 2025.</li> <li>• See also the BID’s UKSPF Queensway “banner” project.</li> </ul>
<p>Ongoing partnership working to ensure delivery of a “big” destination event for Bognor Regis, launching 2026 - subject to development plans</p>	<ul style="list-style-type: none"> <li>• This is on hold at least until such time as development works at Esplanade and Regis Centre are delivered and partners are able to revisit and recommit.</li> <li>• This will be made harder by the closure of the Regeneration Board, downsizing of the the BID’s staffing team and budget constraints impacting all partners.</li> </ul>

Objective Two: Welcoming Town	
<p>In-person support and engagement, plus ongoing provision of the tools needed to share business crime information through a data compliant platform, at no extra charge to levy paying businesses</p>	<ul style="list-style-type: none"> <li>• Progress has been made with respect to District-Wide BCRP, with recruitment of a dedicated, full time BCRP Manager in hand. The post will sit within ADC’s Economy Team.</li> <li>• Once appointed, the BCRP Manager’s time will be equally distributed between Bognor Regis and Littlehampton.</li> <li>• This more than doubles the number of hours of in-person support Bognor Regis Businesses will receive compared with the previous 8 hours from JU.</li> <li>• This is the first time that any BCRP operating for the benefit of Bognor Regis businesses will benefit from a dedicated BCRP Manager, with a sole focus on reducing business crime.</li> <li>• As BRTC Elected Members chose <b>not</b> to support the initiative, BR BID will act as local funding partners, allocating Levy Funds to secure the benefits of the scheme for businesses, including the business crime reporting and information sharing tools and staffing.</li> <li>• The draft BCRP partnership documents developed by HA need further consideration by funding partners – particularly arrangements for governance and oversight of the Partnership.</li> <li>• Having lobbied local partners for this district wide provision since 2022, and as the committed funding partner for Bognor Regis, the BID will be represented on the BCRP’s Governing Committee.</li> <li>• The BID Facilitator will share updates with businesses going forward.</li> </ul>
<p>Provision of 5/7 Community Warden with financial support from BRTC</p>	<ul style="list-style-type: none"> <li>• In response to escalating incidents in the town centre, at the Directors Meeting on 3<sup>rd</sup> October BID Directors supported an increase of warden provision to six days, which took effect the following week.</li> <li>• The increase was made possible following savings in staff costs following the resignation of the BID’s BCR Liaison Officer (JU) to take up a full time position elsewhere.</li> <li>• <b>Positive news for 25/26:</b> At the BRTC Policy &amp; Resources Committee Meeting 09.12.24, Elected Members supported the BID’s request for funding at the same rate as 24-25.</li> </ul>

	<ul style="list-style-type: none"> <li>• If this is ratified by Full Council in January, the BID’s allocation of Levy Funds will see a <b>return to the 7/7</b> service previously secured through grant funding <b>with effect from 1<sup>st</sup> April 2025</b>.</li> <li>• The BID’s increased allocation to support 7/7 warden cover has been made possible by changes to staffing, including the replacement of the full time BID COO post with a part time (20hr per week) BID Facilitator post, with effect from 1<sup>st</sup> January 2025.</li> <li>• <b>Other good news:</b> BRTC Elected Members are exploring the possibility of funding a second warden at key times throughout the year. While we all know intuitively that businesses and the public like having a warden in the town centre, Councillors will, quite rightly, be reaching their decision following careful consideration of the evidence – analysing data to make sure the allocation of public funding towards initiatives thought to support footfall is actually achieving the intended outcome <i>and</i> delivering value for money for local taxpayers.</li> <li>• The BID is continuing to support their decision-making by providing that data, drawn from the BID funded database, which will then be collated and shared by the BID Facilitator in time for the BRTC Full Council on 6<sup>th</sup> January 2025.</li> </ul>
Selling the Radio Hire Scheme	<ul style="list-style-type: none"> <li>• Having managed the “Shopwatch” Radio Hire scheme since the summer of 2023, the BID is transferring this business to EMS Services wef 1<sup>st</sup> January 2025.</li> <li>• BID Directors have agreed terms with EMS Services, and the BID COO has been contacting business members of the scheme to make them aware of the changes and arrange to transfer to the new provider.</li> <li>• The BID Facilitator will continue to follow up any outstanding payments for radio hire services once the business moves to EMS Services in the new year.</li> <li>• Businesses choosing to continue to hire radios will start new contracts with EMS Services – this will be managed by EMS Services.</li> <li>• Within the first twelve months of service delivery, the new provider has committed to introducing upgrades to all existing infrastructure, including new handsets for business participants.</li> <li>• Improved technology will enable the Warden and Police handsets to automatically identify callers.</li> </ul>

<p>Funding the ongoing maintenance, electrical and insurance costs for the festoon lighting at York Road, Old Town, Station Square, and Bedford Street</p>	<ul style="list-style-type: none"> <li>• HA arranged engineer to check Old Town festoon lighting, which had not been coming on.</li> <li>• The fault has been identified as the lighting itself, which was first installed in winter 2019 to replace that previously funded by the Town Council.</li> <li>• BID Directors had been made aware of the potential need to replace the infrastructure, and allocated a contingency in 2025-26 budget for replacement lighting according to quotes secured by the COO.</li> <li>• York Road lights – HA arranged engineer inspection – lighting cannot be activated while scaffolding is in place, for safety reasons.</li> <li>• BID Directors will work with the BID Facilitator to appoint a new lighting maintenance contractor before annual safety checks scheduled for March 2025.</li> <li>• The BID Facilitator has approached BRSFL to explore ongoing partnership arrangements for festoon at York Road, with a view to submitting all renewal paperwork for a further three years (to end of BID Term 2) to WSCC by 1<sup>st</sup> February 2025.</li> </ul>
<p>UKSPF Funded: Enhanced technology to enable extended 365 seafront lighting</p>	<ul style="list-style-type: none"> <li>• This project was delivered in February 2024.</li> <li>• The Seafront Lighting continues to attract positive attention, and an image submitted by a local photographer was recently featured on eth BBC News app.</li> <li>• A further (partner) request to introduce new timers to Bandstand and Place St Maur has been supported by the UKSPF Panel. This will be delivered as an ADC project.</li> </ul>
<p>UKSPF Funded: Introduction of high level lamppost collars at Queensway</p>	<ul style="list-style-type: none"> <li>• Third Party Attachment applications for lamppost collars at Queensway featuring Wayfinding elements were submitted and have been approved, with effect from 1<sup>st</sup> November, expiring 30<sup>th</sup> October 2027.</li> <li>• All designs for the collars have been signed off, and collars are now in production.</li> <li>• To maximise impact of the main Wayfinding Scheme, installation of lamppost collars is sequenced to follow the introduction of the key totems, posterboards, seating and banners across the wider scheme.</li> </ul>
<p>Design, production &amp; installation costs for 1 x seasonal banner change: London Road &amp; High Street</p>	<ul style="list-style-type: none"> <li>• Designs for new metal and fabric banners at both London Road and High Street have been approved, featuring wayfinding elements.</li> <li>• Design costs were included in Wayfinding Project Costs.</li> <li>• New banners are now in production and will be stored at The Track, ready for installation in line with the general rollout of wayfinding collateral (see above).</li> <li>• HA met with TFT to explore condition of existing banner arms and fixings for arms on London Road.</li> </ul>

	<ul style="list-style-type: none"> <li>• While there is no immediate urgency, this would benefit from further exploration with ADC Property &amp; Estates in the next financial year.</li> </ul>
Professional fully funded graffiti removal service for levy paying business premises	<ul style="list-style-type: none"> <li>• BRTC’s excellent Town Force Team continue to remove graffiti from commercial and residential premises across the BID Area.</li> <li>• At the budget setting meeting for 2025-26, BID Directors supported the recommendation to continue supporting BRTC’s efforts with a contribution of £750 towards costs.</li> <li>• It’s anticipated that the <b>actual</b> costs of TFT time and resources to provide this service will be shared with BR BID in early January 2025.</li> <li>• Historically the data provided by BRTC’s TFT Manager evidences that the costs for graffiti removal across the BID Area are considerably higher than the BID’s annual contribution.</li> </ul>
Distribution of the Two Hour Parking Disc – subject to partnership agreements	<ul style="list-style-type: none"> <li>• At ADC’s Policy &amp; Finance Committee on 24<sup>th</sup> October 2024, Elected Members voted to retain cardboard discs and app options, with a £6 charge for cardboard discs, £4 charge for app, with one use per day at participating car parks in Bognor Regis OR Littlehampton.</li> <li>• The BID’s distribution of ADC Two Hour Parking discs was agreed up until to 31<sup>st</sup> December 2024. The BID Board of Directors declined ADC’s offer to act as distributors of the 2025 discs.</li> <li>• ADC Parking are managing all elements of the sale, distribution to business retailers and promotion of 2025 cardboard discs.</li> <li>• The 2025 discs went on sale on 30<sup>th</sup> November 2024, and are valid for one use per day in specified car parks in Bogor Regis or Littlehampton from 1<sup>st</sup> January 2025.</li> <li>• HA has reported back to ADC the number of discs distributed to businesses in 2024, and details of the funds collected on ADC’s behalf.</li> <li>• In line with the Service Level Agreement, those funds will be transferred to ADC, minus the £6k distribution fee agreed with BR BID, by the end of January 2025.</li> <li>• The background documents detailing the thinking underpinning the BID’s approach to the review of the Two Hour Parking Scheme are available to view and download from the BID’s website: <a href="https://www.brbid.org/keybidprojectdocuments">https://www.brbid.org/keybidprojectdocuments</a></li> </ul>

<p>EXTRA: Reducing ASB at Station Square</p>	<ul style="list-style-type: none"> <li>• Having secured a contact at Network Rail on 26<sup>th</sup> July, which eventually led to a connection at GTR on 7<sup>th</sup> September, the BID COO was finally directed to complete an application for “Landlords Consent” from Network Rail to install 450mm fencing to top of planter walls on 19<sup>th</sup> November. This detail is included to evidence the frustrations experienced in trying to get an apparently simple thing done.</li> <li>• Having confirmed that no other partner agency had capacity to complete and submit the documents required, BID COO completed detailed application, wrote the Heritage Statement and submitted all papers to GTR on 03.12.24 with a supporting argument (referencing Network Rail documents) that the project did NOT required Landlord’s Consent and could be secured through agreement from GTR, which had already been indicated.</li> <li>• The BID COO included a draft Memorandum of Understanding between BR BID and GTR that would consent to the BR BID carrying out all activity to install the fencing for a fixed period (to 31.03.28), with BID assuming costs for any maintenance and removal of railings and making good at the end of the period. <i>(This is the same funding arrangement as the BID introducing festoon lighting at various locations around town centre, where a commitment to annual safety checks in included in the annual budget.)</i></li> <li>• GTR Contact acknowledged receipt on 06/12/24, adding that there is support from GTR’s wider Safety Team and Station Management team to take the project forward.</li> <li>• As at 06.12.24, the documents had been forwarded “to the infrastructure team at GTR to check over – from his initial reading of it he sees it as a very well formed proposal, and will be discussing it further with the infrastructure team to see how we can support the process.”</li> <li>• HA has advised funding partners at WSCC (from Arun Growth Deal) and SPCC Office (Community Fund) of the situation and remains optimistic that permission could be secured by end of the 24-25 financial year.</li> </ul>
<p>EXTRA: Olive Trees at Queensway</p>	<ul style="list-style-type: none"> <li>• This project was delivered using levy funds, with installation on 26.09.24</li> <li>• All new olives have taken well to their new environment.</li> </ul>



<b>Objective Three: Transforming Town</b>	
Continue strategic partnership working between all stakeholder groups and agencies	<p>Including:</p> <ul style="list-style-type: none"> <li>• Ongoing work with BRRB re introduction of Wayfinding</li> <li>• Partnership working with ADC Cleansing re Bigbellybins</li> <li>• Info sharing with BRTC – monthly warden reports, informal updates</li> <li>• Development of District Wide BCRP – with ADC economy Team and LHTC</li> <li>• Working with ADC Economy Team to promote businesses: Small Business Saturday</li> <li>• Ongoing efforts as part of multi-agency group focused on Station Square</li> <li>• Ongoing comms with ADC re business priorities during regeneration work</li> </ul>
Supporting the delivery of businesses' strategic priorities for the town : safety, tourism, appearance, perceptions.	<ul style="list-style-type: none"> <li>• Ongoing work to deliver improvements at Station Square – see separate section.</li> <li>• Budget recommendations to increase warden cover to 7/7 for 24-25</li> <li>• Active engagement in development of District wide BCRP</li> <li>• Meetings with Tourism South East to explore barriers to recruitment for Visitor Economy</li> <li>• Ongoing delivery of LBR</li> <li>• Budget recommendation to fund annual DL / Map or BR for 24-25</li> </ul>
Progressing effective delivery of the Town Values for Bognor Regis	<ul style="list-style-type: none"> <li>• The Town Values support all BID activity.</li> <li>• Work with BRRB and designer to finalise Placebranding documentation – this will be hosted on eth Love Bognor Refs website</li> </ul>
Ongoing provision of Springboard footfall counter, plus monthly analysis and reporting to businesses	<ul style="list-style-type: none"> <li>• All monthly footfall reports published to BID website October, November.</li> <li>• Occupancy data and analysis shared with BID Board Members and local partners.</li> </ul>
Ongoing monitoring, analysis and reporting of occupancy rates and use types to compare Bognor Regis's performance against national trends	<ul style="list-style-type: none"> <li>• Occupancy rates and usage audit 27th September 2024 shows BR is still performing better than national average of 14% vacancy rate:</li> <li>• BR Core retail area: 10%</li> <li>• BR Town Center Area:7%</li> <li>• BR BID Area: 9%</li> </ul> <p>The next quarterly audit will show improved occupancy with the reopening of a number of previously vacant core retail premises (Poundstretcher, O2)</p>

<b>Objective Four: Empowering Businesses</b>	
Helping businesses develop by signposting to training, support, cost savings and grants	<ul style="list-style-type: none"> <li>• CH developed new page on brbid.org as a one-stop resource to link to key training / support opportunities: <a href="https://www.brbid.org/support">https://www.brbid.org/support</a></li> <li>•</li> </ul>
Encouraging businesses to grow through networking opportunities, working in collaboration with other B2B providers to eliminate duplication and maximise the benefits businesses gain through engagement	<ul style="list-style-type: none"> <li>• Arun Business Partnership newsletter x 2</li> <li>• Start Up Club at The Track</li> <li>• Open Day at Makerspace x 2</li> <li>• Flourish – Arun Creative Digital Workshops x 3</li> <li>• WSCC Growth Hub Start Up Day x 3</li> <li>• Arun Business Awards</li> <li>• FFS Networking</li> <li>• Business Drop In Session at The Track</li> <li>• Small Business Saturday Training</li> </ul>
Improving engagement between levy paying businesses and the BID, encouraging greater direct involvement in BID project development	<ul style="list-style-type: none"> <li>• Total of 1 x query submitted by businesses for discussion at October Board Meeting, with representation from business at Old Town at the meeting and subsequent action and comms from BID COO.</li> <li>• Limited response from businesses in response to promotion opportunities through LBR this Christmas.</li> </ul>
EXTRA: Promoting individual businesses	<ul style="list-style-type: none"> <li>• ADC Economy Team Small Business Saturday initiative developed with BR BID and third party agency resulted in strong engagement, with posts re promoting businesses on Small Business Saturday.</li> <li>• CH delivering “Unwrap Your Christmas” campaign, showcasing individual businesses with respect to offers and events.</li> <li>• Ongoing like / share of new business openings / awards</li> </ul>
<b>COMPANY ADMINISTRATION</b>	
<b>BID Budget for 25-26</b>	<ul style="list-style-type: none"> <li>• Following a comprehensive review of the BID’s capacity to deliver core commitments following the loss of income associated with the two-hour parking scheme, Directors agreed a new approach starting in the 2025-26 Financial Year, with a transition period</li> </ul>

	<p>commencing on 25<sup>th</sup> November with the appointment of Simon Mansfield (SM) to the new BID Facilitator post.</p> <ul style="list-style-type: none"> <li>• The current BID COO, resigned on 26<sup>th</sup> September, giving the Board an extended period of notice to make alternative arrangements.</li> <li>• The BID COO's last working day is 13<sup>th</sup> December 2024.</li> <li>• The current BID Promotion &amp; Comms Officer post will be made redundant, with the current postholder's last working day being 31<sup>st</sup> March 2025.</li> </ul>
<b>BID Governance</b>	<ul style="list-style-type: none"> <li>• The BID delivered an Annual General Meeting on 12<sup>th</sup> December 2024, reporting on activity for the 23-24 financial year.</li> <li>• At the meeting, A class BID Director Matthew Reynolds resigned.</li> <li>• At the meeting, A class BID Member Freya Reynolds was appointed as a Director.</li> <li>• At the meeting, A class BID Member was formally appointed as a Director, having served on the Board since September 2024.</li> </ul>

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 10 - TO FURTHER CONSIDER POTENTIAL SITES IN BOGNOR REGIS FOR EVENT ORGANISERS TO USE FOR STORAGE, AND TO AGREE ANY NEXT STEPS – MIN. 84 REFERS**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Having raised the possibility of identifying assets in Bognor Regis for event organisers to store their equipment, whilst discussing Partnership Funding offered to such groups by the Town Council, Members agreed that both West Sussex County Council (WSSC) and Arun District Council (ADC) be written to and asked whether they would be agreeable to permitting any of their underutilised assets, such as the underground public conveniences on the Promenade and in Waterloo Square in Bognor Regis, to be used for such purposes (Min. 84 refers).

Following a question from a Member around the possibility of the Town Council making budget provision for the hiring of storage facilities, it was suggested that it would be unlikely for WSSC or ADC to provide the use of their assets free of charge, in addition to which, the cost of insurance would need to be considered. In the first instance, before discussing possible budgets and whether event organisers should be asked to recompense the Town Council in some way, it was agreed to make written enquiries with WSSC and ADC first.

The Head of Assets at WSSC replied as follows: -

*"I can confirm WSSC does not own any storage space that is available for hire or rent in the Bognor Regis or Arun DC area. I am very sorry we cannot accommodate your request."*

The Director of Growth at ADC replied as follows: -

*"We have a lack of storage space I am afraid, so we are not in a position to assist."*

In a follow-up phone call with ADC's Property, Estates, and Facilities Manager, on 13<sup>th</sup> January 2025, the Deputy Clerk specifically asked about the underground facilities identified by Members and received the following feedback: -

The subterranean toilets on the Promenade have had a new soil pipe recently installed on one side which is suspended 2-3ft off the floor and goes straight through the middle of the space. The other side is occasionally used to temporarily store the belongings of rough sleepers. The spaces are described as damp, with decommissioned toilet pans present, and unlit. Furthermore, the stairs leading to the toilets are not maintained and, overall, the asset is considered a site with risks that is both inaccessible and inappropriate to be used as suggested by Members.

It is understood that the sectioned off area within the Waterloo Square toilets is still fitted out as public conveniences and possibly unlit, making it also unsuitable for use as storage.

**DECISION**

Members are invited to **AGREE** any next steps.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 11 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR NOVEMBER AND DECEMBER 2024**

**REPORT BY DEPUTY 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 **2** is an overview for the months of November and December 2024.

The report for December 2024 was provided by the new BID Facilitator who advised that they would be looking to overhaul these reports going into 2025/26 and will be working to get the raw data accurately recorded (on both the BID Base and DISC). A conversation was had with SWL about the reporting of the interactions, with a further conversation needed with the Wardens, but the reason for low interaction reporting appears to be a combination of:

- Technical issues with phones that had been ongoing since October but was now resolved.
- A lack of understanding of how important the recording of the data is. Once the BID Facilitator has reviewed the contract with SWL, actions will be put in place to ensure better reporting.
- A busier month for the Wardens so Warden activity was directed to more “direct interventions”.

**DECISION**

Members are asked to **NOTE** the Monthly Community Warden Reports from the Bognor Regis BID for November and December 2024.



## **BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC**

Date: 6<sup>th</sup> December 2024

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: NOVEMBER 2024 (30 days)**

**Total number of hours delivered (recorded on invoice): 208**

### **KEY PERFORMANCE INDICATORS: NOVEMBER 2024**

**Number of engagements with business representatives: \*F**

**Number of businesses engaged with: \***

**Total number of incidents reported on DISC by the warden: \***

**Total number of incidents reported on DISC by 45 Town Centre Business users: 13 (from 3 reporters)**

**£ value of stock recovered by warden: £905.34**

#### **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.

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.

Apologies - I am unable to provide interaction details for the month of November, as there have been ongoing issues with the warden's phone which is used to log interactions and DISC reports.



## **BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC**

Date: 9<sup>th</sup> January 2025

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: DDECEMBER 2024 (30 days)**

**Total number of hours delivered (recorded on invoice) :** Invoice outstanding at 9/1/25, TBC

### **KEY PERFORMANCE INDICATORS: DECEMBER 2024**

**Number of engagements with business representatives:** 182

**Number of businesses engaged with:** 54

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

**Total number of incidents reported on DISC by 45 Town Centre Business users:** 3 (from 1 reporter)

**£ value of stock recovered by warden:** £3,633.02

### **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.

interaction details for the month of November and December remain low due to ongoing issues with the warden's phone which is used to log interactions and DISC reports. This issue has now been resolved.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 12 - INTERNAL AUDIT INCLUDING: -**

**REPORT BY THE TOWN CLERK**

**FOR NOTING & DECISION**

**TO REVIEW THE 2025/26 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION**

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

### **Annual Audit Plan for 2025/26**

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

**1. Proper book-keeping** - Appropriate accounting records have been properly kept throughout the financial year.

**2. Financial Regulations, Standing Orders and Payment Controls** - The Council complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

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

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

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

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

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

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

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

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

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

## **DECISION**

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2025/26 to the Town Council.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 13 - TO CONSIDER THE TOWN COUNCIL'S ANNUAL  
ASSESSMENT/REVIEW OF RISKS**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Copies of the Overall Summary and Action Plan of the Annual Assessment/ Review of Risks for 2024/2025 are attached for Members' consideration as **Appendices 1 and 2**.

**DECISIONS**

To consider the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2024/2025 and **RECOMMEND** that these be referred to the Town Council for approval.

Once approved by Council, the Action Plan to be signed by the Mayor, as Chair of the Council, and the Town Clerk.



# LCRS 6. Overall Summary

## Bognor Regis Town Council Assessment for year 2024 To 2025

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



# LCRS 6. Overall Summary

## Bognor Regis Town Council Assessment for year 2024 To 2025

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

Completed by: Joanne Davis

Date: 21 January 2025

Position: Deputy Clerk

*How to complete:*

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



**Bognor Regis Town Council**  
**Assessment for year 2024 To 2025**

**LCRS 7b - All Action Plans**

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
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There are no risks identified that score over 3. Therefore, there are no actions to be taken for 2024 - 2025.

			<input type="checkbox"/>
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No of issues listed: 0

**Submitted to council:** \_\_\_\_\_

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Cllr Claire Needs** \_\_\_\_\_

**Signed by responsible Finance officer - Glenna Frost** \_\_\_\_\_

*How to complete (individual risk section):*

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

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 14 - TO CONSIDER THE AGENDA AND ARRANGEMENTS,  
INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF  
ELECTORS SCHEDULED FOR 17<sup>th</sup> MARCH 2025**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

The level of attendees is not usually high at the Annual Town Meeting of Electors unless there is a 'hot topic' on the agenda and the Council Chamber usually allows ample space to accommodate the low number of attendees. There were 28 members of the public, and 14 Town Councillors, present last year, not all of whom were Electors for the Town.

The appropriate legislation states that the Annual Parish Meeting - called the Annual Electors Meeting in Bognor Regis - must be held between March 1<sup>st</sup> and June 1<sup>st</sup> and it is usual for the meeting to be held in March in Bognor Regis. Normally at this time of year the Town Council considers the arrangements for the Annual Electors Meeting that must be held each year.

A copy of the agenda for last year's meeting is attached as **Appendix 1** for information. Consideration will need to be given to what items Members wish to be included to stimulate the debate this year.

**DECISIONS**

The Committee is invited to: -

Consider the arrangements for this year's meeting and **AGREE** the location and confirm the time that the meeting should commence.

To consider items for inclusion on the agenda.



# 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](mailto:bognortc@bognorregis.gov.uk)

## **ANNUAL TOWN MEETING OF ELECTORS FOR 2024**

The Annual Town Meeting of Electors will take place at **The Town Hall, Clarence Road, Bognor Regis, West Sussex** at **6.30pm for a 7.00pm start on Monday 11<sup>th</sup> MARCH 2024**. The Chair of the Meeting will be the Mayor.

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

## **A G E N D A**

1. Welcome by the Mayor and introduction of Councillors present
2. To approve and sign the **Minutes** of the Town Meeting of Electors held on Monday 13<sup>th</sup> March 2023 and any **Matters Arising**
3. To receive the **Annual Report** of the Council
4. To receive the **Accounts** of the Town Council year ending 31<sup>st</sup> March 2023 and Budget for 2024-2025
5. To receive the **Accounts** of the Bognor Pier Company Ltd. year ending 31<sup>st</sup> December 2023 (if available)
6. To consider **Resolutions** of which written notice has been given by **Friday 8<sup>th</sup> March 2024**
7. To welcome the joint Interim Chief Executive and Director of Growth at Arun District Council, Karl Roberts, to give a presentation and update on the Alexandra Theatre project
8. Bognor Regis Town Council's programme of events for the year
9. Open Forum with questions to Councillors/Attendees

**DATED this 26<sup>th</sup> day of February 2024**

**Town Clerk**

**Mayor**



**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 15 - TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 10<sup>th</sup> DECEMBER 2024 AND AGREE ANY NEXT STEPS – MIN. 90 REFERS**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

It was reported to Members at the Committee Meeting held on 18<sup>th</sup> November 2024 that Arun District Council (ADC) would be appointing a Lead Officer for each Town Council in the district to be the key point of contact with the Town Clerk regarding any issues or opportunities they would like to discuss with ADC. Members agreed with the proposals put forward by the CEO of ADC regarding future relations, in terms of liaison with Bognor Regis Town Council, and acknowledged that the Lead ADC Officer for BRTC would be Karl Roberts, Director of Growth, who will keep the CEO, and the relevant Members, advised on any issues discussed with the Town Clerk (Min. 90 refers).

The Town Clerk and Deputy Clerk met with Karl Roberts on 10<sup>th</sup> December 2024, with the Notes from the meeting shared with ADC's Corporate Leadership Team and circulated by email to Town Councillors, by the Deputy Clerk, on Friday 17<sup>th</sup> January 2025.

The last discussion item on the Notes circulated was in relation to the BRTC draft Vision and the Town Council has been asked to provide an update to ADC on whether there is an intention to take this forward. In light of ADC's current deliberations around the Bognor Regis Masterplan, it is important that the Town Council's Vision informs this piece of work.

To recap, the draft Vision was produced following 3 workshops, delivered by Dr Dave Cooper to Members in October 2022, and was presented to Members at an Extraordinary Meeting of the Town Council held on 12<sup>th</sup> December 2022. With local elections on the horizon, it was felt that it would be inappropriate to progress the Vision any further until after this time. With a new administration in place for the next four years, it was considered only right and proper that it was they whom agreed and adopted the Town Council's Vision for the immediate future. Therefore, arrangements were made for Dr Cooper to present the Vision to Town Councillors at a Member's Briefing held on Wednesday 6<sup>th</sup> September 2023. Six Councillors attended the Briefing and whilst it was felt that the Vision presented was "a good start", it was stated that absent Members may have valid contributions to make. Suggestions going forward included discussing the draft Vision with Group Leaders, before having a 1-2-1 with Dr Cooper, followed by one last Members Briefing at which the Vision to be recommended to Council would be agreed. With there having been no further progress since this time, the matter of the BRTC Vision will be an item for discussion on a future agenda.

The next Liaison Meeting is scheduled for early March and Members are asked to make the Town Clerk aware of any specific matters, beyond actions agreed at Council or Committee Meetings, that they would like to be discussed.

**DECISION**

Members are asked to **NOTE** the Notes of the ADC/BRTC Liaison Meeting held on 10<sup>th</sup> December 2024 and **AGREE** any next steps.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 16 - REGENERATION INCLUDING: - TO FURTHER  
DISCUSS THE DISSOLUTION OF THE BOGNOR REGIS REGENERATION  
BOARD – COUNCIL MIN. 135 REFERS**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

At the Council Meeting held on 28<sup>th</sup> October 2024, the Town Clerk advised that a press release had been received from the Bognor Regis Regeneration Board, just prior to the commencement of the Council Meeting. She verbally summarised the press release for Members, which confirmed that the Regeneration Board would be closing, due, in short, to financial pressures. The Town Clerk advised that the full press release would be forwarded to Members after the meeting, for information. It was noted that the dissolution of the Bognor Regis Regeneration Board would form an Agenda item at a future meeting of the Policy and Resources Committee, as this would impact the Town Council. It was suggested that discussions would be needed with various stakeholders to understand their viewpoint on the matter (Min. 107 refers).

During discussions at the Policy and Resources Committee Meeting held on 18<sup>th</sup> November 2024, a Member urged the Council not to react too quickly to the news that the Regeneration Board had dissolved, but rather wait to see what other organisations might do in response, with reference made to the new Administration at West Sussex County Council next year following local elections. There was regret that the Regeneration Board had come to an end, and they were described as having been pivotal in bringing organisations together with local authorities. It was considered important that organisations around the table continues, in whatever guise, and that the Town Council has a seat. However, with some believing that Economic Regeneration sits under local authorities, such as Arun District Council, it was proposed that the Town Council waits and sees what might develop and agreed to revisit the matter in approximately six months' time. In the meantime, dual-hatted Councillors were asked to seek out Arun's stance in relation to a way forward (Min. 89 refers).

Further discussion on regeneration in Bognor Regis took place at the Council Meeting held on 6<sup>th</sup> January 2025. Members expressed regret over the disbandment of the Regeneration Board, with all being in agreement that with much regeneration going on in the Town, it was an important time to ensure that regeneration as a whole is still discussed and moved forward, with many keen for the Town Council to take a lead role in this. A Councillor asked those present, who were also Members of Arun District Council, to lobby ADC into forming a 'body' that could steer any such discussions with relevant partners, including the Town Council. This idea was favourable, with a dual-hatted Councillor also stating that ADC should also be more proactive in compulsory purchases of any building in the Town that are derelict, ensuring the general upkeep of the Town and so as not to dampen any of the positive effects of the regeneration projects taking place.

It was agreed at the Council Meeting that consideration of how regeneration is moved forward in the Town should be referred to the next Policy and Resources Committee Meeting as an agenda item. Despite the Committee having agreed in November to revisit the matter in 6-months, Council felt that the issue warranted an earlier discussion (Min. 135 refers).

Members are invited to consider how regeneration is moved forward in Bognor Regis, following the dissolution of the Bognor Regis Regeneration Board, and what role the Town Council might play.

**DECISION**

Members are asked to **AGREE** any next steps in relation to regeneration in Bognor Regis.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 17 - TO FURTHER CONSIDER THE PROVISION OF  
COMMUNITY WARDEN COVER IN THE TOWN CENTRE FOR 2025-2026  
– COUNCIL MIN. 129.1 REFERS**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Following a recommendation from the Policy and Resources Committee Meeting held on 9<sup>th</sup> December 2024, Members at the Council Meeting held on 6<sup>th</sup> January 2025 unanimously resolved to approve that provision for a 7-day Warden service be included in the 2025/2026 Budget. It was further agreed that allowance would be made for the Policy and Resources Committee to settle the final details regarding the period of cover once the feedback from the trial had been received, with these costs to be offset against Revenue with the amount going into Reserves adjusted accordingly (Min. 129.1 refers).

Members are asked to note that the report for December 2024 received from the new BID Facilitator includes the data for the additional Warden funded by the Town Council, which was noted by Members under Agenda item 11 earlier in the meeting and is reattached to this report as **Appendix 1** for Members ease of reference.

It had been hoped that the data for the additional Warden would have been recorded separately to the usual monthly Warden report. However, comments received from the BID Facilitator following the identification of limited data being available included: -

*A conversation was had with SWL about the reporting of the interactions, with a further conversation needed with the Wardens, but the reason for low interaction reporting appears to be a combination of:*

- *Technical issues with phones that had been ongoing since October but was now resolved.*
- *A lack of understanding of how important the recording of the data is. Once the BID Facilitator has reviewed the contract with SWL, actions will be put in place to ensure better reporting.*
- *A busier month for the Wardens so Warden activity was directed to more “direct interventions”.*

It should be noted that whilst interactions with businesses were lower than usual more “direct interventions” with individuals were undertaken by the Wardens with the stock recovery level significantly higher than in the previous months. Unfortunately, the data for any direct interventions is not recorded as part of the monthly Warden report received from the BID making it difficult to quantify the full benefits of the additional provision. However, several Members of the Council who work in the Town Centre had spoken in support of the additional Warden service at the Town Council Meeting in January and recalled countless occasions through December where the additional Warden was ‘a real asset’ with great feedback having been received firsthand from

businesses, also adding to the feeling of safety for shoppers and retailers alike. Other Members called the benefits of having a second Warden 'invaluable'.

It had also been suggested at the January Town Council Meeting that the Town Council needed to obtain full control of the proposed additional Warden, including the areas they would cover, whilst understanding the need to work in partnership with the Bognor BID and the Warden managed by them.

Members have previously agreed to make provision for a 7-day Warden service and now need to consider how this provision should be implemented:

-

- three months during the year covering busy periods - April, August and December
- seven months to cover June through until the end of December
- twelve months to cover the whole year

The level of Warden cover agreed by Members, and the contractual costs associated with this service, will determine the procurement process that the Town Council will need to adhere to.

In view of the contractual nature of this matter, this item will be referred to the end of the meeting and considered under Confidential Business.

## **DECISION**

Members are asked to **RESOLVE** to **AGREE** the period of cover to be provided by a 7-day Warden service during 2025/2026, for which the costs will be offset against Revenue and the amount going into Reserves adjusted accordingly and the management arrangements for this provision.



## **BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC**

Date: 9<sup>th</sup> January 2025

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: DECEMBER 2024 (30 days)**

**Total number of hours delivered (recorded on invoice) :** Invoice outstanding at 9/1/25, TBC

### **KEY PERFORMANCE INDICATORS: DECEMBER 2024**

**Number of engagements with business representatives:** 182

**Number of businesses engaged with:** 54

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

**Total number of incidents reported on DISC by 45 Town Centre Business users:** 3 (from 1 reporter)

**£ value of stock recovered by warden:** £3,633.02

### **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.

interaction details for the month of November and December remain low due to ongoing issues with the warden's phone which is used to log interactions and DISC reports. This issue has now been resolved.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 18 - TO RATIFY THE ADDITIONAL COST OF  
COMMUNITY WARDEN PROVISION FOR SATURDAY 30<sup>th</sup> NOVEMBER  
2024 – MIN. 91 REFERS**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Whilst discussing ways to combat antisocial behaviour and shoplifting in the Town Centre during the busy month of December, at the Committee Meeting held on 18<sup>th</sup> November 2024 Members resolved to agree funding the provision of Warden cover in the Town Centre throughout December, up to 7 days a week, at a cost of £4,649.28. It was also agreed that this cover should include the Town Council's Switch-On event on 30<sup>th</sup> November (Min. 91 refers).

With the cost to provide cover for this single date in November unknown at the time of the November meeting, Members are now asked to ratify the additional cost for this occasion.

**DECISION**

Members are asked to **RATIFY** expenditure of £160.32 excluding VAT for the additional Warden cover provided in the Town Centre at the Switch-On event held on 30<sup>th</sup> November 2024, to be funded from General Reserves.



**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 19 - TO CONSIDER AND RATIFY THE LEVEL OF FUNDING TO BE AWARDED TO THOSE ORGANISATIONS IDENTIFIED FOR PARTNERSHIP FUNDING - MIN. 108 OF THE EXTRAORDINARY MEETING OF 13<sup>th</sup> JANUARY 2025 REFERS**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

At the Extraordinary Policy and Resources Committee Meeting held on 13<sup>th</sup> January 2025, Partnership Funding applications were considered alongside Grant Aid applications. Following recommendations from the Chair, Members discussed the applications that had been identified to receive Partnership Funding, rather than the Grant Aid funding for which they had applied, agreeing that they best fitted the partnership criteria agreed by Members at the Committee Meeting held on 3<sup>rd</sup> June 2024 (Min. 17 refers).

The Chair suggested liaison should be held with the relevant organisations, to ensure these partnership proposals are in line with what the organisations are proposing to achieve with any funding provided and best value can be attained.

Following the discussion, Members resolved to agree to enter into a three-year Partnership Funding Agreement with Bognor Pier Trust C.I.C., Bognor Regis Carnival Association and Bognor Regis Seafront Lights (Illuminate event), thus enabling liaison with the applicants once the agreement is reached on the funding levels to be awarded over the 3-year period. It was also agreed that final ratification of the level of funding to be awarded would be conducted by the Policy and Resources Committee at the next meeting (Min. 108 refers).

It has previously been Minuted that “the importance of supporting local groups should be balanced against a desire to see groups moving towards becoming more self-sufficient, sourcing funding from elsewhere, rather than continuing to rely on the Town Council’s limited resources”. With this in mind, the two organisations identified for Partnership Funding last year saw the amount awarded to them in Year 1 reduced in Year 2 and further reduced in Year 3.

The Chair’s recommendations to the Extraordinary Meeting on 13<sup>th</sup> January 2025 was to award the full amounts requested to the three organisations that had been identified for Partnership Funding in Year 1. Following further liaison with the Chair, having identified the funds available for Years 2 and 3 in line with other Partnership Funding already committed and so as not to exceed the anticipated budgets available, it is recommended that a reduction of £1,000 be applied per annum to the amounts awarded to each organisation in Years 2 and 3.

Members are invited to consider the Chair’s recommendations relating to Partnership Funding to be awarded including the amounts requested this year

by each of the three organisations identified and the proposed reduction of £1,000 per annum to the level of funding to be awarded in Years 2 and 3 of these agreements.

Bognor Pier Trust C.I.C. -	applied for £3,919.15
Bognor Regis Carnival Association -	applied for £4,500.00
Bognor Regis Seafront Lights (Illuminate event) -	applied for £5,000.00

## **DECISION**

Having considered the recommendations from the Chair, Members are asked to **RATIFY** the level of funding to be awarded to those organisations identified for Partnership Funding, under a 3-year agreement commencing 1<sup>st</sup> April 2025, as follows: -

### **Year 1**

- a) Bognor Pier Trust C.I.C. - £3,919.15
- b) Bognor Regis Carnival Association - £4,500.00
- c) Bognor Regis Seafront Lights (Illuminate event) - £5,000.00

With a reduction of £1,000 per annum being applied to the level of funding in Years 2 and 3 for each of these agreements.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 20 - CHANGES TO THE CONSTITUTION FOLLOWING  
UPDATES AND MINOR AMENDMENTS**

**REPORT BY THE DEPUTY CLERK**

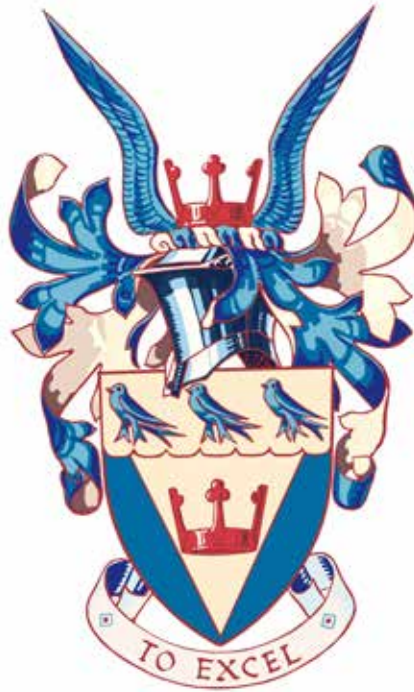
**FOR DECISION**

Following a routine review of the Town Council's governance documents, minor amendments to the Town Council's Constitution have been identified (highlighted in **Appendix 1**).

Namely, the priorities identified in the Corporate Strategy, following its review in April 2024, a couple of date changes to reflect the most recent elections, and the use of singular pronouns.

**DECISION**

Members are asked to **APPROVE** the proposed updates and minor amendments, as identified in the report, to the Town Council's Constitution.



# BOGNOR REGIS TOWN COUNCIL CONSTITUTION

Adopted by the Council at its Meeting held on 9<sup>th</sup> March 2015

Amended ~~November 2021~~ **March 2025**

## SUMMARY AND EXPLANATION

### BACKGROUND – LOCAL GOVERNMENT

Before considering the detail of how Bognor Regis Town Council operates, it is useful to consider briefly where local government has come from and how it is changing.

In Britain there is no codified constitutional document setting out the rights and responsibilities of local authorities and their relationship with National Government. Instead, there is a set of institutions and practices, some centuries old, that have been created and adopted in response to changing circumstances and which have gradually been given a statutory framework.

Local Government is in the public sector but is not a local civil service. It is political in nature because the people that determine its direction are democratically elected by local people. Central Government, however, has the capacity to direct and regulate councils through legislation and fiscal means. Local Government is, first and foremost, a people business and service to the community is the cornerstone of its activity.

Local Government in England is a mixture of single and two tier principal authorities and local councils. County councils and district councils (sometimes called borough councils) have a split responsibility for service provision, a situation which still exists in West Sussex. Metropolitan and unitary authorities are all purpose. The term "local council" means a parish or town council. They are, like all councils, an elected corporate body, but have a far more limited range of duties and powers than the principal councils. Nevertheless, the Town Council is the most local form of government and therefore plays a vital role at the community interface.

Local government traditionally can only do what it is powered to do by statute, other acts are "ultra vires" (beyond the power of) which is the reverse of the position of an individual who can do anything which is not restricted by law. This position was widened for principal authorities and qualifying local councils by the provisions of the Local Government Act 2000 which gave those councils the power to undertake a wide range of duties which they considered were likely to achieve the promotion or improvement of the economic, social or environmental well-being of their area.

The well being powers are now superseded by a **general power of competence** provided for by the Localism Act 2011. In brief, this provides for a principal council or qualifying local council to have the power to do anything that individuals generally may do. Having met the required criteria, Bognor Regis Town Council resolved to adopt the general power of competence on 5<sup>th</sup> September 2016 and reaffirmed this position following the ~~2019 elections on 13<sup>th</sup> May 2019~~ 2023 elections on 22<sup>nd</sup> May 2023.

### BACKGROUND – BOGNOR REGIS TOWN COUNCIL

Bognor Regis Town Council is the parish council serving the central area of the seaside resort of Bognor Regis in West Sussex, one of 3 town councils in Arun District. Along with 23 parish councils and 5 parish meetings, it was established in 1985, following the Local Government reorganisation in 1974 which brought into being Arun District Council.

It is one of 159 town and parish councils in West Sussex. The historic town had been at the centre of local government from 1894 to 1974 through the Bognor Regis Urban District Council.

Arun District Council was formed, under the Local Government Act 1972, merging the Urban Districts of Bognor Regis and Littlehampton, the municipal borough of Arundel and parts of Chichester and Worthing Rural Districts.

Arun is one of 7 district and borough councils in the shire County and West Sussex County Council the other principal council providing services to Bognor Regis.

The Town is part of the Bognor Regis and Littlehampton constituency for Parliamentary elections.

The Town Council has a coat of arms, the motto of which is "To Excel".

## **HOW THE COUNCIL OPERATES**

The Council is composed of 16 Councillors, representing five electoral wards of Hotham, Marine, Orchard, Hatherleigh and Pevensy. Council elections take place in May every 4 years, when a new Council is elected; the most recent elections took place on ~~2<sup>nd</sup> May 2019~~ **4<sup>th</sup> May 2023**. The term of office of councillors is four years starting on the fourth day after being elected and finishing on the fourth day after the date of the regular election four years later. The overriding duty of Councillors is to the whole community, but they have a special duty to their ward constituents, including those who did not vote for them.

Only registered voters of the Town or those living or working there, or living within 3 miles of the parish boundary are eligible to hold the office of councillor, providing they are 18 years of age or over and not disqualified.

Councillors have to agree to follow a code of conduct to ensure high standards in the way they undertake their duties which includes the declaration of interests in matters considered by Council. The Standards Committee of Arun District Council is responsible for promoting and ensuring the standards of conduct by district, parish and town Councillors. Arun District Council's Monitoring Officer deals with complaints about the behavior of Councillors under the Code.

All Councillors meet together as the full Council every eight weeks including the annual council meeting in May. Here Councillors decide the Council's overall policies, set the budget each year and deal directly with the more major issues.

The Council appoints committees which deal with the more detailed or routine items of business. Many decisions are delegated by full Council to these committees, however a number of items are dealt with as recommendations to be ratified at a meeting of full Council. Council may also establish working parties, which do not usually have decision making powers but look at the detail of future policy or services in a depth which would not be possible in the formal arena.

The Council's functions can be broadly divided into two main areas; firstly providing local services for residents and visitors that improve the quality of life, such as floral displays, events, allotments and improved street-care services.

Secondly, it tries to champion the town's corner to other statutory providers, for example the District and County Councils and Sussex Police. It does this by commenting on planning applications, consultations or perhaps taking other authorities to task on matters of concern.

The Town Council has ~~recently~~ developed and adopted a Corporate Strategy which sets out its main priorities and what the Council intends to achieve and deliver for the community. ~~Four~~ Five main priorities have been identified, which are:

- ~~— Build on the success of Bognor Regis~~
- ~~— Manage and reduce the environmental impact of Bognor Regis~~
- ~~— Work to enable residents and community groups to live well and enjoy and take pride in our Town~~
- ~~— Promote arts and culture to make Bognor Regis a great place to live, work, study and visit <sup>(5)</sup>~~
- 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.

## **HOW DECISIONS ARE MADE**

All formal meetings of Council and its committees are subject to statutory notice being given, and the Council publishes an annual programme each year. Meetings are always publicised on the Web Site and Notice Boards. All formal meetings are open to the public and press. Reports to those meetings are available for the public to see and relevant background papers are available on request.

Occasionally, Council or committees may need by law to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public. Minutes from all formal meetings, including the confidential parts are public documents.

## **THE COUNCIL'S STAFF**

The Council has people working for it (called 'officers') to give advice, implement decisions and manage the day-to-day delivery of its services. The Town Clerk heads up this paid service and has specific duties as the "Proper Officer" to ensure that the Council acts within the law. The Town Clerk is also designated as "Responsible Financial Officer" to ensure that financial best practice is followed. A code ensures high standards of conduct and a protocol governs the relationships between officers and members of the council.

## **CITIZENS' RIGHTS**

Citizens have a number of rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council's own processes. Where members of the public use specific council services they have additional rights. These are not covered in this Constitution but you will be told of them when you use the service.

Citizens have the right to:

- Vote at local elections if they are registered;
- Contact their local councillor about any matters of concern to them;
- View a copy of the Constitution;
- Attend meetings of the Council and its committees except where, for example, personal or confidential matters are being discussed;
- Present a petition to the Council;
- Complain about any aspect of the Council's services. (If a complaint in the usual way does not bring satisfaction, the Council has a formal complaints procedure);
- Complain to the Arun District Council's Monitoring Officer if they have evidence which shows that a Councillor has not followed the Council's Code of Conduct;
- Inspect the Council's accounts and make their views known to the external Auditor who checks the Council's book-keeping and expenditure;
- View and in most cases obtain copies of documents set out in the Council's publication scheme;
- The Council welcomes participation by its citizens in its work and welcomes interested people at its meetings.

## **ROLES AND FUNCTIONS OF ALL COUNCILLORS**

All Councillors, whatever their formal position on the Council (or party political system), share common roles and responsibilities.

### (a) **Key Roles**

All Councillors will:

- collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- represent their communities and bring their views into the Council's decision making process, i.e. become the advocate of and for their communities;
- contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making;
- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;



- balance different interests identified within the ward and represent the ward as a whole;
- participate in the governance and management of the Council;
- be available to represent the Council on other bodies; and
- maintain the highest standards of conduct and ethics.

(b) **Rights and Duties**

- Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or officer entitled to know it.
- Unless specifically authorised to do so by the Council or a Committee, a Member of the Council shall not issue any order respecting any works which are being carried out by or on behalf of the Council or claim by virtue of his/her membership of the Council any right to inspect or to enter upon any lands or premises which the Council have the power or duty to inspect or enter.

## **ROLE AND FUNCTION OF THE MAYOR**

The Mayor will be the civic head of the Council, first citizen of the Town subject to deference to the District Chair~~man~~ where appropriate. ~~He / She~~ They will be a symbol of the authority and an expression of social cohesion.

The Mayor will chair meetings of full Council and, in doing so, will promote political neutrality.

The Mayor will be elected by the Council at its Annual Meeting. It is however a convention of the Council that the Deputy Mayor in any year shall be put forward as Mayor for the following year.

## **DEPUTY MAYOR**

The Council will appoint a Deputy Mayor at the time the Mayor is elected, who shall assume the role of the Mayor when the Mayor is not present, or unable to fulfil that function.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 21 - FINANCIAL REPORTS INCLUDING: -**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

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

The financial reports for the month of December 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 NOVEMBER AND DECEMBER 2024, WHILST NOTING THAT THIS IS NOW UNDERTAKEN BY ANY AUTHORISED BANK SIGNATORY OTHER THAN THE CHAIR OR VICE-CHAIR OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS (F.R. 2.6 REFERS)**

**BACKGROUND**

Following recent changes to the Council's Financial Regulations, under the Risk Management and Internal Control heading it states as follows: -

*'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.'*

In line with this requirement, Cllr. Woodall has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of November and December 2024.

- **TO RATIFY THE USE OF TWO BACS PAYMENTS TO COVER EXPENDITURE FOR THE CHRISTMAS SWITCH-ON EVENT 2024**

Payment for two elements of the entertainment for the Christmas Switch-On event were made by BACS payment through the Co-operative Bank in November 2024. This had become necessary to enable these transactions to be expedited following return of the original cheques as unpaid by the bank a few days before the event was due to take place. The cheques were flagged by the anti-fraud department of the bank as they were payable to new suppliers not previously used by the Town Council.

The Town Council currently has no regular payments made using BACS. The Committee therefore need to ratify the use of these BACS payments in carrying out these transactions.

## **DECISIONS**

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

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 2024, undertaken by Cllr. Woodall in line with the Council's Financial Regulations.

To **RATIFY** the use of the two BACS payments as noted above.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 27<sup>th</sup> JANUARY 2025**

**AGENDA ITEM 22 - CORRESPONDENCE**

**FOR INFORMATION**

1. WSCC meeting of the Cabinet on 09.01.25 additional agenda – Circulated to all Councillors 23.12.2024
2. Sussex Police Monthly Bulletin – Circulated to all Councillors 24.12.2024
3. NALC Events – Previously forwarded to all Councillors
4. WSCC Cold Health Alert – Circulated to all Councillors and on social media 02.01.2025
5. Sussex Alerts; Priority Services Register – Circulated to all Councillors and on social media 02.01.2025
6. Heather Perrott; Next International film showing at the Picturedrome – Circulated to all Councillors 02.01.2025
7. Sussex Alerts; Amber warning of snow & ice affecting London & South East England – Circulated to all Councillors and on social media 03.01.2025
8. WSCC additional Agenda item; cabinet meeting on 09.01.2025 – Circulated to all Councillors 03.01.2025
9. St Wilfrid's Hospice Newsletter – Circulated to all Councillors 06.01.2025
10. Sussex Alerts; Cold health alert extended for the South East – Circulated to all Councillors 06.01.2025
11. NALC Chair has penned an open letter to parish and town councils – Circulated to all Councillors 06.01.2025
12. NALC Events newsletter – Circulated to all Councillors 07.01.2025
13. NALC Open letter to parish and town councils – Circulated to all Councillors 07.01.2025
14. Complete Grant Aid Monitoring forms: BR Carnival, BR Armed Forces Day Committee, Youth of Bognor received 06.01.2025 and Girlguiding Bognor Regis received 07.01.2025
15. WSALC Chairs Forum; date change 07.01.2025
16. WSCC Newsletter – Circulated to all Councillors 07.01.2025
17. Sussex Alerts; 'Are you scam savvy?' Free sessions available via webinar – Circulated to all Councillors and on social media 08.01.2025
18. NALC Chief Executive's bulletin - Circulated to all Councillors 09.01.2025
19. WSCC offers free Bikeability training to Year 6 pupils – Circulated to all Councillors and on social media 09.01.2025
20. HCLG Committee writes to Angela Rayner, Secretary of State to press for clarity on next steps on reform of Local Government Audit – Circulated to all Councillors 09.01.2025
21. WSCC News Release; Sussex Councils agree to submit expression of interest on devolution – Circulated to all Councillors 10.01.2025
22. LGA January Sustainability bulletin – Circulated to all Councillors 10.01.2025
23. The Sussex Police & Crime Commissioner; Happy New Year – Circulated to all Councillors 10.01.2025
24. WSCC Cabinet 03.12.24 unconfirmed minutes – Circulated to all Councillors 10.01.2024
25. Clerks & Councils Direct January no 157 issue 13.01.2025
26. NALC Jobs listing 13.01.2025

## **AGENDA ITEM 22**

- 27.** Clerks & Council Direct magazine issue 157
- 28.** NALC Events newsletter – previously forwarded to Councillors 14.01.2025
- 29.** Free webinars from the WSCC Digital Safety and Fraud Prevention team – Circulated to all Councillors and on social media 14.01.2025
- 30.** Celebrate 200 years of rail with great deals on Great Northern, Thameslink and Southern – Circulated to all Councillors and on social media 14.01.2025
- 31.** CA Arun and Chichester; Help us to help our community – Circulated to all Councillors and on social media 15.01.2025
- 32.** Parish Online Newsletter 15.01.2025
- 33.** WSCC News Release; 100<sup>th</sup> Birthday celebrations – Circulated to all Councillors and on social media 16.01.2025
- 34.** Sussex Alerts Fraud action; Bookihng.com users targeted with scam messages – Circulated to all Councillors and on social media 16.01.2025
- 35.** VAAC fortnightly e-bulletin – Circulated to all Councillors 16.01.2025
- 36.** NALC Chief Executive’s bulletin – Circulated to all Councillors 16.01.2025
- 37.** Development Communications Ltd; Alexandra Theatre – media release re progress update – Circulated to Councillors 17.01.2025
- 38.** WSCC News release; Proposed County Council budget to go before scrutiny committee – Circulated to all Councillors 17.01.2025
- 39.** The Sussex Police and Crime Commissioner; Further funding to tackle anti-social behaviour – Circulated to all Councillors 17.01.2025
- 40.** WSCC Providing warmth and comfort with meals on wheels – Circulated to all Councillors and on social media 17.01.2025
- 41.** NALC Jobs newsletter 20.01.2025